

AWC Small City Advisory Committee Statement of Purpose

The mission of the Association of Washington Cities is to build connections between our state's diverse cities and towns, while providing our members with the support needed to thrive through delivery of data-driven education, nationally recognized pooling programs, and nonpartisan advocacy.

The Association of Washington Cities recognizes the need to explore new strategies to better respond to the needs of our smaller cities and towns. The Small City Advisory Committee serves as a resource to the Association, helping staff to identify training, publication, technical assistance, and legislative needs of cities and towns with fewer than 5,000 people.

- The Small City Advisory Committee consists of fourteen (14) city and town officials. Eight to ten of the 14 positions are filled by elected officials. The other positions can be filled by staff from cities or towns.
- Positions held by city staff will represent areas of expertise important to small city services; this may include a city manager/administrator, clerk, treasurer, public works director, or similar positions.
- The AWC Board President makes appointments to the Committee. When appointments are made, the Board President takes into consideration the size of jurisdiction, whether it is in a rural or urban area, and whether it is in eastern or western Washington, to ensure that a good mix of cities and towns are represented.
- The two members of the AWC Board who are elected from cities with populations of less than 5,000 serve on the Committee as co-chairs.
- Members of the Committee serve for two-year terms, and each member can serve two consecutive full terms. In some cases, the Board may allow a committee member to serve more than two terms.
- The Committee meets at least twice a year - at the City Action Days Conference and at the Annual Conference in June. Additionally, the Committee will communicate as needed throughout the year including in-person and online.
- Committee members play a crucial role in advising AWC staff on the needs of smaller cities and towns. To properly serve in this role, members should plan to attend both City Action Days and the Annual Conference. Regular attendance ensures that members can participate in and evaluate education relevant to AWC members, and that the resources provided to members to attend meetings are utilized. Members who have missed two or more in-person meetings during their term will not be considered for reappointment.
- AWC staff members will look to the Committee for suggestions and guidance on work products or strategies to meet the needs of small cities and towns.
- The ideas and recommendations of the Committee will be submitted to AWC staff and the AWC Board for consideration.

Adopted by the AWC Small City Advisory Committee on June 17, 1994, and the AWC Board of Directors on October 7, 1994; amended by the AWC Board of Directors December 6, 2019; amended by the AWC Board of Directors September 18, 2025.