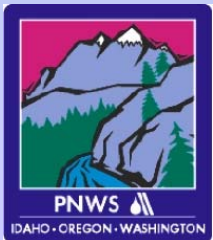


# Committee Chair Orientation

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Revision: May 3, 2010

# Committee Chair Orientation

Overview of how the Association is organized

Role of Committee Chair

Role of Trustee

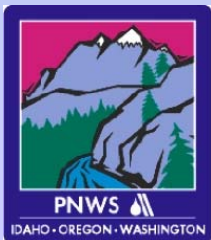
Chair Description

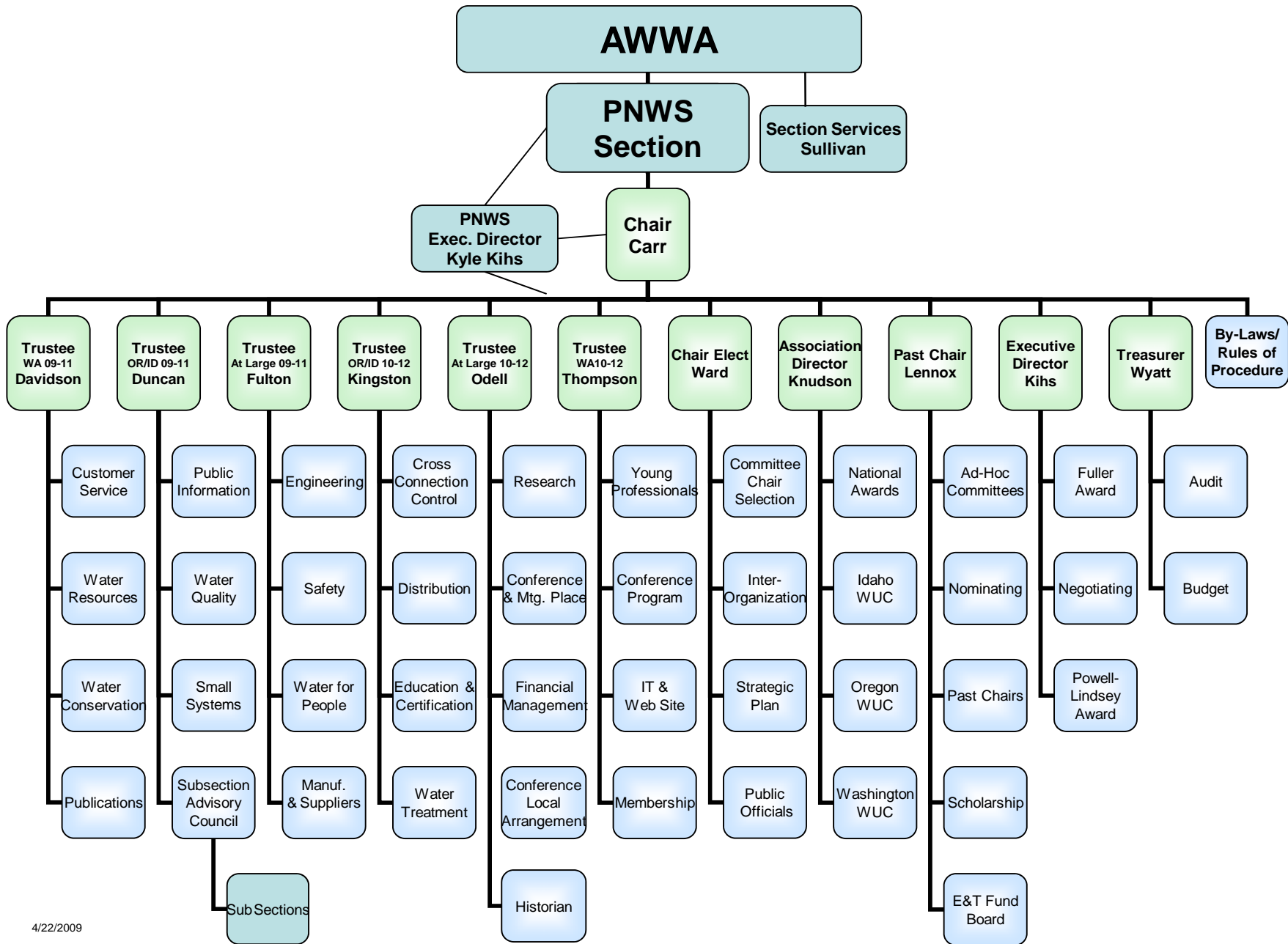
Director Description

Ideas and procedures

Budget – Jeff Lundt

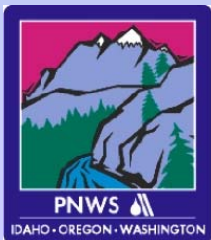
2010-2011 Schedule of Events





# Guiding Documents

- Articles of Incorporation
- Bylaws
- Rules of procedure
- Strategic Plan
- Affiliation Agreement (with Association)
- Conflict of Interest
- Code of Practice



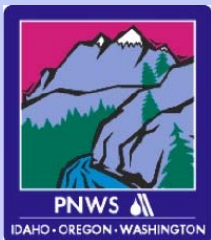
# Committee Chair Position Description

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Purpose: Carry out the mission of the  
Committee

Duties:

1. Plan committee meetings and agenda.
2. Move members toward participation and decision-making.
3. Maintain records and information on committee work.
4. Maintain contact with Board Liaison
5. Prepare committee budget and track budget.



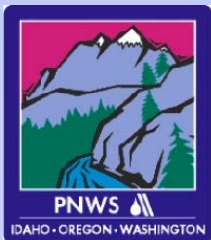
# Committee Chair

## Position Description (cont)

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### DUTIES:

6. Evaluate committee efforts and communicate accomplishments to board.
7. Keep committee web page current.
8. Maintain current committee roster.
9. Participate in Board meetings.
10. Participate in the strategic planning process of the section.

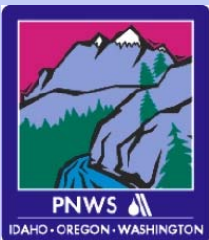


# Committee Chair

## Position Description (cont)

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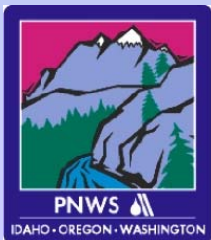
**TIME REQUIREMENTS:** Varies with committee and their activity level. Requires at least an hour per month to keep up on Section activities. This includes reading monthly updates, responding to Executive Director requests, and maintaining contact with liaison to the Board of Trustees. Attend and facilitate committee meetings and Board meetings.



# Committee Member Responsibilities

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- Make time to attend meetings and perform duties.
- Act in good faith in best interest of Section.
- Review agenda and background material before meeting.
- Participation in the discussion.
- Accept and follow through on assignments.

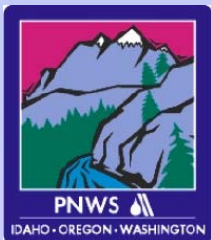




# Section Trustee Position Description

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**PURPOSE:** Take part in all meetings and actions of the Board. Each trustee will have voting power within the Board of Trustees. The Board of Trustees will be the governing body of the section and will execute its business in accordance with the bylaws of the Section and the bylaws and governing documents of the American Water Works Association.



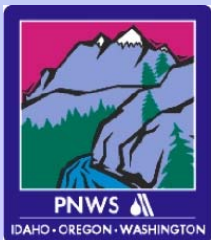
# Section Trustee

## Position Description (cont)

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### REQUIRED DUTIES AS A TRUSTEE LIAISON:

1. You should be familiar with the budget requests presented by the committees you are assigned. Be prepared to answer any questions the Board may have if your committee chair is not present to report. Budget requests are made at the Fall Trustees meeting.



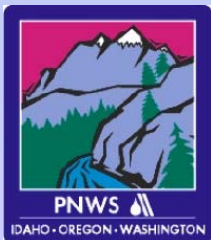
# Section Trustee

## Position Description (cont)

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### REQUIRED DUTIES AS A TRUSTEE LIAISON:

2. The section has a policy of maintaining a 30% reserve account. With that in mind, you need to be prepared for any unplanned major expenditure that may come up (e.g. unplanned legal fees). Will it be necessary to make budget cuts or shift funds and if so where? If you review the budget carefully, you may have good sound ideas on how to meet unplanned expenditures.



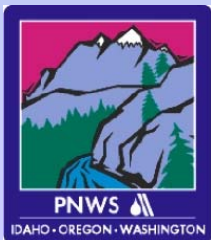
# Section Trustee

## Position Description (cont)

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### REQUIRED DUTIES AS A TRUSTEE LIAISON:

3. Should you be assigned a new committee then be ready to accept committee chair responsibilities until the committee can be firmly established and a new chair properly trained.
4. Your minimum term as Trustee is for a two-year period. You also have the potential of serving as Chair, Chair-elect and Past Chair extending your commitment to five years.



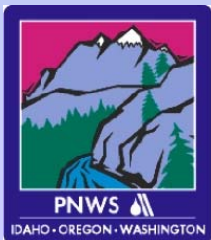
# Section Trustee

## Position Description (cont)

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### REQUIRED DUTIES AS A TRUSTEE LIAISON:

5. It is vitally important you have good communication with your assigned committees so as to ensure good continuity between the Board and the committee. Remind Committees that officers should be selected for the next year in January and become effective at the close of the Section Conference in May.



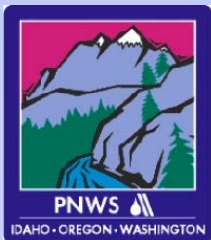
# Section Trustee

## Position Description (cont)

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### REQUIRED DUTIES AS A TRUSTEE LIAISON:

6. You need to have minutes prepared about the actions of the committee to ensure good liaison between the Board and committee. This is especially important if your committee chair is not present at the Board Meeting to report.



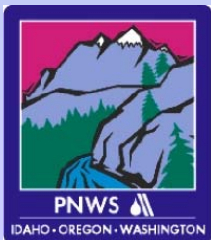
# Section Trustee

## Position Description (cont)

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### REQUIRED DUTIES AS A TRUSTEE LIAISON:

7. A brief summary of committee actions to present the Board of Trustees. This is generally done by the committee chair and sent to the executive director. Keep in mind, it is the responsibility of the Trustee to ensure the work is completed on time, such as; the committee annual goal accomplishments, reports, budget requests and committee member roster.



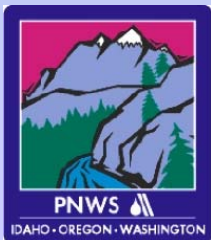
# Section Trustee

## Position Description (cont)

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### REQUIRED DUTIES AS A TRUSTEE LIAISON:

8. Be knowledgeable of your committee activities and be prepared to represent those activities at the Board meetings.





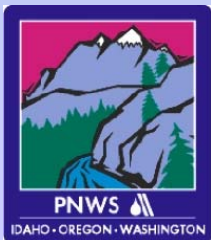
# Section Trustee

## Position Description (cont)

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### REQUIRED DUTIES AS A TRUSTEE LIAISON:

9. Always follow up with committee activities. Maybe the Board has a special request of a committee. Be sure to contact your Chairperson and follow through. Encourage them to participate at every Trustee meeting .



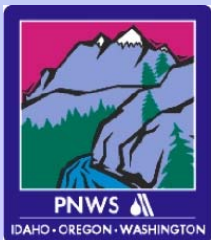
# Section Trustee

## Position Description (cont)

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### REQUIRED DUTIES AS A TRUSTEE LIAISON:

10. Reference the Directory and go through the areas where policies and strategic plans are found.
11. Your commitment as a Trustee is to attend all committee meetings, assist committees that are struggling, encourage their participation in section activities, and to encourage them to bring new members into their committees .

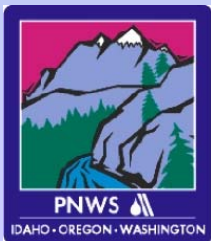


# Section Trustee

## Position Description (cont)

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**TIME REQUIREMENTS:** Plan on approximately two hours of reading per week and full attendance at committee and Board of Trustee meetings

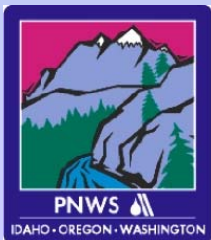


# Section Trustee

## Position Description (cont)

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- Attendance at the following meetings:
  - Committee meetings
  - Spring Trustees meeting
  - Fall Trustees meeting
  - Winter Trustees meeting
  - Special meetings (e.g. budget meetings)
  - Regional officers meeting and AWWA Summer workshop (strongly recommended)



# Section Chair Position Description

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Preside at all general and special meetings of the section, Preside at meetings of the Board of Trustees; and of the Executive Committee.

Supervise all section activities.

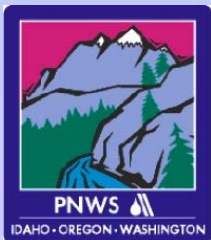
Act as ex-officio member of all committees..

Send appropriate letters of appreciation to local dignitaries and honored guests.

Supervise operation of section in accordance with section bylaws.

Review the activities of the executive director.

Monitor committee progress.

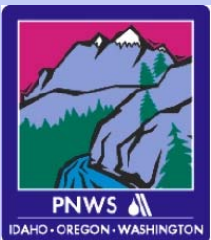


# Section Chair

## Position Description (cont)

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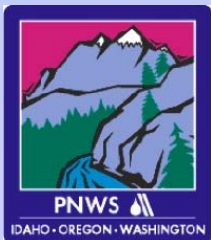
**TIME REQUIREMENTS:** At least two hours per week; attendance at all section events, committee and subsection activities, additional time around the annual meeting is required; regular contact with AWWA staff.



# Section Director Position Description

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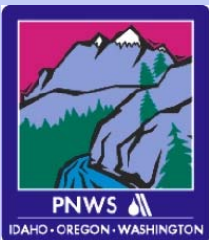
**SUMMARY:** Help establish and/or change the policies for the conduct, management, and direction of the Association. Act as communications link between the section and the AWWA Board of Directors. Represent the section on the AWWA Board of Directors, and act to coordinate and unify the section. Serve on both the section board and the AWWA Board of Directors representing each of those bodies in the deliberations of the other, and act to coordinate and unify their actions.



# What Makes a Good Officer

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Decisions made by the AWWA Board of Directors are based on the recommendations of committees and/or officers. Therefore the Board is only as effective and efficient as its committees or officers; conversely, the committee or officer is only as productive as his or her leadership. The following guidelines are valid if you are an AWWA officer, section officer, committee chair, committee member, or volunteer.

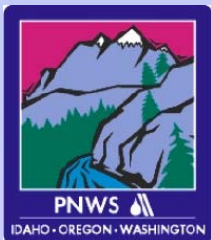




# What Makes a Good Officer

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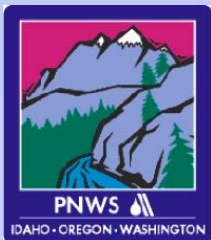
- Follow the Scout motto - BE PREPARED - for every meeting.
- Be on time.
- If you are the presiding officer, keep the meeting on track--follow the agenda.



# What Makes a Good Officer

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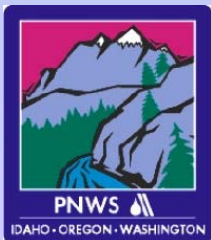
- Be a leader by example.
  - You will be looked to for leadership.
  - Need to provide example.
  - Do the work too!
- Don't be a leader of one.
  - Tap the abundant resources of the members.
- Be a listener as well as a leader.
  - Listen to all ideas; you never know when you may find a gem.
- Be aware of all issues .
  - There are two sides to each issue. Be sensitive to each side, but remain firm in your convictions .



# What Makes a Good Officer

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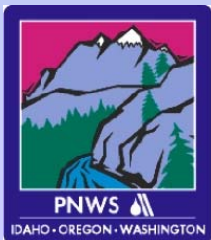
- When conflict arises, don't look aside and hope it will go away .
  - Adopting a positive approach to resolving conflict can lead to a stronger and healthier association.
- Be prepared to "carry water for the elephants."
  - An essential part of being a good officer is relaying information from the Board of Directors to the sections and membership, as well as from the sections and membership back to the Board of Directors.
- Acknowledge the work and efforts of others.
  - Even if they indicate they do not want recognition, most of the times, deep inside they really do.



# What Makes a Good Officer

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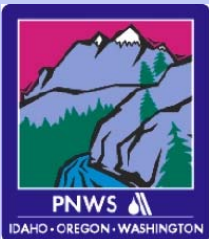
- When attending conferences and seminars, mingle with the crowd .
  - Introduce yourself and let them know you're glad they are there. Small personal things will produce big rewards not only for yourself but the entire association .
- Treat everyone with respect.
  - Once again, small things often pay the biggest rewards .



# Running a Meeting

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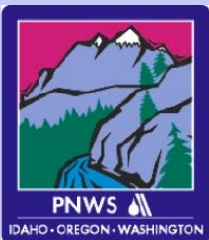
1. Send out an agenda
2. Set and follow the agenda
3. Assign member to take minutes
  - Agenda items should be handled in the following order.
    - Announce the Item
    - Ask for or give any report on the item
    - Allow discussion
    - Ask for motion
    - Ask for second to motion
    - “Any further discussion?”
    - Repeat the motion
    - Call for voice vote
    - Announce motion, adoption or failure
    - If a motion fails, call for a new motion and second. There should be no discussion until new motion is made under this circumstance.
    - Repeat sets 4-10 until the item is dealt with
    - Move to next item



# Running a Meeting (cont)

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- Keep discussion from continuing too long by:
    - Setting up ad hoc committees
    - Reaching a quick resolution
    - Taking a break
    - Moving on to the next item
  - Involve committee members:
    - Chair should not dominate – just facilitate
    - Oral committee reports
4. Summarize action items and due dates
  5. Determine next meeting date and location
  6. Adjournment

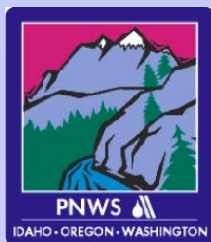


# Committee Chair Information

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## Chair's Role as Facilitator

- Guide, probe, stimulate discussion
- Encourage clash of ideas, but not personalities
- Prevent one-sided discussions
- Keep committee focused and moving toward a decision
- Seek consensus, but unanimity is not required

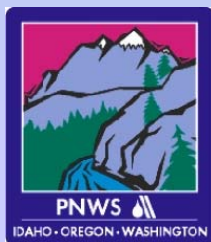


# Committee Chair Information

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## Developing Meeting Agenda

- Identify agenda items, meeting date, time and location
- Provide background information as necessary
- Identify person presenting each item
- Don't over schedule – allow time for each item
- Send agenda/material well in advance



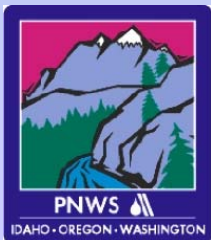


# Board of Trustees and Section Staff

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## Characteristics of a good partnership:

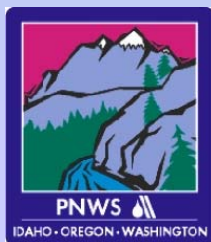
- Common expectations of job responsibilities
- Cooperative planning
- Good communications and information
- Cooperative evaluation of progress
- Neither behaves as superior nor inferior
- Common understanding of:
  - Where we are going
  - Why
  - How we will get there
  - How we will know we are there



# Board of Trustees and Section Staff

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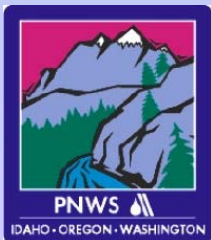
<b>Section Board of Trustees</b>	<b>Section Staff</b>
Governs	Administers
Decides what	Decides how
Makes policy	Carries out policy
Sets overall section goals	Plans to achieve goals
Reviews plans	Implements plans
Monitors progress	Monitors progress



# PNWS AWWA Calendar of Events

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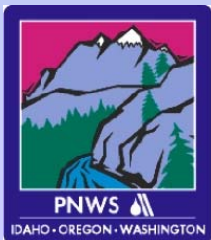
- June 5, 2010 – Water Matters Summer Edition Deadline
- June 20-24 – ACE10 – Chicago
- July 28-30 – Summer Workshop  
Denver, CO. *Where you meet your peers, network with other sections, and learn new management skills.*



# PNWS AWWA Calendar of Events

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- Sept. 10 – Water Matters Fall Deadline
- Sept. 16-17 – Region V Regional Meeting of Section Officers, Big Sky, MT. *This meeting is the most important tool for gaining updated information on AWWA and other sections. As a section leader, you will not want to miss this opportunity to meet with a national representative, AWWA staff, and leaders from other sections.*



# PNWS AWWA

## Calendar of Events (cont)

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- Oct 5-7 – Fall Trustee Budget Meeting  
Spokane, WA, Davenport Hotel
- Nov 26 – Water Matters Winter  
Deadline
- Feb 2-4, 2011 – Winter Trustee Meeting  
and Training, Portland Airport Sheraton
- May 4-6 – Section Conference Boise, ID

