



American Water Works Association Pacific Northwest Section

Desired Skills and Expertise

Pacific Northwest Section Board of Trustees

The Nominating Committee of the Pacific Northwest Section of the American Water Works Association is seeking individuals to serve on the Board of Trustees with the following skills and experience. The Nominating Committee (five most recent Section Past Chairs) is committed to developing a diverse and balanced Board of Trustees that supports the Executive Director in advancing the mission and strategic priorities of the section and the association.

Issue Area Expertise

- Knowledge of the water industry issues and trends
- The American Water Works Association, its vision and mission.
- The mission of the Pacific Northwest Section and its relationship between the association and our subsections
- The organizational structure of the Pacific Northwest Section and its 30 plus committees and 12 subsections
- The funding mechanism that supports the Pacific Northwest Section activities

Competencies and Skills

- Highly credible and respected in area of expertise
- Governance experience; successful track record of serving on non-profit boards, or at the Section committee and subsection levels
- Strategic thinking, planning and execution
- Financial acumen including basic budgeting and ability to understand financial statements
- A commitment and ability to reach out to industry contacts to recruit new partners and/or to advance the goals of the American Water Works Association
- A commitment to diversity and inclusion
- Forward thinking; an ability to notice key trends and proactively position the Section and its programming based on those insights
- Commitment to service and acting in the best interests of the American Water Works Association and the Pacific Northwest Section



American Water Works Association **Pacific Northwest** Section

Statements of Responsibilities

Pacific Northwest Section Board of Trustees

The Board of Trustees plays an essential role in shaping and advancing the mission and strategic priorities of the Pacific Northwest Section. Trustees are expected to actively contribute their leadership, expertise, time and talents in meeting the association and section objectives. The Board of Trustees meet the highest personal and professional standards and reflect diversity of the community we serve. The Board of Trustees is the governing body of the section and will execute its business in accordance with its governing documents.

Trustees serve a two year term, with the possibility of extending their commitment another three years by serving as Section Chair-elect, Chair and Past Chair. The time requirements for these positions depend on your level of interest and commitment. Most individuals serving in Trustee positions find that their duties require as little as one day per month plus two days per quarter to attend the Board meetings. The Chair-Elect and Past-Chair typically require about two days per month plus the Board meetings, and demands of the Chair position can require one to two days per week at times. Certainly, it is possible to invest more time than that, depending on your personal schedule and interest.

Responsibilities

- Belief in the purpose, mission and approach of the American Water Works Association and a commitment to act responsibly and prudently as a steward of the Pacific Northwest Section
- Acceptance of legal, fiduciary and ethical responsibilities to ensure the section does the best work possible in pursuit of its goals
- Attendance at three board meetings, a strategic planning meeting and possible phone conferences if needed
- Maintain independence and objectivity in conducting the section business. Avoid the appearance of conflict of interest, by disclosing any potential conflicts to the Board of Trustees in a timely manner.
- Stay informed about the association and the sections activities, including reviewing financial statements, asking relevant questions and requesting information as appropriate; be willing to actively participate in making decisions and taking responsibility for them.

Expectations

- You will be a member in good standing with the American Water Works Association either through an individual membership or utility membership.
- As a Trustee you will be asked to liaison with 4-5 section committees during your term in office. It is vital that you stay engaged with these committees, ensure they are on track to meet their annual training objectives and that they have succession plans in place. If you cannot attend these committee meetings in person it is recommended that you call in via conference call.
- Active participation in signature events convened by the section, these include but are not limited to Water For People and Education and Training fundraisers.
- Active participation during and between board meetings, including resource development, support of policy, programming and special events.
- Serve as champion for the work and mission of the American Water Works Association and the Pacific Northwest Section
- Work with the Executive Director and other Trustees in good faith as partners toward achievement of the section's goals, mindful that the role of the board is governance, policy and strategic direction.
- Pay all personal expenses related to attendance at board meetings and events. If you or your employer cannot support the required travel the section can pay for up to two nights lodging upon request. Meals are always provided.



American Water Works Association Pacific Northwest Section

Application Form

Pacific Northwest Section Board of Trustees – Trustee and Chair Elect

Thank you for your interest in serving on the Board of Trustees for the Pacific Northwest Section of the American Water Works Association.

The Board of Trustees governs the overall execution of the section's mission. Principally, the Board manages organizational finances, governance issues and sets long term priorities for programs. Board members have an important fiduciary responsibility consistent with the American Water Works Association's status as a 501(c)(3) nonprofit organization. Candidates are urged to make the Pacific Northwest Section one of their top priorities for their voluntary leadership activities.

Trustee and chair elect positions require a time and energy commitment of approximately 2-4 hours a month and full attendance at the four Board of Trustee meetings a year. Additionally, AWWA provides two trainings a year for section officers that you are highly encouraged to attend: the Summer Workshop in Denver in July and the Regional Meeting of Section Officers in the fall.

Interested candidates should review the Board Roles and Responsibilities document as well as the visit our Official Documents page on the section website. We also encourage interested candidates to contact our Executive Director Kyle Kihs with additional questions regarding priorities and needs. His contact information is: kkihs@pnws-awwa.org he can also be reached by calling 503-760-6460.

To Apply:

- If you have been asked by a member of the Section Nominating Committee to run for trustee or chair elect please return the brief Application Form along with your resume, CV or bio to them by March 1. As mentioned earlier, being an effective trustee or chair elect requires a time commitment. It is important that your supervisor is aware of this which is why we require their signature on the application.
- Any member in good standing wishing to be considered as a "candidate by petition" to fill a trustee position vacancy may do so by presenting to the Board a signed petition containing AWWA member signatures amounting to five percent (5%) of those votes cast in the last regular election (40 signatures). To be so considered, any member shall, at least ten (10) days before the Fall Board meeting, present a written request for nomination by petition,

accompanied by the signed petition to the Executive Director for confirmation of the petitions and forwarding to the Nominating Committee. Candidates by petition will be considered on the following year's ballot.



American Water Works Association **Pacific Northwest** Section

Application for Trustee Candidacy

This document along with your resume, CV or bio, will be shared with the Nominating Committee of the Pacific Northwest Section of the American Water Works Association. Please limit your response to no more than two pages.

Application should be returned to the Nominating Committee representative who asked you to run for trustee. If you are a candidate by petition please email your application material to kkihs@pnws-awwa.org

Name –

Title –

Organization –

Address –

Telephone –

Email –

- **Why do you want to be a board member of the Pacific Northwest Section?**
- **Please briefly outline the specific skills and experience that you feel makes you an ideal candidate for trustee or chair elect?**
- **How will you be engaged in supporting the work and mission of the association and the section? Are there specific contributions you wish to make?**

I am willing and able to fulfill the responsibilities outlined in this document should I be asked to serve on the Board of Trustees.

Candidate Signature

Date

On behalf of _____ (employer name), we are committed to support _____ (candidate) should they be elected to the position of trustee or chair elect of the Pacific Northwest Section of the American Water Works Association. We understand the support may include the following:

- *Attendance at four board meetings a year*
- *Travel to/from the above mentioned board meetings*
- *Attendance at the PNWS-AWWA annual conference*
- *Participation in occasional meetings and/or telephone calls to coordinate with assigned committees and work teams*
- *Other duties as outlined in this document*

Supervisors Signature

Date



AWWA Board of Directors

Board Member Competencies and Job Description

PNWS Bylaws Section 6.10 - Association Director Nominee. *Nominees for the Sections' Association Director should be persons of long experience with the Section, preferably having served as an officer for 2 or more years.*

The following skills/competencies/experience should be considered when selecting candidates for AWWA board membership:

- Strategic thinker
- Effective communicator
- Leadership
- Ability to work collaboratively and build consensus
- Water industry knowledge and experience
- Financial acumen
- Personal integrity, credibility and honesty
- Ability to promote and/or manage change
- Commitment to diversity and inclusion
- General business and entrepreneurial skills

Special consideration should be given to candidates that have:

- A leadership position within a utility, business, organization and/or association
- Experience as a Board of Director/Trustee member

AWWA Board Director Job Description

- Participate in the development of AWWA's strategy including the determination of a mission, vision and values that most effectively fulfill the purpose of the Association. Additionally, assist with the implementation of the strategy and advocate the mission and vision of AWWA.
- Review outcomes and metrics that measure performance and effectiveness Association activities.
- Attend and actively participate in all board and assigned committee meetings.

- Serve on an AWWA board committee and/or participate in an AWWA strategic work assignment.
- Maintain high ethical standards and adhere to conflict of interest standards
- Develop, execute, evaluate, modify and approve AWWA's policies. Responsible for thoroughly understanding and complying with the Articles of Incorporation, Board Policy Manual and Association policies.
- Properly represent the perspective of AWWA Sections, Councils and membership when providing input for the direction of the Association.
- Board votes and Director's actions should always be in the best interest of the Association.
- Effectively communicate appropriate board decisions and activities to Sections and/or Councils. Assure that the strategy and activities of Sections/Councils are aligned with the strategy of the Association.
- Review financial and audit reports and approve the Association's budget. Meet all legal and fiduciary responsibilities of a board member.
- Review and approve AWWA Standards
- Elect Association officers
- Ensure that confidential and privileged information is not inappropriately disclosed
- Act as an ambassador for and promote the Association