

## **NOTICE**

**The CA-NV Section AWWA will complete a comprehensive review and revision of these sections of the Leadership Guide:**

- **Rules and Regulations**
- **Policies**
- **Committee Charges**

**Please be aware that these sections, which have not been replaced at this time, may be outdated.**



CALIFORNIA-NEVADA SECTION

American Water Works Association

# **LEADERSHIP GUIDE**

## **Spring 2012**



# 2012 LEADERSHIP GUIDE

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**CA-NV Section of AWWA  
2012 Leadership Guide  
April 2012**

Welcome current and future leaders of the CA-NV Section of AWWA to the 2012 Leadership Guide that provides you an overall view of the ins and outs that a volunteer in a leadership position needs to know. We wanted to convey to all currently or interested in serving in a leadership role with the Section what are your roles and responsibilities, and expectations.

We are fortunate to have a strong and skilled paid staff that supports our volunteer efforts. This guide also outlines how we as volunteers can best coordinate our efforts and level of support typically provided by Section staff in conducting:

- Spring or Fall Conference presentations and education sessions
- Water Education Seminars and Symposiums
- Stand alone specialty workshops
- Standing Committee activities
- Other Section activities

Many of you may wonder how I can get involved in the Section Leadership. There are many opportunities that typically begin with one of the following tracks:

- Become an **active member** of a committee (54 to choose from) or standing committee.
- Progress into committee or standing committee leadership role – secretary, vice chair or chair.
- Progress into Division leadership role – delegate-at-large, secretary, vice chair or chair.
- Progress to a Governing Board leadership role – division chair or standing committee chair sit on the board as well as six trustees, and the Executive Committee
- Progress to the Executive Committee leadership role - treasurer, vice chair, chair-elect, chair, past chair and two national directors (national directors sit on the AWWA Board and are liaisons between the Section Board and AWWA Board)

The goal of this guide is to provide you the information that will hopefully motivate you to decide to get involved with our Section activities or if already involved how to better execute your duties to make us not only the largest Section, but the **best Section possible**.

This will be a living document, with annual updates. As you conduct your activities under your roles and responsibilities and discover modifications or incorrect information that should be made, please submit these recommendations to the Executive Committee leadership, the body responsible for updating this guide.

If you would like to discuss opportunities to be part of this exciting and rewarding organization contact any one of us:

Steve Dennis  
Chair

Jacques DeBra  
Chair-Elect

Bruce Macler  
Vice Chair

Phil Holderness  
Past Chair

## BYLAWS OF THE CALIFORNIA-NEVADA SECTION, AWWA

(As approved by the AWWA Board of Directors, January 27, 2008)

### ARTICLE I – NAME

The name of this organization shall be the California-Nevada Section of the American Water Works Association.

### ARTICLE II – OBJECTIVES

The objectives of this Section shall be:

1. The advancement of the knowledge of the design, construction, operation, and management of water utilities.
2. The consideration and resolution of problems involved in the production and distribution of safe and adequate water supplies.
3. The promotion of public awareness of drinking water quality issues, as well as satisfactory relationships with the consuming public.
4. Giving proper consideration and expressing opinions upon practices, which will enable the industry to render the best possible service to the public.
5. Doing whatever is necessary and proper for the accomplishment of these objectives consistent with the public interest and the interests of the public water supply field.

### ARTICLE III – MEMBERSHIP

The membership of the Section shall consist of those members of the American Water Works Association residing in or having principal business activity in the California-Nevada Section and those assigned to the California-Nevada Section by the Executive Director of the American Water Works Association. The geographic boundaries of the California-Nevada Section are defined as the states of California and Nevada.

### ARTICLE IV – HEADQUARTERS

The headquarters of the Section shall be at the Section office designated by the Governing Board.

### ARTICLE V – THE GOVERNING BOARD

The Governing Board shall consist of:

- A. The Chair of the Section
- B. The Chair-Elect of the Section
- C. The Vice-Chair of the Section

California-Nevada Section Bylaws

- D. The Treasurer of the Section
  - E. The Assistant Treasurer of the Section
  - F. The Secretary of the Section
  - G. The AWWA Directors of the Section
  - H. The Immediate Past-Chair of the Section
  - I. The Manufacturers and Associates Council (MAC) Chair
  - J. Six Trustees
  - K. Six Division Chairs
  - L. Five Program Directors
  - M. Workforce Development Council
1. The Chair, Chair-Elect, Vice-Chair, Treasurer, Secretary, AWWA Directors, and the Immediate Past-Chair shall be the officers of the Section.
  2. The Secretary, Treasurer, and Assistant Treasurer shall serve without voting privileges.
  3. The term of office for each of the Governing Board members shall be:
    - (a) The Chair, the Chair-Elect, and the Vice-Chair of the Section each shall serve for one year from the close of one annual meeting to the close of the annual meeting at which his/her successor is chosen. They shall not succeed themselves in their respective offices except in the case when a vacancy occurs. When officers ascend to a higher office to fill a vacancy during any one year, the following year they shall fill the offices they normally would have filled if the vacancy had not occurred. Upon expiration of the term of the Chair, the Chair-Elect shall ascend to the office of the Chair, the Vice-Chair shall ascend to the office of the Chair-Elect, and a new Vice-Chair shall be elected.
    - (b) The term of Treasurer and Assistant Treasurer shall be three years. The Treasurer may not succeed himself or herself, except that such prohibition shall not apply to a person appointed to fill an unexpired term.
    - (c) The Governing Board may create the position of Executive Director, the duties of which position may include being the Secretary of the Section. The Executive Director/Secretary, Treasurer, and Assistant Treasurer shall be appointed by the Executive Committee and confirmed by the Governing Board. They shall serve at the pleasure of the Executive Committee in accordance with Section Bylaws and Rules and Regulations.
    - (d) The AWWA Directors shall serve staggered three-year terms. The terms of office and the number of Directors to which the Section is entitled shall be as provided in the Bylaws of the American Water Works Association.

If a Director is unable to attend a Board of Directors' meeting, an alternate may be sent. The alternate shall be subject to all duties, responsibilities, and restrictions and be entitled to all privileges of the elected Director for the meeting during which he/she serves as alternate. Alternates for Director shall be a Past-Director, the Director-Elect, or a current or past Section officer as designated by the Governing Board.
    - (e) Each Trustee elected at large shall serve a three-year term from the close of one

- annual meeting to the close of the annual meeting at which his or her successor is chosen. Two members shall be elected each year.
- (f) The Immediate Past-Chair shall be the living Past-Chair who has most recently served as Chair. He or she shall serve a one-year term from the close of one annual meeting to the close of the next following annual meeting.
  - (g) Program Directors, including the MAC Chair, shall serve a three-year term from the close of one annual meeting to the close of the next annual meeting at which his or her successor is designated. They may serve a second term, but shall not serve more than six consecutive years.
  - (h) Division Chairs shall serve one-year terms from the close of one annual meeting to the close of the next annual meeting, at which time the Vice-Chair of the Division shall ascend to the position of Division Chair. Division Chairs may serve only one year on the Governing Board.
4. If the Chair fails to complete a term, the succession of office shall be Chair-Elect to Chair and Vice-Chair to Chair-Elect, and the Governing Board shall appoint a qualified member to complete the unexpired term of the Vice-Chair. If the Chair-Elect fails to complete a term, the Vice-Chair shall succeed to the office of Chair-Elect, and the Governing Board shall appoint a qualified member to complete the unexpired term of the Vice-Chair. The ascending officer(s) may serve consecutive terms as provided for in Section 3.a.
  5. None of the above elected Governing Board members, except the MAC Chair, may serve two terms consecutively in the same capacity. This prohibition shall not apply to a person acting as Chair, Chair-Elect, or Vice-Chair under the provisions of Section 3.a of this article.
  6. All Board members shall be members of the American Water Works Association entitled to vote and hold office, and reside within the geographical area of the Section. The Chair, Chair-Elect, and Vice-Chair shall have served three years on the Governing Board.
  7. The Governing Board shall be the governing body of the Section and shall execute their business in accordance with the Bylaws and Regulations of the Section, and the Bylaws and Governing Documents of the American Water Works Association.
  8. Regular meetings of the Governing Board shall be held at the time of each Section Conference, Spring and Fall, and for annual budget preparation. There shall be not less than three regular meetings each year. Additional meetings of the Board may be called by the Chair or at the request of any five members of the Board. Board members shall be given seven days' notice of such meeting.
  9. A quorum of the Governing Board shall consist of a majority of its members entitled to vote.
  10. The Board shall prepare and amend regulations as needed to govern the operations of the Section, not in conflict with these Bylaws or the American Water Works Association Governing Documents.
  11. a. Each year the Governing Board shall adopt a budget of estimated income and planned expenditures for the calendar year beginning January 1.



- b. A proposed annual budget shall be prepared and submitted to the Governing Board by the Treasurer, with the aid of the Executive Director. It shall be distributed to the Executive Committee no less than fifteen (15) days prior to submission to the Governing Board at their Budget Meeting. After adoption it shall not be amended, except for the Contingency item created in Section (c) below.
- c. It shall be the duty of the Executive Director to notify the Treasurer and the Section official involved when any budget item appears to approach the budgeted amount. If the official believes that expenditures are needed beyond the budget limit, the official shall be notified that the additional expenditures first must be in accordance with Section (d), below.
- d. The budget shall contain a Contingency Item. After adoption of the budget, approved request for additional funds shall be funded from the Contingency Item. Requests shall be directed to the Executive Director who shall consult with the Treasurer as to whether funds are available; with the approval of the Treasurer, the Executive Director shall forward the request and his or her recommendation to the Chair who may authorize use of funds from the Contingency Item, provided uncommitted funds are available. The Contingency Item shall be amended by the Treasurer to reflect such transfer(s). The cumulative total of the Contingency Item, including expenditures authorized by the Executive Committee, shall not exceed twenty (20) percent of the budgeted expenses exclusive of the Contingency Item, unless approved by two-thirds (2/3) vote of the Governing Board. Contingency Item activities shall be presented to the Board at its meetings. Budgeted funds shall be used only for the objectives detailed at the time of budget adoption.
- e. Dues: Dues shall be assessed against members, as required for membership in AWWA. The Section may, in accordance with the procedures defined in the Governing Documents and established guidelines of AWWA, apply for permission to levy a section dues assessment. The section assessment will be levied annually at the time of membership renewal, and the revenue collected will be used to increase the funds available for section uses consistent with AWWA objectives and policies. Once approved, changes in a section assessment can be authorized by a majority vote of the Section Board for submission to, and approval by, the AWWA Board of Directors.

#### ARTICLE VI – DUTIES OF THE OFFICERS

- 1. The Chair shall supervise and coordinate all the affairs of the Section; preside at all meetings of the Section, Governing Board, and Executive Committee; be the official spokesperson for the Section; execute; serve as Ex-Officio member of all standing Section Committees; and in general, shall perform all duties incident to the office of Chair.
- 2. The Chair-Elect shall perform the duties of the Chair in the latter's absence, together with such other duties as may be assigned to him or her by the Chair or the Governing Board.
- 3. The Vice-Chair shall perform the duties of the Chair-Elect in the latter's absence, together

with such other duties as may be assigned to him or her by the Chair or the Governing Board.

4. The Immediate Past-Chair shall assist the Chair, Chair-Elect, and the Vice-Chair in the performance of their duties and shall act in any other officer position when so required by the Governing Board.
5. The Treasurer is the Fiscal Officer of the Section and shall in general perform all duties incident to the office of the Treasurer of the Section. The Treasurer shall, whenever so required by the Governing Board, render a detailed account analysis. He/She, as required by the Board, may have to enter into a contract to perform his/her duties.
6. The Secretary, who also serves as the Executive Director, shall record minutes and votes of all such meetings; see that notices are given and records and reports are kept properly and filed by the Section as required by law; be the custodian of the seal of the Section and see that it is affixed to all documents to be executed on behalf of the Section under its seal; and, in general, shall perform all duties incident to the office of Secretary of the Section.
7. The Executive Director shall be appointed by the Executive Committee, subject to confirmation by the Governing Board, and shall serve under the general supervision of the Section Chair.

The Executive Director shall; (a) serve as the chief administrator of the Section; (b) hire, discipline, and terminate all Section office employees and prescribe their duties; (c) execute contracts as designated by the Governing Board and overseen by the Section Chair, provided the policy for such contract has been established by the Governing Board; (d) shall conduct, manage, and direct the business and affairs of the Section in accordance with these Bylaws and within the policies established by the Governing Board; and (e) shall perform such other duties for Section activities and programs as may be approved and assigned by the Governing Board.

The Executive Director shall be bonded and shall see to the filing of all necessary tax reports and, after review by the Treasurer, shall see that they are submitted to the State and Federal Governments.

The Executive Director shall carry out all duties outlined in the Section Rules and Regulations, and the Executive Director's Job Description, as approved by the full Governing Board.

8. The AWWA Directors, serving both as Section Governing Board members and as members of the American Water Works Association Board of Directors, shall represent each of these bodies in the deliberations of the other and shall act to coordinate and unify their actions for the best interest of the Section and the American Water Works Association.
9. Executive Committee members shall attend all meetings of the Section. Governing Board members shall attend the Annual Membership Meeting (which is to be conducted at the annual fall conference) and Governing Board meetings unless specifically excused by the Chair.

ARTICLE VII – STANDING COMMITTEES AND COUNCILS

1. The Governing Board, from time to time, may establish or discontinue divisions, programs, and committees, assigning or reassigning their duties and methods of reporting as the Governing Board deems essential for the good of the Section.  
Divisions shall foster the interest and participation of our members in various fields of the waterworks industry. Programs shall deal with continuing Section activities such as Certification, Education, Conferences, and Public Information. The Governing Board may create and assign or reassign committees to the various divisions and programs. The Standing Committees shall be:

- (a) Executive Committee
- (b) Personnel Selection Committee
- (c) Finance Committee
- (d) Audit Committee

2. The Executive Committee of the Section shall consist of the Chair, Chair-Elect, Vice-Chair, Treasurer, Secretary, Immediate Past-Chair, and the AWWA Directors. The Committee will schedule meetings as needed to conduct Section business in an efficient manner. The Committee shall meet as required for the purpose of making recommendations to the Governing Board and to take such action as may be needed between meetings of the Board. The Executive Committee may approve Section expenditures not foreseen during the budget process. Any funding authorizations made by the Executive Committee shall be limited, on a cumulative basis, to ten percent (10%), of the Section's annual budget, and shall be further limited by the provisions of Article V, Section 11(d).

3. The MAC shall consist of no less than five, nor more than twenty representatives of manufacturers and associates belonging to the American Water Works Association who have offices or plants within the California-Nevada Section. The committee chair shall serve as a member of the Governing Board. The Chair and Chair-Elect, or at one of their requests, the Executive Director, shall be present at all meetings to advise the MAC on fiscal matters.

The MAC shall provide responsible representation for and involvement, develop programs and activities, and provide policy input on the behalf of manufacturers and associate members, subject to approval of the Governing Board.

4. The Audit Committee will be responsible for recommending the hiring or termination of the audit firm, and the compensation to the audit firm. The Audit Committee must meet with the auditor to satisfy itself that the financial affairs of the Section are in order, must review the audit report, and must approve any non-audit services provided by the audit firm to the Section.

The Audit Committee members are appointed by the Chair, and confirmed by the Governing Board for a three-year period. No member of the Section's staff and no person having a material financial interest in any entity doing business with the organization may serve on the Audit Committee. Non-board members may serve on the Audit Committee. The Audit Committee may not exceed five members. The Chair of the Audit Committee may not be a member of the Finance Committee, but members of the Finance Committee may serve on the Audit Committee, so long as they make up fewer than half the members.

5. The Workforce Development Council is responsible for directing the administration of the Section apprenticeship programs: Water Distribution Operators/Associate, Grade 1-3; Water Treatment Operator/Associate, Grade 1-3; and Electrical/Technicians. Subject to Governing Board approval, this Council works with existing rules governing certification and monitors the examination required for the different levels of certification. It shall be involved in training operators and technicians in each program and shall work with certified educational entities in these areas. Successful candidates in the program will have the opportunity to obtain a certification based on what program they are a part of.

The Council has three committees: Water Distribution Workforce Development Committee, Water Treatment Workforce Development Committee, and Electrical/Technicians. Each committee has a chair that is represented on the Council that oversees the adopted rules of the Workforce Development program.

The Section Executive Director shall serve as administrator of the program and will monitor the participant's progress through the program, but will report to the Workforce Development Director in all matters. The Council reports to the Workforce Development Director who reports to the Governing Board.

#### ARTICLE VIII – ELECTION OF OFFICERS

1. The Section shall have a Personnel Selection Committee. The committee will be composed of five individuals holding the following positions within the Section: the Immediate Past AWWA Director (Chair of Committee), the Section Chair-Elect, the Section Vice-Chair, and two At-Large candidates (one Fuller award recipient and one Elliott award recipient). Four of these committee members will turn over every year (the Chair-Elect, Vice-Chair, and the two At-Large members). The Chair of the Committee will serve a two-year term. Appointments to fill vacancies shall be handled by the Chair of the Section and shall be for the duration of the original term.
2. This Committee shall select candidates for the Vice-Chair, Trustee, and AWWA Director positions. The Executive Director and Treasurer shall be selected by the Executive Committee in accordance with Article V, Section 3(c) of these Bylaws.
3. For elected officers of the Section, as outlined in Article V (3), this Committee shall recommend a slate of candidates for Governing Board approval before the fall conference. Once approved by the Governing Board, the slate of candidates will be presented for membership vote at the fall conference. Nominations may also be made and received from members of the Section from the floor. All members of the Section, in good standing, except multi-section members, are eligible to vote. Nominations may not be closed until full opportunity has been given to permit such nominations from the floor. The new officers shall then be immediately elected by vote of the Section members present. Voting to take place by "viva voce" or by ballot at the discretion of the Chair.
4. Position election criteria and process is as follows:

Chair – Ascends from Chair-Elect position.

Chair-Elect – Ascends from Vice-Chair position.

Vice-Chair – At least two duly qualified persons will be considered for the position. Each is to participate in a telephone interview with the Personnel Selection Committee members. Simple majority committee vote shall prevail in recommending a candidate for the Board. Simple majority vote of the Governing Board to recommend to the membership. Simple majority vote of the membership to take office.

Past-Chair – Is the previous year's Chair.

AWWA Directors – Usually communicates interest to serve to Personnel Selection Committee. May be asked to participate in a telephone interview. Simple majority committee vote shall prevail to recommend a candidate to the Board. Simple majority vote of the Governing Board for appointment to the AWWA Director position.

Trustee – Nominated by the Personnel Selection Committee. May be asked to participate in a telephone interview. A simple majority committee vote shall prevail to recommend a candidate to the Board. A simple majority vote of the Governing Board to move to the membership. Simple majority vote of the membership at the Annual Business Meeting to take office.

Program Director – Ascends from the Assistant Director position and/or is appointed by the Section Chair.

Division Chair – Ascends from the Division Vice-Chair position.

5. Should any Governing Board member be unable to complete the term of office for which he or she has been elected, the Governing Board shall, at the recommendation of the Section Chair, appoint a qualified member of the Section to complete such unexpired term, except as provided in Section 4 of Article V for the succession of the Chair-Elect to the office of Chair, and the succession of the Vice-Chair to the office of Chair-Elect.

#### ARTICLE IX – MEETINGS

1. The Section shall hold one principal conference in the fall of the year, rotating the site location among the geographic areas of the Section on an equitable basis to encourage maximum participation of the membership.

The annual business meeting shall be held during the Section's principal fall conference. At any business meeting of the Section membership, fifty (50) members in good standing shall constitute a quorum.

The Governing Board may authorize other meetings of the Section held each year in addition to the principal annual Section conference.

There may also be geographical group sub-meetings sponsored by the Board or by a

committee appointed by them, subject to the other provisions of this Article. Every reasonable means shall be used to prevent a conflict of Section meeting dates with those of other sections. Joint meetings with adjacent sections and other associations with similar interest shall be encouraged.

Each member or guest in attendance at any conference or meeting of the Section must pay, at the time of registration, such registration fee as may be fixed by the Governing Board of the Section for the conference or meeting to be held. The purpose of the registration fee is for the payment of conference and meeting costs and Section expenses, except that no member shall be required to pay a fee to participate in the annual business meeting.

2. The order of business at all Section meetings shall be determined prior to the meeting and may conform to the following format (all meetings are to be in conformance with Roberts Rules of Order):
  - i. Call to order by the Chair.
  - ii. Approval of the minutes of the previous meeting.
  - iii. Financial report of the Treasurer.
  - iv. Awards.
  - v. Resolutions.
  - vi. Amendments to the Bylaws.
  - vii. Miscellaneous Business.
  - viii. Report of the Personnel Selection Committee. Further nominations, if any, and election of Officers and Trustees for the ensuing year(s).
  - ix. Chair's review of the year's activities.
  - x. Adjournment.

#### ARTICLE X – AMENDMENTS

1. Proposals for the amendment of these Bylaws may originate by a majority vote of the Governing Board or by submission to the Secretary of a written petition signed by at least fifty members of the Section. Upon an amendment being proposed in either of these two manners, the Secretary shall furnish each member of the Section a copy of the proposed amendment. The proposed amendment shall then be voted upon by the members at the next annual meeting in a manner similar to that provided for the election of officers (Article VIII), or may at the discretion of the Governing Board be voted upon by letter ballot. A simple majority of valid ballots returned shall constitute approval. The membership shall have at least thirty days to consider any amendment prior to voting upon it.
2. If the proposed amendment is approved by vote of the membership, the Section's Secretary shall then submit the amendment to the Executive Director of the American Water Works Association for approval by the Association's Board of Directors. Upon notification by the Association's Executive Director that the amendment has been approved, it shall become effective.
3. Whenever the American Water Works Association shall make changes in its Governing Documents that cause the Section's bylaws to be in conflict with such changes, the Executive Director shall have the Section office automatically make the essential changes in the Section's bylaws necessary to bring them into compliance with the American Water

Works Association Governing Documents. The Governing Board should receive written notice of all changes.

4. When Bylaws amendments are made, the Secretary or Executive Director shall make the essential corrections in the article and paragraph spelling, phrasing, and placement before forwarding the amendments to the American Water Works Association for approval, without changing the intent of such amendments.

#### ARTICLE XI – DISSOLUTION

In case of dissolution of the Section, such portions of the funds or property thereof in the hands of the Section as may have been derived from the general funds of the American Water Works Association shall be returned to the American Water Works Association.

The balance of the Section funds or property shall be disposed of by transfer and distribution to any one or more corporations, funds, or foundations organized and operated in an area included in an American Water Works Association section, hereinafter referred to as the "receiving organization." The receiving organization shall:

- be operated exclusively for scientific or educational purposes,
- no part of the net earnings of which inures to the benefit of any private shareholder or individual,
- no substantial part of the activities of which is carrying on propaganda or otherwise attempting to influence legislation, and
- not participate in, or intervene in (including the publishing or distributing of statements), any political campaign on behalf of any candidate for public office.

The receiving organization would then qualify under the provisions of Section 501(c)(3) of the Internal Revenue Code, as they now exist or may be hereafter amended. Such receiving organization is to be selected by vote of the majority of the members of the Section at a meeting called for the purpose of dissolution of the Section, or if for any reason such disposition cannot be effected, then such fund shall be so distributed pursuant to the order, judgment, or decree of a court having jurisdiction over the assets and property of the Section.

## **NOTICE**

**The CA-NV Section AWWA will complete a comprehensive review and revision of these sections of the Leadership Guide:**

- **Rules and Regulations**
- **Policies**
- **Committee Charges**

**Please be aware that these sections, which have not been replaced at this time, may be outdated.**



## **RULES AND REGULATIONS**

### **REVISIONS APPROVED**

April 2007

### **AUTHORITY AND PURPOSE**

The American Water Works Association (AWWA) is a perpetual non-profit association of persons and organizations with a common interest in the water works industry, incorporated in Illinois. Its members in California and Nevada are assigned to 'The California-Nevada Section', an incorporated non-profit association, formed in 1920 as a part of AWWA. It is autonomous, but must operate in accordance with the Bylaws and Official Documents of AWWA.

Bylaws of any organization are usually brief, covering only essentials not subject to frequent change: name, headquarters, objectives, meeting times and places; criteria for membership, terms and duties of officers, elections; finances and the handling thereof; essential committees; amending Bylaws; and who is empowered to formulate and change rules for successful operations. To protect all members from drastic changes in its basic structure by the actions of a few members, Bylaws changes normally requires advance notice to all members of the subject, time and place of action, and require a majority vote of members present. This is true of the California-Nevada Section Bylaws.

The purpose of these Regulations is to furnish rules necessary for the operations of the Section in conformity to this Section's Bylaws, which authorize the Governing Board to create and amend regulations needed to govern the operations of the Section, provided that they do not conflict with the Section Bylaws or AWWA Official Documents. Thus the Section can quickly respond to changing conditions and/or the needs of its members.

In these regulations, wherever the word "officials" is used it refers to all persons elected or appointed to offices or positions within the Section, including: the Chair, Chair-Elect, Vice Chair, Treasurer, Assistant Treasurer, Past Chair, the AWWA Directors, Trustees, the Chair of the Manufacturer's Council (MAC) Representative, Program Directors, Division Officers, persons appointed as liaison to other organizations, and committee chairs and members.

Some lengthy official titles are cumbersome and have been shortened for easier usage in these regulations. For example: Section Chair is shortened to 'Chair'. When a title is capitalized, it

refers to a specific official or segment of the Section while lower case is generic. The full title must be used in all official communications.

Regulations of a similar nature or referring to the same general subject are grouped together, and certain regulations may be repeated within other regulations when necessary for complete understanding.

### **QUALIFICATIONS NECESSARY FOR SECTION OFFICIALS**

The Section is principally composed of members employed by public and private utilities, consultants, water industry representatives, educational institutions, and governmental agencies who work and reside in California or Nevada. They have expertise in one or more of the general fields such as operations, management, engineering, water quality, etc. Because of these factors it is essential that the elective and appointive personnel of the Section be chosen in such a manner that all of these areas and interests are fairly represented at all times. The Section is also comprised of Manufacturers and Associates that serve the industry.

The Section Bylaws state who are the Section Officers and Trustees; their duties and qualifications, define standing committees and authorize the formation of other committees.

All elected and appointed officials of the Section shall be members in good standing of AWWA or designated representatives of utility professional, contractor, manufacturing organizations or organizational members in good standing of AWWA. Members in good standing of the AWWA entitled to vote and hold office, and shall reside in the geographical area of the Section.

Those persons selected for nomination or appointment must have recent experience in the Section's activities commensurate with the position to which they are nominated, as well as a proven record of service to the Section. They must be aware of the time commitment required, as shown on the "SCHEDULE OF TIME TO BE DEVOTED SOLELY TO SECTION AFFAIRS". Any Board member who is unable to attend a scheduled meeting must notify the Chair or the Section Secretary. Three unexcused absences may result in a Board member being replaced at the discretion of the Executive Committee.

The Governing Board consists of the Section's Chair\*, Chair-Elect\*, Vice-Chair\*, Past Chair\*, AWWA Directors\*, the Secretary/Executive

Director\*, Treasurer\*, Assistant Treasurer\*, six Division Chairs, the Chair of the Manufacturer and Associates Council, five Program Directors, five Standing Committee Chairs (Water for People, Government Affairs, Membership, Safe Drinking Water Act and Young Professionals), AWWA Directors, and six Trustees who shall be members elected at large. The Board members marked '\*' are the Officers of the Section.

The Executive Committee consists of the Section's Chair, Chair-Elect, Vice-Chair, immediate Past Chair, Executive Director/Secretary, Treasurer, Assistant Treasurer, and the AWWA Directors.

Nominees for elective offices shall have been active members for at least five years.

The Chair, Chair-Elect, and the Vice Chair shall have served three years on the Board, or shall have completed a full term as a Treasurer of the Section.

Candidates for the office of AWWA Director shall have served as Section Chair or as an elected member of the Governing Board within the previous five years.

Nominees for the office of Trustee shall have served as Division Officers, Program Directors, as chair of a Standing Committee, or as Chair of the Manufacturer and Associates Council.

All committee chair and committee member appointments must conform to these criteria:

1. The best-qualified, experienced members with a record of continued interest in the water supply industry and AWWA in particular should be selected.
2. Committees shall represent members from all classifications and geographic areas of the Section; committee appointments should not place undue burden on anyone utility or member.
3. All qualified members should be able to participate.

**DAYS THAT SECTION OFFICIALS ARE REQUIRED TO BE "AWAY FROM WORK"**

This schedule is based on regular meetings and conferences, which require the official to be away from their employment, with estimated time added for 'in-house' work. Except for the Chair, Chair-Elect, Treasurer, and Conference Director it does not take into consideration random telephone communications, occasional note writing, letter signing and similar duties associated with the

position.

In addition to the "days away", Section work requires some officials to devote undisturbed time on the job to fully carry out their duties.

	Days Away	On-job Days	Total Days
<b><u>Officers</u></b>			
Chair	17	18	35
Chair-Elect	17	6	23
Vice Chair	15	4	19
Past Chair	13	0	13
Nat'l Director(s)	23	0	23
Trustees	11	0	17
Treasurer	25	18	43
Assistant Treasurer	17	9	26
<b><u>Program Directors</u></b>			
Certification	13	30	43
Conference	15	6	21
Education	11	6	17
Technical	12	10	22
Government Affairs	12	12	24
<b><u>Ass't Directors</u></b>			
Certification	13	15	28
Conference	16	12	28
<b><u>Standing Cmtes</u></b>			
	10	6	16
<b><u>MAC Officers</u></b>			
	10	6	16
<b><u>Divisions</u></b>			
Chairs	10	6	16
Vice Chairs	11	4	15
Committee Chairs	9	4	13

**TERMS OF OFFICE SECTION OFFICERS**

No elected officer may serve two consecutive terms, except when the Vice Chair or Chair-Elect succeeds to a higher office to complete an unexpired term of that higher office.

The **CHAIR, CHAIR-ELECT, VICE CHAIR, AND PAST CHAIR** shall hold office from the close of one Fall Conference to the close of the succeeding Fall Conference. The Section shall elect a Vice Chair each year, and the current Chair-Elect, and the

current Vice Chair shall accede to the next higher office each year and the Chair shall become the Past Chair.

**TRUSTEES** shall hold office from the close of one Fall Conference to the close of the third Fall conference thereafter (a three year term). They may not serve two consecutive terms. Should any Trustee of the Section be unable to complete the term of office for which elected the Board shall appoint a qualified member of the Section to complete such unexpired term of office.

**AWWA DIRECTORS** shall hold office for three years as set forth in the AWWA Official Documents.

**PROGRAM DIRECTORS** shall be appointed for a term of three years, for continuity of program direction, commencing and ending at the close of the appropriate Fall Conference.

**LIAISON APPOINTEES:** Members appointed to perform liaison duties with other organizations shall serve for a period of three years or more (for continuity of policy) at the discretion of the Executive Committee.

**DIVISION OFFICERS shall be: a Chair, Vice Chair, Secretary, and Member At Large,** These officers accede to the next higher office each year, with the Chair retiring, and a new Member at Large selected by each Division: **Business Administration, Operations & Maintenance, Water Resources, Water Distribution, Water Quality and Operators.** The officers advance upward at the Fall Conference. Members at Large shall be elected at the division' annual business meeting. The names of the new officers shall be announced at the Section's Annual Business Meeting.

**COMMITTEE OFFICERS** shall be appointed for a term of one year, with reappointment normal, but usually limited to three years or less on committees that include one or more vice chairs. Their term starts and ends with the close of the Fall Conference appropriate to their appointment or reappointment.

**COMMITTEE MEMBERS** shall be appointed by the Chair of the Committee.

## **DUTIES OF SECTION OFFICIALS**

### **GENERAL DUTIES**

Governing Board members shall acquaint themselves with the AWWA Official Documents, the Bylaws of this Section and these Regulations. They

shall maintain, and keep current, their copy of the "Blue Binder" (which contains the Bylaws, Regulations, Board members listings, committee lists and 'charges').

All other officials shall become acquainted with those documents necessary in carrying out the duties to which they have volunteered as indicated by the official to whom they report.

All officials shall make reports and budget requests in accordance with this document.

All officers shall transfer their files, after removing unnecessary papers, to their successors within fifteen days of leaving office. The Exhibits Chair and the Conference Director shall forward all files for the previous year, on an annual basis.

### **THE SECTION CHAIR shall:**

1. Supervise and coordinate all of the affairs of the Section. They, or their designated representative (normally the Chair-Elect), shall represent the Section and be its spokesperson on matters of principle, policy, and Section purpose which are within the Section's area of jurisdiction.
2. Preside at all business meetings of the Section, the Governing Board, and of the Executive Committee, and at the general sessions of the Spring and Fall Conferences.
3. Report to the members at the Annual Membership/Business Meeting of the Section, reviewing the activities of the Section during the past year. The Section Annual Business Meeting is held each year at the beginning of the Fall Conference Opening Session.
4. Make timely appointments, including any new committees needed.
5. Review the activities of the Secretary, Treasurer, Assistant Treasurer, Executive Director, and Consultants to ensure that all assigned functions are properly performed.
6. Consult, from time to time, with the Division Chairs and the Program Directors to review the existing membership of committees, and to ensure that the committees are functioning adequately.
7. Send copies of all correspondence to the Chair-Elect, Vice Chair and the Executive Director.
8. Write a letter of invitation to the membership for each Section meeting and conference for inclusion in the meeting and conference announcements.

9. Invite the AWWA official representative to the Fall Conference, provide for their participation in the program; consult with the Section's AWWA Directors on plans for hosting the visiting AWWA official representative.

10. Preside at any Spring Conference and Fall Conference dinners, approve the program agenda and seating arrangements and respond to any official welcome.

11. After each Meeting or Conference, send appropriate letters of appreciation to local dignitaries and other honored guests.

12. In general, shall perform all duties incidental to the office of Chair.

**THE PAST CHAIR shall:**

1. Be primarily responsible for the membership and Past Chairs Committee, advising them and acting as liaison with the Board.

2. Be responsible for coordinating the activities of the George A. Elliott Award Sub-Committee and the George Warren Fuller Award Sub-Committee in order to avoid conflict in the selection of awardees.

3. Shall assist the Chair, Chair-Elect, and the Vice-Chair in the performance of their duties and shall act in any other officer position when so required by the Governing Board.

**THE CHAIR-ELECT shall:**

1. Acquaint themselves with the Chair's duties as soon as possible in order to properly perform the duties of the Chair in the latter's absence.

2. Develop plans for the following year's activities, to provide continuity of Section activities upon becoming Chair.

3. Act as the chair of the Technical Program Committee and with the aid of the Vice Chair, the Technical Program Director, and the committee, prepares programs for Spring and Fall Conferences. Work with the Vice-Chair and the Technical Program Director in developing a theme and preliminary plans for the following year's Technical Program for presentation and approval of the Board at least one year in advance of each Conference.

4. Correspond with proposed Technical Program participants to determine subjects and times; and provide a formal document, which participants can

use in seeking employer approval for participation.

5. Act as chair of the Strategic Planning Committee.

6. Liaison with and attend Manufacturer and Associate Council meetings.

**THE VICE-CHAIR shall:**

1. Acquaint themselves with and perform the duties of the Chair-Elect in the latter's absence, and such other duties as may be assigned to them by the Chair or Chair-Elect.

2. Be a member of the Technical Program Committee, assisting the Chair-Elect to develop plans for the following year's technical programs, thus assuring continuity.

**THE TREASURER shall:**

1. The Treasurer is the Fiscal Officer of the Section and shall in general perform all duties incident to the office of the Treasurer of the Section. The Treasurer shall, whenever so required by the Governing Board, render, or cause to be rendered, a detailed account analysis.

2. Prepare and submit a preliminary budget, with the aid of the Executive Director, to the Governing Board. The preliminary budget is to be reviewed by the Treasurer, Chair, Chair-Elect, Vice Chair, AWWA Directors, Assistant Treasurer, and Executive Director prior to submission to the Governing Board at their Annual Budget Meeting in December. It may be amended with two thirds vote, except for the Contingency item created in Article 5, Section 11.C of the Bylaws.

3. Be an officer of the Section serving at the pleasure of the Executive Committee. They may be reimbursed for direct expenses incurred in the course of performing their job.

4. The Treasurer and Section officials involved will be notified when any item appears to approach the budgeted amount. If the official believes that expenditures are needed beyond the budget limit, the expenditures first must be approved in accordance with Article 5, Section 11.D of the Bylaws.

5. Prepare or cause to be prepared and sign all necessary financial reports and submit them to the appropriate agencies.

6. Insure that the financial records of the Section are kept in accordance with the Generally Accepted

Accounting Principles (GAAP).

7. Prepare an investment report quarterly and submit it to the Governing Board.

8. Inform the Governing Board of their review of the Section Office working procedures compliance.

9. Maintain five previous calendar years of accounting records.

**THE ASSISTANT TREASURER shall:**

Acquaint themselves with and perform the duties of the Treasurer in the latter's absence, and such other duties as may be assigned to them by the Treasurer, Chair, or Chair-Elect.

Be an officer of the Section serving at the pleasure of the Executive Committee. They may be reimbursed for direct expenses incurred in the course of performing their job.

**THE EXECUTIVE DIRECTOR shall:**

1. Hold responsibility for all the Section's financial records and bookkeeping procedures.

2. Promptly deposit of all Section funds in its name in depositories wherein such funds are insured by a branch of the United States Government, or the State of California, and shall pay from funds of the Section the legitimate debts incurred by the Section, its officers or committees provided that such debts are in accordance with the budget approved by the Board.

3. Maintain the financial records of the Section in accordance with professional business practices and current 501 (c) (3) non-profit requirements.

4. In conjunction with the Section Treasurer, prepare a report on the current financial condition of the Section for presentation at each regular Board meetings. In conjunction with the Section Treasurer, prepare and present a summary financial report to Section members at the Annual Business Meeting.

5. Provide information for, and assist in, the preparation of preliminary and annual budgets.

6. Maintain five previous calendar years of records, and ten years of treasurer's annual reports (including budgets), bonding documents, and state and federal tax returns.

7. Direct all purchasing done by the Section and execute all contracts on behalf of the Section, provided the policy for such contracts has been

established by the Governing Board.

8. Review requests for Section approval of 'outside' mailings, and promotional materials, by other agencies, manufacturers, agents, etc., to ensure conformity to Section policies.

9. Maintain an annual calendar displaying significant dates such as: meetings and conferences; Governing Board and Executive Committee agenda deadlines; press deadlines; due dates for reports and other documents needed by Divisions, Program Directors, other Officials, the Board, and the membership. The calendar should always include the coordination of Section and International AWWA events, enabling the Section to act as a clearinghouse for information regarding complete training schedules. And, as far as practicable the calendar should also include other dates of importance to members and Section Officials, including dates furnished by other cooperating water-oriented organizations.

This calendar shall be presented to the Board at the December meeting and printed in the Section's quarterly publication, SOURCE. Division Chairs Directors, and other interested officials shall cause copies to be distributed to committees and other members whose activities must adhere to the schedule.

10. Shall be primarily responsible for conference site selection and, on behalf of the Board, will execute facility contracts no less than three years prior to the conference. All conference host sites must be approved by the Governing Board prior to execution of facility contracts.

11. The Executive Director shall work closely with the Conference Director to ensure that arrangements and contracts negotiated are adequate for all conference activities and events, as established by the Governing Board.

12. Hire, direct, evaluate, and supervise Section office employees, and advise the Governing Board on staffing and salary issues.

13. Provide for a central office where members can rely on timely services and information.

14. Assume a leadership role in the development and utilization of the Sections Training Center staffing, and programs, as outlined by the Governing Board and related committees.

15. Recommend items for short term and long range planning to promote the professionalism and growth of the Section.

16. Insure that the most efficient and effective office policies, procedures, and use of materials and equipment are utilized in carrying out the responsibilities of the Section Office.

17. Maintain a healthy working relationship with AWWA Headquarters, and maintain sufficient communications between relevant AWWA Staff and Section Staff.

**THE EXECUTIVE DIRECTOR'S DUTIES AS BOARD SECRETARY INCLUDE:**

1. Under the direct supervision of the Section Chair and acting for the Board, ensure the policies and directives established by the Board are followed.

2. Attend all Section Meetings and Conferences and the AWWA Convention. Make arrangements for, send out necessary notices, attend and report to all business meetings of the Section, its Executive Committee and Governing Board, record the proceedings thereof and promptly distribute draft copies of the minutes to the necessary officials. Carry out other activities and programs as approved by the Section Governing Board or Executive Committee.

3. Review and execute contracts as designated by the Governing Board, Ensure that the policy for such contracts has been established by the Board and to periodically report on the execution of such contracts to the Section Treasurer and Section Chair. The Executive Director will ensure that contracts are in compliance with AWWA Official Documents and Section Bylaws and Rules, and revisions thereof, to ensure compliance.

4. Maintain copies of the latest amended Section Bylaws and Regulations, the most recent AWWA Official Documents, contracts to which the Section is a signatory, and the minutes of the Board for the previous five years and, when requested, advise Section officials concerning such documents. When updating the Regulation they may revise and edit them for greater clarity, provided that the intent of any regulation is unchanged.

5. Explain Section policies and practices to the Committees and Divisions. Act as a clearinghouse for Committee and Division problems and when necessary channel them to the appropriate officers and the Board.

6. Become acquainted with the purpose and qualifications or eligibility requirements of all awards and citations, with special attention to the:

Life Member Awards; Past Chair Plaque; George A. Elliott Awards; George Warren Fuller Awards; Operator's Meritorious Award; and Walter O. Weight Membership Award. The Secretary assumes a leadership role in insuring that the awards program is sufficiently carried out each year.

7. Provide for successful coordination with the Conference Director, Communication Director, relevant committees, and outside contractors to assure that adequate and orderly arrangements are being made for the promotional mailings for programs, events and conferences.

8. Complete and transmit the official report to AWWA immediately following the close of each Conference.

9. Maintain a list of all past Executive Committee members, Trustees, Section Officers and Division chairs and a roster of all current Board members, Section Officers, Division officers, Section appointees and committees.

10. Furnish the Personnel Selection Committee with a list of Section members eligible to hold elective office.

11. Maintain an adequate supply of copies of the Bylaws, Roster of Committees, Regulations, and Local Arrangements Committee Guides, distributing copies as appropriate to all new Section and Division Officers, Directors and Committee Chairs, as soon as possible after the Fall Conference.

12. Report during each meeting of the Governing Board on their activities since the last meeting. To facilitate this communication, the Executive Director/Secretary may elect to provide a monthly Director's Report to the Governing Board.

13. Draft all proposed Section Bylaws amendments that may be needed to accommodate newly adopted recommendations and growth of the Section.

**THE AWWA DIRECTOR shall:**

1. Attend all meetings of the AWWA Board of Directors, acting in accordance with instructions received from the Governing Board, or, when no instructions prevail, taking actions that, in their considered opinion, are to the best interests of the water works industry and in particular to the industry's interests in the California-Nevada Section's area of jurisdiction.

2. Attend all Governing Board meetings and the

Sections business meetings, reporting on the pertinent actions of the AWWA Board of Directors.

3. Confer with the Chair and coordinate plans for hosting the visiting AWWA Officer during any Section Conferences.

**EACH TRUSTEE shall:**

1. Attend all Governing Board meetings, reporting to the Board on any activities assigned or handled by them since the last meeting.

2. Study the meeting agenda before attending each meeting and, as a member of the Governing Board, participate in establishing the policies of the Section, and overview the execution of all Section activities, in accordance with the AWWA Governing Documents, the Section Bylaws, and these Regulations.

3. Be responsible for liaison of one of the six Divisions. Attend Division and, where possible, Committee Meetings under that Division at each Conference.

4. Attend and participate in the Membership and Awards Committee Meetings at the Conference.

**PROGRAM DIRECTORS shall:**

1. Have the responsibility for a specific phase of Section activity, coordinating the activities of any committees assigned to the specific program, and preventing duplication of Committee efforts; provide guidance and instruction to new Committee Chairs and Members.

2. Report to the Board on their activities and those of the Committees under their jurisdiction. Reports may be oral, unless there are serious problems, or substantial recommendations are made. The October report shall be in writing.

Written reports and recommendations must be received by the Section Office no later than four weeks before the meeting so that they can be included with the agenda that is mailed to the Board. The agenda is normally distributed for delivery about two weeks before the meeting, in order to allow time for consideration of the actions that might be taken.

**THE CERTIFICATION DIRECTOR**

In addition to the general duties of all program directors, shall:

1. Be responsible for the Water Quality Analysts,

Water Conservation, California Distribution Operators, Backflow Prevention Tester/Cross-Connection Specialist Certification, and the Nevada Water Treatment Operator Certification Programs. This responsibility includes recommending amendment of appropriate rules, examination and protest procedures; and reviewing the contract compliance of the Program Administrators. The Director of Certification shall ensure that the Program Administrators comply with the Section Office business requirements.

2. Maintain communications between the programs, the individual program committees, relevant Section Staff, and the Governing Board, and coordinate the various training programs so that there will be no conflicts in schedules or course content.

3. Encourage continuing development and modernization of existing training; and expand student awareness of, and participation in, Section activities. They shall coordinate these activities with those of the Education Director.

4. Be "on call", as needed to act as a "Resource person" and/or advisor to the Strategic Planning Committee.

**THE ASSISTANT CERTIFICATION DIRECTOR**

Shall assist the Certification Director in the performance of their duties, and shall act as Director in their absence.

**THE EDUCATION DIRECTOR**

In addition to the general duties of all program directors, the Education Director shall:

1. Be Chair of the Section's Education Committee, which shall be made up of a representative of each Division (usually the Secretary of the Division), the Certification Director, A representative of the Young Professionals Committee, A representative from the Educational Community, the Chair of the Water College Quality Assurance Committee, the Chair of the Technical Program Committee, and the Teleconference Coordinator.

2. Provide liaison to ensure cooperation between the Education Committee and the Section's Divisions and Committees, and the AWWA education programs in order that the Section's education and training activities are of the highest quality.

3. Be the Boards Liaison for educational activities with the Section committees and other Section

educational activities. The Director shall evaluate and report to the Board on these educational activities.

4. Coordinate with the various community colleges and other educational institutions on education for the water industry.

5. Work with the Water College Quality Assurance Committee to insure that the highest standards are met in educational programs and that the College is operated in a business manor. Shall evaluate and report to the Board on Water College activities.

6. Be "on call", as needed, to act as a "Resource Person" and/or advisor to the Strategic Planning Committee.

### **THE CONFERENCE DIRECTOR**

In addition to the general duties of all Program Directors, shall:

1. Work closely with the Executive Director to ensure that Meeting and Conference sites, satisfactory to the Board, are selected and reserved no less than three years in advance of the meetings. The Conference Director will travel to potential sites with the Executive Director.

2. Work closely with the Executive Director to ensure that adequate arrangements are made for each meeting and conference. Such arrangements shall include committee meeting rooms, hotel reservations, banquet facilities, registration facilities, spouses' hospitality rooms, exhibits, and such special tours as may be appropriate. The Conference Director coordinates audio-visual and catering orders for each Conference.

3. Have the responsibility for assigning committee, division and examination meeting rooms and times in accordance with the present detailed schedules, and for notifying the Technical Program Chair, at least eighteen months in advance, of the maximum space available for such programs. The Technical Program Committee shall not schedule more meetings than such space allows. The Director shall assign rooms for special programs, banquets, lunches, etc.

4. Supervise and coordinate the activities of the Local Arrangements Committees (LAC).

5. Maintain communication with the Chair, Chair-Elect, Treasurer and Executive Director to ensure that the policies of the Section are carried out before, during and after each meeting and conference.

6. Periodically review and amend the "Guide to Local Arrangement Committees".

7. Be "on call", as needed, as a "Resource Person" and/or advisor to the Strategic Planning Committee.

8. The Conference Director shall maintain communication with the Conference Staff and Chair to ensure that adequate exhibit space and associated facilities are provided for the exhibits at conferences.

9. Act as the on-site facilitator at each Conference to ensure that conference arrangements are being adequately carried out, solve any on-site problems, and sign off on catering, audio visual, and other services provided on sight.

10. Shall attend, with the Executive Director and other relevant staff and volunteers, all pre and post Conference meetings with host facilities.

11. Shall prepare a budget for each conference at least one year prior to each event, for review by the Executive Director and Section Treasurer, and for approval by the Governing Board or Executive Committee.

### **THE ASSISTANT CONFERENCE DIRECTOR**

Shall assist the Conference Director in the performance of their duties, and shall act as Director in their absence.

### **TECHNICAL PROGRAM DIRECTOR**

1. The Technical Program Director shall be responsible for scheduling and administering the technical programs for the Spring and Fall conferences, and shall coordinate and review seminars and workshops prior to Board approval.

2. The Technical Program Director shall, working with each Division, correspond with proposed technical program participants to establish subjects and times; determine needed audio-visual aid; and provide a formal document that participants can use in seeking employer approval for participation; and assist in preparing the final program for publication.

3. The Technical Program Director reports to the Chair-Elect.

4. Arrange for collection by the Division Vice Chairs, and transmission to the Executive Director, a copy of each paper presented at each meeting and conference and for counting attendance at



committee meetings, technical and general sessions and other official functions and other useful meeting or conference data, furnishing copies to the Executive Director.

## **DIVISIONS**

The Section shall include Six Divisions. Any Section Member in good standing may be a member of, and participate in the activities of such Divisions.

Each Division shall be responsible to the Governing Board for the activities of various Committees, which may be assigned to it, and shall conduct its affairs in accordance with the Bylaws and Regulations of the Section.

Division Officers, terms of office, duties, Division reports, and other mandatory provisions concerning Divisions may be found in this document under: Duties of Officers, Terms of Office, Reports, etc.

It is recognized that differences of opinion regarding jurisdiction will arise at the Committee or Division level. Whether for presentations at Meetings and Conferences, Committee studies and activities, such differences should quickly and harmoniously be resolved at the Division level. However, if resolution is not attained in thirty days or less, the matter shall be referred to the Section Chair. their decision shall be final in the current matter, after which the area of dispute shall be presented to the next Executive Committee for review and recommendation to the Board.

Each Division's Chair and the two latest Division Past Chairs shall, at least one month prior to the Division's mandatory Annual Business Meeting, nominate a candidate for each vacant elective office in the Division. Division offices that become vacant between elections shall be filled by the Section Chair with the advice of Division Officers.

Each Division Chair, or officer designated by them shall guide, monitor, and coordinate the activities of the Committees assigned to the Division, including budgets, plans for new or expanded programs, seminars; review existing Division plans to determine the need for improvement; formulate plans for at least four future years; and report to the Board, at the Fall Conference, on the state of the Division, in writing, including the Committees reporting to it.

## **DIVISION OBJECTIVES**

### **BUSINESS ADMINISTRATION**

To advance and disseminate knowledge tending to

improve water utility practices with regard to financing, management, commercial and accounting procedures, and other related matters. The committees reporting to this division are: Management Development and Training; Financial Management; Information Management; and Customer Service.

### **OPERATIONS & MAINTENANCE**

To advance and disseminate knowledge tending to improve water utility practices in the areas of maintenance, repair and rehabilitation. The committees reporting to this division are: Operation and Maintenance; Technical; Safety; Security and Emergency Planning; Tanks, Reservoirs, and Maintenance Structures; and Environmental Compliance.

### **OPERATORS**

To advance and disseminate knowledge tending to improve water utility practices by educating, providing best practices and resources to operators. The Committees reporting to this Division are: Competitions; Top Ops Challenge; and Gimmicks and Gadgets.

### **WATER RESOURCES**

To advance and disseminate knowledge tending to improve water utility practices in the development and full use of water resources, above and below ground, whether potable or non-potable, including conservation thereof. The committees reporting to this division are: Energy, Recycled Water, Water Conservation, Water Management, and Desalination, Water for People, and Water Well Technology.

### **WATER DISTRIBUTION**

To advance and disseminate knowledge tending to improve water utility practices concerning transmission and distribution (including pumping); customer services and metering of public water supplies; with emphasis on design, construction, and operation, of related facilities. The committees reporting to this division are: Backflow Programs; Corrosion Control; Pipeline Rehabilitation; Materials Performance; Meter; and, Water System Controls.

### **WATER QUALITY**

To advance and disseminate knowledge tending to improve water utility practices related to achieving the highest quality water for all municipal purposes by: (1) investigating the physical, chemical, biological, and microbiological contaminants that

affect the quality of water and its suitability for use; (2) developing monitoring systems and laboratory measurement methods of water quality, from the source to the consumers tap; (3) promoting use of new technology and evaluating alternative methods of water treatment to find those that are most effective and economical to use. The committees reporting to this division are: Smaller Utilities; System Water Quality; Source Water Quality; Research; and Water Treatment.

## **COMMITTEES**

The Section usually has about forty committees operational at any time. New committees will be created by the Board only when the function, or task, cannot reasonably be assigned to an existing committee. All committee objectives shall be broad enough to allow for future assignment of additional related functions, without infringing on existing committee "charges".

The Board establishes programs and activities that are beneficial to the water industry and which the Section members desire. While required to retain control, and to guide these activities, the Board will try to allow as much freedom to the various committees as possible to attain the Section's objectives.

In order to limit the number of activities reporting directly to the Governing Board, committees shall, when practicable, be ordered to report to a Section officer, a Trustee, Division, or a Program Director and be so shown on the "Organization Chart".

The Section Chair shall determine to whom the committee shall report, in order to provide for the most effective liaison between the committee and the Board.

## **Councils**

New councils may be created only after a proposal to create a new council, including rules and procedures applicable thereto, is reviewed and recommended by an Ad-hoc committee (appointed by the Section Chair) and the Executive Committee. Where any proposed new council is to be concerned with matters under any existing council, committee or division, the recommendations of the existing council, committee, or division shall be sought. New councils may be created only by a majority vote of the Governing Board.

At its first full meeting, the council shall elect a chair, vice chair and secretary from among its members.

After the formation of a council, the terms of council members, progression of its leaders and general operations will conform to the operating rules described for Divisions and Committees under the CA-NV-AWWA Section's Rules and Regulations and Roberts Rules, including, but not limited to the ability to form committees, at the request or approval of the Governing Board.

## Manufacturers/Associates Council

### *Membership*

The MAC shall be comprised of the Section Chair Elect who shall provide liaison with the Executive Committee, but shall not vote or act as a Council Officer. Twenty members-at-large, who shall be fifteen Manufacturer and five Associate Members of the Section. The officers of the Council shall conform to the structure for councils and Section Division and Committee standards, with their duties being defined by those rules and regulations as stated.

### *Terms*

All officers of the MAC shall serve one three-year term with consecutive terms not to exceed two.

### *Officers-terms and duties*

The officers of the MAC shall be Chair, Vice Chair and Secretary. Duties of these positions shall conform to those defined previously in the Section Rules and Regulations. The progression shall be Secretary to Vice Chair to Chair, with the terms consistent to those listed in the terms section above.

### *Council Liaison*

Liaisons with other Section committees and Divisions are to be assigned as needed to build relationships.

### Election of Chair

The Council will nominate successors for officers to fulfill their terms, which are consistent with the Section term of officers.

If an officer is unable to fulfill their term the MAC Chair may appoint a current council member to fill the vacancy. If the Council Chair becomes vacant, the Vice Chair shall accede to Chair.

### *Responsibilities*

The council shall provide responsible

representation for, and involvement of Manufacturer and Associate Members; develop programs and activities for Manufacturer and Associate Members, encourage their membership and participation in the Section; provide policy input and develop response and commitment within the framework of the Section on matters affecting Manufacturer and Associate Members

#### *Procedures*

The MAC shall be managed and supervised by its chair in accordance with the rules outlined in this guidance document.

#### *Meetings*

The MAC is to meet at least quarterly.

#### *Reports*

The MAC is to submit written reports after its meeting for the following Governing Board meeting, consistent with what has been specified for Divisions and Committees.

**STANDING COMMITTEES** shall be established to perform a specific task at periodic intervals (e.g., Fuller Award), or, to handle various facets of a continuing problem or activity (e.g., Safety).

**TASK COMMITTEES** shall be established to handle a specific situation. Each task committee assignment shall be in writing, and the charge shall clearly define the problem, the extent of investigation desired, the manner in which the solution is to be presented, and the date when a report is due. After such report, task committees shall be disbanded. During the work of such committees the Section Chair, or their designee, shall ensure that the reports are submitted on schedule. No task committee shall exist longer than one year, without extension by the special action of the Governing Board.

All committee chairs must submit their reports to their designated supervisory Board, Division, or Director in accordance with the "Reporting Schedule" section of these rules.

#### **COMMITTEE, DIVISION AND COUNCIL OFFICER AND MEMBER GUIDELINES**

Every committee shall have a chair and a vice-chair. Committees should generally not exceed 20 members. Individual members shall not serve on more than three committees at any time.

No other committee officers are permitted.

Unofficial secretaries will not be listed as such on the Section lists. The Certification Board is exempt from this provision.

Liaison with other committees shall be between the committee chairs.

The Executive Committee shall have the power to limit or expand the size of any committee, subject to review by the Governing Board.

There shall be only one class or type of committee members and all must be a member of AWWA, and of this Section. However, from time to time, when specialized expertise is needed, non-AWWA advisory persons may be present at committee meetings to aid the committees.

#### **COMMITTEE ASSIGNMENTS AND PERSONNEL**

Committees shall be assigned to Divisions according to the currently approved "Organization Chart" for the Section. Committee membership shall be determined immediately following the Fall Conference by each committee chair and reported to the Secretary no later than November 1 of each year. The Committee names, charges and membership shall be compiled every year in an Officers and Committee Directory for the Section and distributed to every Committee, Division and Board member of the Section.

The Safe Drinking Water Act Committee shall report to the Section Chair in keeping with the Section's procedure for handling regulatory and legislative matters.

The following committees report directly to the Governing Board: Executive, Strategic Planning, Awards, Personnel Selection, Past Chairs, Technical Program, Young Professionals, Government Affairs, and Membership.

#### **REPORTS**

The Section Chair shall report to the Section membership at the annual membership meeting during the Fall Conference. The report shall cover the activities and general state of the Section during the preceding year.

The Governing Board of the Section, requiring adequate information to properly plan and direct the activities of the Section shall receive timely reports from the officers, divisions, program directors, committees and other officials of the Section. To allow early release for Division and Program officers and others who have no other items on the agenda. They may give brief, oral reports on their

area of responsibility on matters not requiring Board discussion and/or action.

This report period may not be used as a vehicle for introducing items. Such items will continue to be addressed in the regular agenda order, although during this period the Board may be reminded of a later agenda item.

When written reports are required from Officers, Divisions, Directors, and Committees reporting directly to the Governing Board or when recommendations are made to the Board, they must reach the Secretary at least four weeks before each Board meeting for consolidation into the agenda of the Governing Board. The Secretary shall distribute the complete Board agenda package (including attachments) no less than two weeks before the Board meets.

Committees assigned to Divisions must have their reports and/or recommendations in the hands of the Division or Program Officers at least six weeks prior to the meeting of the Board.

#### **REPORT REQUIREMENTS**

*Section Officers, Division Chairs and Program Directors* are required to furnish a written report of their activities, during their term of office.

*Committee Chairs* reports shall contain the progress of, and any problems that exist in the programs or other business of the committee. If new enterprises or major changes in current plans are contemplated they shall be noted in the report.

*Workshops, Seminars, etc.,* conducted by committees shall be reported on during the next scheduled Board meeting. These reports shall be sent to the Secretary four weeks after the event. Successes, recommended changes, attendance and similar matters shall be included in the report.

#### **RULES APPLYING TO THE GOVERNING BOARD, MEMBERS AND COMMITTEES**

##### **GOVERNING BOARD AND EXECUTIVE COMMITTEE MEETING DATES**

The Governing Board shall meet during the Section's Spring Conference, during the Section's Fall Conference, in December for the Annual Budget meeting, and in July for the Annual Planning Meeting.

Executive Committee meetings shall be scheduled as needed to conduct Section business in an efficient manner between Governing Board

meetings.

#### **AMENDING SECTION REGULATIONS DEFINITIONS:**

Amendment – An addition, deletion or modification of a Section regulation.

Emergency – An urgent requirement due to unforeseen circumstances that arises after the deadline for publishing the agenda, and cannot be practically postponed until the next regularly scheduled meeting or the Board.

##### **Method:**

1. Submit the proposed amendment for publication in the official Board Agenda.
2. Approve by a vote of a simple majority of the entire Governing Board.

Note: Not a majority of the Governing Board members present.

##### **Emergency Exception:**

1. Submit the Proposed amendment to the Board Chair prior to 8:00 AM of the day of a scheduled Board Meeting.
2. Added to agenda if approved by a majority of the Governing Board members present.

Note: Approval of the emergency amendment still requires a simple majority vote of the entire Governing Board.

#### **ASSIGNMENTS FOR TRUSTEES**

1. The Chair shall assign Trustees as liaison to Divisions and to assist in the formation of new Committees to insure greater communication between the Board and other segments of the Section organization.
2. The Chair may appoint, from among its members, liaison persons to the active local water associations in our Section's geographical area. Such liaison persons will establish regular information exchanges, offer Section aid of various kinds to the local groups, encourage membership and participation in AWWA, and offer Section aid in creation of new local associations.
3. Section Trustees serve as Member Mentors on the Section Membership Committee, and report on their member contacts at each Governing Board meeting.

## SECTION POLICY STATEMENTS

A. In accordance with the AWWA Governing Documents, whenever the AWWA has issued a statement of policy on any matter, no officer or member of this Section may issue a Section policy statement that differs with the AWWA statement.

B. Whenever the Section has issued a statement of policy on any matter, no officer or member of this Section may issue a Section policy statement that differs with the Section statement, and all their official Section actions shall be in accordance with AWWA and/or Section policy statements. If an interpretation of these statements is needed, the matter shall be referred to the Secretary who may seek interpretation from the AWWA or the Section Executive Committee, as appropriate.

C. In matters relating to California-Nevada Section, the Section Chair or a person specially designated by them to handle a specific assignment shall be the official spokesperson.

D. When the Section has adopted a policy statement on any matter, no officer or member of this Section may attribute to the Section a policy statement that differs with the Section's statement.

E. In the absence of approved AWWA or CA-NV Section Policy the Chair may move to present the Section membership's knowledge on a subject in the Section's name.

F. The Section recognizes the individual right and duty of all citizens to express their views to legislators and recognizes that divergent views will exist. But any Board Officer (BO) taking action must do so as an individual and not as a representative of the Section.

G. This Section composed of professionals in the water industry, was formed to serve the interests of all of the people of California and Nevada, primarily as an educational and training organization. Section policy is to refer citizens' inquiries pertaining to local regulations and/or legislation to the local water agency or appropriate government official and/or agency. The Section will not take an official position on local or area matters.

H. AWWA and California-Nevada Section Policy Statements shall be compiled by the Secretary and issued to members of the Governing Board.

I. For the information of its members, the Section may, from time to time, publish information on regulatory or legislative matters (whether proposed

or existing).

J. With respect to individual California or Nevada legislative and regulatory matters, when, in the opinion of the Chair, time does not permit deliberation and/or response by Section Committees usually charged with the responsibility (Safe Drinking Water Act and Government Affairs), the Chair may appoint an Ad Hoc Committee (usually of from three to five members) and several "advisors" from the California or Nevada State Health Departments or Bureau for the purpose of immediate consideration and recommendation on Section action. Such appointment will be made after consultation with the chair of the committee(s) usually involved, and the Ad Hoc Committee shall be limited to advising the Section Chair, or drafting a response for their signature, unless specifically authorized by them to proceed further.

In the case of regulations and States' Department or Bureau of Health Services policy letters, the Director, California or Nevada Office of Drinking Water, will also be consulted to determine the persons from their organization who are significantly involved in the development of the regulations/policy letters and who, therefore, can provide counsel and information to the Ad Hoc committee and/or the Section Chair.

The Section Chair may also assign full action on a subject to the Chairs of the Safe Drinking Water Act and Government Affairs Committees. Further, they may in any year, delegate in writing, subject to their general direction, the responsibility of handling all of the matters in Paragraph j., above, to a Past Chair of this Section.

The Chair shall report on these activities to the Board.

## STRATEGIC PLANS

The Section shall have a standing Strategic Planning Committee consisting of the following Section officials: Chair-Elect (Chair of the Committee), Vice Chair, Immediate Past Chair, Executive Director/Secretary, Treasurer, both AWWA Directors, the Division Chairpersons and the chair of the Manufacturer and Associates Council.

The Certification, Conference, Public Information and Education Directors shall be on call, as needed, as "Resource People" and/or advisors to Strategic Planning Committee.

The 5-year Strategic Plan shall, address, and emphasize the Section's Mission, Opportunities,

and Programs, and indicate the direction and priorities of the Section. Where appropriate the Plan shall parallel the AWWA National plan.

The plans and operations of all Divisions, Committees and other elements of the Section shall be modeled to follow the Strategic Plan.

Members observing need for change in the Strategic Plan may write suggestions to the Secretary so that the Strategic Planning Committee may consider them.

Each year, commencing in March, the Committee shall review the plan. They shall recommend to the Governing Board, at its July meeting, such modifications or additions, as appear warranted. The Plan shall be made broadly known in order to encourage membership activity in support of objectives.

### **SECTION CONTRACTING POLICY**

The Governing Board has the sole power to approve entering into contracts on behalf of the Section. The Executive Director will execute all contracts on behalf of the Section, reviewing them to ensure conformity with the Section Bylaws and AWWA Official Documents. The Section Chair shall oversee the execution of contracts. Copies of all executed contracts are kept at the Section office and the Executive Committee and Governing Board shall be kept informed through their agendas when contracts have been executed.

When contracts of a repetitive nature have been Initially approved, continuing or successive contracts may be signed by the Executive Director without prior approval of the Governing Board, after review by the Section Chair and Treasurer. The Executive Director ensures that they do not contain changes in the basic intent first approved by the Board, and that funds have been budgeted for the amounts involved.

This Policy specifically includes the following and contracts of a continuing nature:

1. The Executive Director enters into contracts for hotels, other meeting centers, entertainment, music, spouses' and other tours and transportation necessary for proper handling of meetings and conferences, including Exhibitors' programs. The Treasurer and Conference Director will review these contracts prior to signing.

After a Meeting or Conference budget has been adopted, and circumstances indicate that attendance will be greater or less than estimated,

the Conference Director, in conjunction with the Executive Director, may adjust income and expenditure items, without review, to achieve a balanced budget. Also, no review is necessary on adjustment of line items to meet unforeseen special needs of the event, including the use of the contingency item. In the above cases the Section Treasurer must be furnished with an amended budget at the time of the change(s) to be sure that appropriate bills are paid. However, if expenditures may exceed revenue, the Executive Director shall notify the Treasurer before committing to such expenditure.

2. The Executive Director, at the recommendation of the Certification Director, enters into contracts with the Certification Administrators, executes contracts for the Exhibits program, and yearly hotel services to be funded from the Exhibits Reserve, and executes contracts that have been approved that are required to conduct regular and normal business activities, such as office equipment leases, computer services, printing services, Source Magazine, accounting services, human resources services, and all other contracts approved by the Governing Board.

### **FINANCIAL POLICY**

The Section is entitled to an annual allotment from Association funds, based on all Membership dues and Municipal Service Subscription fees received by the Association, exclusive of any section assessment through August 31 of the prior calendar year from members of the Section except from Associate Members.

#### *Authorized uses of Section Funds:*

Association funds allotted to the Section shall be used only to conduct activities consistent with the objectives of the Association as set forth in the Articles and Bylaws of the Association. In questions of consistency, the Governing Board shall be the final judge, and it may, from time to time, revise the Governing Documents to cover various aspects of this subject.

Fees set for Certification Programs, Section meetings and conferences and seminars/workshops shall be sufficient to cover all costs. Meeting, seminar, workshop and conference fees shall be higher for non-members. A surcharge shall be established yearly in sufficient total to insure that administrative expense of the Section offered for organizing the events and programs are recovered.

The Section will establish a firm reserve fund which

will be maintained at a minimum level of 50% of the annual Section budgeted expenditures. The amount required will be reviewed annually by the Executive Committee. The purpose of the reserve fund is to provide funds for the payment of major and unique shortfalls in the event that other reasonable actions are unsuccessful.

### **INVESTMENT POLICY**

The investment responsibility of the Section rests with the Governing Board. However, the Section Treasurer and Executive Director are authorized to make the day-to-day decisions within this investment policy. The Treasurer will present a written report to the Board quarterly on all investment activities. For each investment type, the report shall include:

- A. Description
- B. Amount
- C. Purchase Value
- D. Yield
- E. Report of securities bought, sold and matured
- F. Recommendations concerning investment policy and strategy

The Governing Board shall review the investment report to ensure that all investments have been made in accordance with applicable laws and regulations as well as within this investment policy. The review of the investment report shall be a matter of record in the minutes of each Board meeting.

Investment maturities will be staggered to ensure that the Section has access to the funds. However, in the event of an unforeseen need, investments may be liquidated prior to maturity.

Safety of the principle shall prevail in all investment decisions. Yield will be maximized by reviewing rate of return and length of deposit required. Investments providing maximum return while meeting safety requirements will be selected.

Approved investments are as follows:

1. US Treasury Securities
2. Federal Agency Securities
3. LAIF (Local Agency Investment Fund), State of California
4. Domestic Bank Certificates of Deposit or Money Market Accounts
5. Federal Funds

Domestic Bank Certificates of Deposit or Money Market Accounts are insured by the FDIC to \$100,000. Investments in anyone bank shall be

limited to a total of \$100,000.

Investment in United States Government obligations or Federal Agency obligations, which are backed by the full faith and credit of the United States Government, may be purchased. Maturities not to exceed 18 months should be selected. Longer-term investments are restricted to fixed income instruments with a maximum maturity of five years. United States Treasury obligations and AAA rated utility bonds are examples. No single investment shall exceed \$100,000.

No common stock, preferred stock, or real estate, for investment purposes, will be purchased.

Operating funds, checking or savings account, of up to \$100,000 may be kept at an institution that is convenient to our Section's place of business.

Safekeeping and Section internal controls:

1. Negotiable certificates and securities shall be stored in an off-premises safe deposit box. Access to the box shall require the presence of at least two of the Section's authorized signatories.
2. Investment transactions will be formerly documented by correspondence between the Treasurer and the Executive Director.
3. Proceeds from sales, interest payments and principle payments shall be promptly deposited in a Section bank account and not held as cash or transferred to any second party.
4. All investment transactions shall be approved by the Treasurer.
5. All checks will require two signatures. One of which will be the Executive Director, Treasurer, Vice Chair, or Chair. A facsimile signature may be used on all payroll disbursements, and disbursement relating to seminars/workshops.

### **OFFICE POLICY**

1. The Section shall maintain a full-time office and storage spaces as determined by the Governing Board. Administration of the office and staff is the responsibility of the Executive Director.

2. All Section business, such as AWWA seminar/workshop approvals, purchase and expenditure commitments etc., to and from AWWA and other organizations shall be transacted through the Section Office in writing. While discussion between concerned persons may be necessary, no expenditure commitments may be made on behalf of the Section without approval of the Executive Director/Secretary, whose duties include determining that proposed expenditures are included in the Section budget. The Secretary shall, from time to time, remind Section Officials and other interested parties of this policy.

3. The Executive Committee shall recommend the wages and fringe benefits of its employees to the Board for adoption. The Executive Director shall recommend, to the Executive Committee, suggested annual increases, bonuses, and incentive programs for Section Staff. The Executive Director shall hold a separate contract for services renewable on an annual basis by mutual agreement between the Executive Committee and the Executive Director, and confirmed by the Governing Board.

4. The clerical functions, and such of the sub-policy actions of the Secretary as they shall assign, shall be performed by the Office in an orderly and expeditious manner. No statutory functions of this position shall be transferred.

5. The Treasurer shall review, at least quarterly, all checks issued (together with copies of all vouchers), for conformity to the budget they shall request the Executive Director for further 'justification', if deemed necessary, and will advise the Board at each meeting as to whether the Section Office accounting procedures were in keeping with Section policy.

6. The Executive Director shall establish appropriate office policies and procedures for the orderly and business like operations of the Section's Office.

### **TRAVEL POLICY**

The travel reimbursement policy for Section Staff can be found in the Section Employee Handbook. Section volunteer travel expenses will be reimbursed as approved by the Section Chair and Section Treasurer, unless otherwise noted as part of the Section's normal reimbursement matrix given below. Items listed below are items paid for, or reimbursed, by the Section with prior approval of the Section Chair.

Any member doing business on behalf of the

Section, which includes travel, must submit a planned expense request to the Section. It will then be reviewed by the Section Chair and how much if any of the costs the Section will cover will then be communicated back to the member, prior to scheduled travel.

### **Spring and Fall Conference:**

Chair, Conference Director  
Hotel room, complimentary conference registration

### **AWWA Annual Regional Meeting:**

No reimbursements will be made for this event

### **AWWA Headquarters Board Meetings:**

AWWA Directors (2)

Hotel rooms, meals, transportation, and travel

### **Section Governing Board Meetings:**

Chair, Chair-Elect, Vice Chair, Treasurer, AWWA Directors, Trustees, Division Chairs & Program Directors

Hotel rooms and meals provided during the meeting

### **Executive Committee Meetings:**

Chair, Chair-Elect, Vice Chair, Treasurer, & AWWA Directors

Hotel rooms and meals provided during the meeting

NOTE: Travel is only reimbursed if the volunteer's employer will not cover the travel expenses. AWWA Board meeting expenses are reimbursed to the Section by AWWA.

### **CREDIT CARD POLICY**

1. The Section will reimburse employees and volunteers, who qualify for expense reimbursement, for expenses incurred on their personal credit card.

2. Section credit card holders should use the card for all business expenses and submit expense reports within 10 working days of return. Cardholder copies of charge slip must be attached.

3. Individual billing cardholders are required to:

a. sign an agreement before the card is issued.

b. reconcile their monthly statement before



payment is remitted.

4. Credit cards are to be used for business purpose only. Use for personal reasons is strictly prohibited and results in immediate termination.
5. Credit cards are to be used only by the designated holder.
6. Annual fees for the cards will be paid by the Section.
7. The credit card is to be turned into the Section Secretary or Treasurer upon separation.
8. Lost or stolen cards are to be reported immediately to the Office, who will notify the credit card company and arrange for a replacement card. When it is not possible to reach the Office the credit card company should be notified promptly and the Secretary must be informed on the next business day.
9. Fraudulent expense reporting and/or abuse of the credit card or this policy may result in disciplinary action, surrender of the card, and/or termination.

#### **BUDGET POLICY**

The Treasurer shall prepare a preliminary annual budget for review by the Executive Committee prior to submission of the final to the Governing Board at the Annual Section Budget Meeting. It shall be based on the prior annual budget, current and projected income and expenditures, and written, documented requests, received by September 1, from Section officials who seek additional funds in the next budget.

After adoption of the budget, any request for additional funds shall be directed to the Treasurer or Secretary who shall determine whether funds are available. They shall forward the request and their recommendation to the Chair who may authorize transfer of funds from the contingency budget item provided uncommitted funds are available. The budget shall be amended to reflect such changes.

The Governing Board may amend the budget by a two-thirds vote. The contingency item shall not exceed 20 percent of the budget exclusive of the contingency item.

Funds budgeted for a project may, upon the recommendation of the Secretary, be transferred in whole or in part to another budgeted project or to the contingency item with the approval of the Governing Board.

The cost of appropriate plaques, pins, or other awards to outgoing officials and certificates of appreciation or recognition shall be chargeable to a special account established for the purpose. Travel expenses may be paid, upon request and with the approval of the Chair.

Air travel expense shall be reimbursed at the "economy" or "coach" rates.

#### **SECTION PRINTING POLICY**

All Section printing must be timely and of high quality. Deadlines and schedules must be maintained. This requires clear communication between the Technical Program Committee, Conference Director, Executive Director, and other Section Officials.

With the exception of "Source", all Section printing and printing estimates shall be handled through the Section Office. Printing will be accomplished at least cost, unless prior approval of the Board has been obtained for other printing arrangements.

#### **SECTION'S PUBLICATION, "SOURCE"**

The Section shall publish four issues of "Source" each year, timed to result in four quarterly publications. Advertising shall be sought for all issues.

#### **MEETING AND CONFERENCE PRINTING**

The Conference Director and the Technical Program Committee are responsible for complete and accurate 'copy', in the established format. Meetings, Conference and seminar dates will be published in "Source". Printing schedules shall allow adequate time for a thorough review by Section Staff for corrections and approval by the Executive Director and other appropriate individuals before printing Conference packets.

#### **EXHIBITS POLICY**

The Section policy governing Exhibits associated with our meetings and conferences shall be:

1. The California-Nevada Section Governing Board has sole authority to sponsor or permit any 'equipment' or 'trade' exhibit programs to be held in conjunction with its' meetings and conferences.
2. The planning and operation of the exhibit program shall be the responsibility of the Conference Director and Section Staff, subject to approval of the Governing Board.

3. Each December the Section Staff shall prepare an annual budget which allows adequate reserves, subject to Governing Board approval; estimate the probable exhibit space needed for three (3) years in advance; advise the Conference Director and Executive Director of such estimated needs. Budget will include funds sufficient for Conference lapel pins to be reviewed by the Section Office before order is placed.

4. The Executive Director shall overview the Exhibits Program and monitor the overall operating facets of the Exhibits, including the signing contracts for conference services, in cooperation with the Conference Director. They will recommend to the Section Staff changes in pricing and services as needed to ensure a competitive program and safeguard an appropriate reserve fund.

5. Requirements for a minimum of 100 - 10' X 10' booths, plus refreshment area space shall be the basis used to format and budget the Exhibit Program.

6. The Conference Director and Executive Director will insure appropriate facilities that include the necessary exhibit space needs.

7. Exhibit area only registrations will be offered to utility personnel at rates specified on the conference registration form. Spouse's registrations will not be complimentary for any registration other than a full registration.

8. Each exhibitor will be allowed two (2) complimentary registrations that include full conference benefits; all other Distributors, Agents and Factory personnel registering to work the exhibitor's booth will do so at a nominal fee.

## **CERTIFICATION PROGRAM**

### **1. CERTIFICATION TRANSACTIONS**

Program Administrators are responsible to the Certification Director and work in partnership with the appropriate Section Staff and with the appropriate Certification Committee governing the program.

General information transactions are managed through the Section Office. The Certification Director, Committee Chairs and Administrators may request specific information at any time. General information is distributed to relevant parties on a monthly basis.

### **2. BANKING**

The Section shall collect, document, and bank all fees.

### **3. NEW APPLICATIONS**

All original application forms and matching examination papers shall be forwarded to the Certification Staff for Section records and central files.

### **4. DOCUMENT TRANSMITTAL**

Receipt forms, and/or the completed applications and examination paper shall be forwarded to the Section Office. The latest data shall be entered in the Section's records

### **5. RENEWALS**

Renewal notifications shall be made by the Certification Staff on or about the first of each month. The renewal notification shall occur approximately ninety (90) days prior to the end date of the current certificate. In the instance of the Backflow Tester Certification program, the renewal notifications shall be made six (6) months prior to the end date of the current certification.

The Program Administrator shall receive, from the Certification Staff, an update of their programs biannually one month prior to the Certification Board meeting held during the Section Conference.

If a renewal notice is returned for lack of proper address the office shall reissue such notice in care of the last known employer. If it is returned again, no further attempt will be made, and the Administrator will be notified.

The Section Office shall, by printout shortly after each mailing, notify Administrators of the renewals sent out. It will advise the Administrators, on approximately a monthly basis, which persons have actually renewed and shall finally notify the Administrators of those person in which the originals and the second notices were returned to the Office as undeliverable.

### **6. HISTORICAL FILE OF DELINQUENTS REMOVED FROM CURRENT RECORDS**

Certified persons, after one year of non-payment of renewal fees, shall have their names removed from the Active List. The Inactive list should remain in computer records for future reference from the Director or appropriate administrator.

### **7. CERTIFICATION COMMITTEES**

The authority and responsibilities of the Certification Committees shall be limited to Certification Programs, their improvement, examinations, proctoring and similar matters.

## 8. CERTIFICATION RULES

Rules common to all disciplines shall be shown first in all rules.

## 9. EXAMINATIONS

Exam questions shall be developed by the appropriate Certification Committee, and exams generated through the Section Office. Any new questions or changes to existing questions shall be transmitted to the appropriate staff for data base update for exam generation.

### **MEETINGS, CONFERENCES, SEMINARS AND WORKSHOPS**

#### **MEETINGS AND CONFERENCES, GENERAL**

Subject to the Governing Board's discretion, the Section will hold a Spring Conference and a Fall Conference (i.e., if AWWA holds its Annual Conference in California or Nevada this may impact if the Section holds a Spring Conference).

Sites for the Spring and Fall Conferences shall be at locations agreed to by the Governing Board at the advisement of the Executive Director and the Conference Director.

A local utility shall be requested to sponsor the local arrangements for each Spring and Fall Conference. The utility shall be requested to name a Section Member in its employ to act as "Local Liaison Person". This person will normally become the Chair of the Local Arrangements Committee. In the event that the person chosen is unable to carry out the duties, a successor must be chosen at once by the utility.

The Conference Director, in cooperation with the Executive Director and the Section Treasurer, shall present a balanced budget to the Board at the Board's meeting prior to the meeting or conference. Adjustments to the budget may be recommended by the Conference Director and approved by the Section Chair. The budget must remain balanced. The administrative surcharge established for the current year shall be included in all meeting and conference fees.

The Technical Program Committee shall have a tentative program established no less than four

months, and final programs shall be in place no less than two months, prior to the event in order to assure proper advance publicity.

No fees shall be paid to Technical Program Speakers, other than to cover incidental travel expenses for those who would otherwise not attend the event; and training materials incidental to a workshop may be funded, if prior approval is given.

This Section shall encourage authors to make their papers available at the time of presentation, but does not reprint papers presented at Meetings and Conferences.

The Chair, Chair-Elect and the Executive Director shall cooperate with the Conference Director and the Local Arrangements Committee to assure that adequate and orderly arrangements (including the necessary mailings) for each meeting and conference has been made.

If the Conference Director is unavailable, the Assistant Conference Director shall handle arrangement matters and advise the Conference Director of actions taken. In the absence of both, the Secretary shall take the minimum essential action, and advise the Conference Director as soon as possible.

The California Nevada Section shall hold a Spring Conference (normally in the second week of April) and a Fall Conference (usually in the third or fourth week of October) each year. Exact schedules shall be determined eighteen months prior to the event.

Certification Program examinations while not an official part of Meetings and Conferences, are usually held on the same dates for the convenience of Certification Program Personnel and Section Members.

Due to the need for special equipment and facilities, "Backflow Device Testers" examinations may also be conducted at about the time of each Meeting or Conference. As the "Backflow Device Testers" Administrator deems advisable, they shall be responsible for making all necessary examination arrangements with a nearby utility that has the necessary space and equipment.

#### **SPRING CONFERENCE**

The Governing Board, Divisions, and Committees will meet the day prior to Conference, including late afternoon and evening. A limited number of committee meetings may be scheduled at other times.

The Spring Conferences shall be educational and training in nature, and be focused on the operator and affiliate members. The Opening Session shall be a program of wide interest to Section Members and is usually followed by a Keynote luncheon. The pipe-tapping contest, TOP OPS Challenge and other operator related events shall be held during the Conference.

A Guest Hospitality Room shall be open on such days as are recommended by the Conference Director at the time the event budget is presented to the Board.

Athletic events are not scheduled as meeting activities at the Spring Conference, but the Local Arrangements Committee may arrange for events at local facilities. Exact schedules for all events shall be determined six months prior to the Conference.

### **FALL CONFERENCES**

Fall Conference Technical Programs will usually commence on the first day with an official opening ceremony followed by seminars and workshops. A lunch featuring a keynote speaker and the various National and Section awards will also be part of the official program.

On the day prior to Conference, Committee and Division meetings will be held, as will the meeting of the Governing Board. Some committee meetings may be scheduled for late afternoon or early evening.

The Conference Director or Executive Director may arrange meeting at other times, if such meeting does not conflict with the formal program. An Official Chair's reception will be held during the Conference. The second day program shall consist of parallel sessions prepared by the Divisions. Tours shall be scheduled for 2<sup>nd</sup> or 3<sup>rd</sup> day, if held.

The first day morning program shall be general in nature, designed to appeal to all Section Members. The Section's annual meeting is held at the general session.

A Guest Hospitality Room, if held, shall be open on such days as are recommended by the Conference Director at the time the event budget is presented to the Board. Athletic events may be held when the Local Arrangement Committee can arrange for them.

The Section shall furnish the visiting National Officer (and their spouse) a suitable hotel room. Incidental room charges shall be paid by the

Conference. They shall be registered and furnished tickets for all events that they desire to attend, at the expense of the Conference. Additionally, the Section Chair shall host a dinner party for the officer and both Section AWWA Directors (if possible). Spouses shall be included.

### **SEMINARS AND WORKSHOPS**

No committee, division, or any other group is permitted to claim that a workshop, seminar, or similar event is approved by this Section unless the Governing Board has granted such approval either by delegation via the approved Request for Approval of Committee Event, Seminar, or Workshop, or special action. This can be done through the Section Office.

The Section shall not be liable for damages arising from the failure of any member or non-member to secure prior Section approval, whether such liability claim is against participating Committee Members, or others. Any member(s) alleging Section approval for a workshop or seminar without such approval shall be subject to discipline by the Chair or the Governing Board.

The Section shall provide all committees which plan to conduct seminars and workshops, with a "Workshop Request Form". These forms are available to all Committee Chairs at any time, from the Section Office or by visiting the Sections' website. Seminar and workshop requests must provide: (1) proposed location for the seminar or workshop, (2) dates and time, (3) an outline of the subject matter, and description of the seminar or workshop, (4) Audio Visual needs, (5) cost data, specific enough to alert Section Staff to unusual expenses such as: transportation, lodging, speaker fees, teaching aids, etc. Programs must generate enough revenue to support program costs. Upon completion, the Workshop Request Form should be submitted to the Section Conference Staff for processing. The Executive Director shall review and sign all contracts for seminars and workshops.

All "Workshop Request Forms", must be signed by Division Chairs and submitted six months prior to the proposed seminar or workshop date. By signing the Workshop Request Form, Division Chairs acknowledge that the Chair has read a copy of these regulations (which shall be attached to the notification by the Section office), and the following statement, which is a part of this regulation, and shall be printed on the reverse of the form:

**For the information of Section Members involved with Workshops and Seminars**

1. The Section provides insurance coverage, however the limits are listed below:

A. Insurance carrier will not provide insurance protection against Bodily Injury, Property Damage, Personal Injury Liability (Libel or Slander), Contractual Liability, etc., to any Section Member or other person sponsoring, or otherwise assuming responsibility for seminars or workshops, unless the Governing Board, or the Chair has approved the event.

B. Insurance carrier will not provide the Section with Crime Insurance coverage unless the person designated to receive and/or disburse funds is an active member of the California-Nevada Section, or the officially designated representative of a Utility, Corporate, or Consultant member. To ensure coverage this person must be designated as "Seminar Registrar", whether for seminar or workshop.

2. Conforming to advice of the Section's outside auditors, the following must occur:

A. (1.) A 'Request for Approval of Seminar or Workshop' must be approved by the Division Chairman. (2.) A listing of all participants must accompany the checks when submitted to the Section Office. (3.) Deposits of funds will be made by the Section Office upon receipt. (4.) Checks for fees, etc., should be made payable to 'CA-NV Section, AWWA' (5.) All checks should be sent to the Section Office within two weeks after the seminar/workshop. (6.) Cash received shall be forwarded by means of money orders or personal checks. (7.) A final recap sheet shall be prepared by the Committee Member responsible for the seminar's income and expenses, and reviewed and signed as "appearing correct", by another participating Committee Member.

B. The payment of as much of the event expense by Section check as possible. To accomplish this:

a. The Section has established credit with hotels throughout its area and with reasonable advance notice; it will do so with others. This will allow direct Section payment.

b. Printing and mailing must be processed by the Section Office. Costs will be furnished by them for estimating purposes, and the later work will usually be handled by them and billed directly to the Section.

c. Where other large expenditures are contemplated, the Executive Director or Treasurer must be consulted to arrange for

direct Section payment.

3. Setting Fees:

Section policy requires that seminars and workshops generate sufficient income to meet expenses and pay an Administrative Fee of \$7.50 to the Section. This fee covers typesetting, registration of attendees, printing of mailing labels, and contracting for the following outside services: hotel, audiovisual, printing and mailing.

Upon approval, copies of all seminar/workshop requests are distributed to the following Section Officers: Chair, Division Chair, Person in Charge, Education Director, Treasurer, and Secretary.

The Office needs seventy-five (75) days advance notice to typeset a program, arrange for printing, labeling and mailing services.

### **AWARDS, CITATIONS AND MEMORIAL RESOLUTIONS**

The Governing Board has the sole power to create and issue Awards, Citations and Memorial Resolutions on behalf of the Section or its Programs, Divisions and Committees or to issue Resolutions memorializing service or achievement. The Section Awards Committee administers the Section Awards Program on behalf of the Governing Board.

#### **AWWA AWARDS**

Some National Awards such as "Operator's Meritorious Service" and the "George Warren Fuller" allow considerable Section discretion. Others such as 'AWWA Honorary Member' have rigid requirements. The listings and requirements are published in "Source" from time to time, and since requirements occasionally change, reference should be made to "Source" or to a member of our National Awards Committee for the latest requirements.

#### **SECTION AWARDS**

When a new Section Award is to be established, approval by the AWWA must be obtained, as specified in the AWWA Awards guidelines. The George A. Elliott and the Walter O. Weight Awards are Section Awards of this type. The selection of candidates for such awards is usually delegated to a specific sub-committee. All Section Awards Subcommittees recommend nominations to the Section Awards Committee. This Committee has the sole authority to approve and present awards and coordinates all awards activities for the Section.

## SECTION CITATIONS AND PLAQUES

The Board has approved the issuance of plaques to a limited number of non-members and to Section Officials upon completion of their term of office. These are: the Local Official welcoming us to Meetings and Conferences, principal Guest Speakers, the Local Arrangements Chair, retiring Trustees and Program Directors. The retiring Section Chair also receives a suitable gift. The aid rendered by their spouse is recognized with a similar gift.

From time to time, the Board may issue a plaque or gift for special or unusual service to the Section over an extended period.

Appropriate, standard printed citations are issued to other Section Officials as they leave office, to speakers at our Meetings and Conferences, and upon action by the Board.

### CHAIR'S CITATION

Each year, the Chair may issue up to ten citations for outstanding or unusual service during their term of office. A special citation shall be issued to each awardee. If an award is made to a Program, Division or Committee, duplicate awards shall be given to the Program or Division Officers or to the Committee Members. Such awards shall not conflict with other authorized recognition programs, nor duplicate other Section Awards.

### MEMORIAL RESOLUTIONS

Memorial Resolutions are limited to those for previous Section Chairs and other officers and Officials designated by the Governing Board. The Board or the Executive Committee may authorize issuance of a special resolution, but usually a letter signed by the Chair, honoring other Section Members who have, over many years, made outstanding contributions to the Section, and the water works industry.

### AWARD PRESENTATIONS

A special time shall be scheduled during the Fall Conference for the presentation of all National and Section Awards.

The AWWA Officer presents the following awards:

1. George Warren Fuller Award(s). The AWWA Officers reads the citation(s) and presents the pin(s).

2. AWWA Operators Meritorious Service
3. Life Memberships
4. Gold Water Drop

Other significant AWWA Awards are presented by the National Officer as the need arises.

The Section Chair presents the following Awards:

1. Walter O. Weight Memorial Membership Award.
2. Plaques for local officials and the LAC Chair and Host Utility.
3. Plaques to retiring Trustees, Division Chairs, and Program Directors.
4. George A. Elliott Award(s). The citation(s) is/are read and the pin(s) is/are presented.
5. Chair's Awards
6. Don Kaiser Volunteerism Award
7. Larry C. Larson Safety Award
8. Outstanding Associate Member (MAC Award)
9. Education Award
10. Energy Management Award

The passing of the Chair's gavel and award presented to the outgoing Chair takes place at the Annual Business Meeting.

The Section Office has the responsibility of obtaining all necessary awards and citations and ensuring their availability at the Awards Ceremony.

A special time shall be scheduled during the Spring Conference for the presentation of the following Section Awards:

1. Bernard A. Miller Jr. Outstanding Operator Award
2. Small System Award

# Promoting the Mission

## The Section's New Strategic Plan

*Dedicated to leading, educating, and serving the drinking water community to ensure public health and to provide safe and sufficient water for all.*

On October 8, 2009, the Governing Board of the California Nevada Section American Water Works Association approved the adoption of a new Strategic Plan. This new plan provides direction and vision, and helps determine CA-NV-AWWA's role in meeting the challenges facing the water supply industry in coming years.

We started the process of developing a new plan over a year ago. We learned quickly that we needed a different approach than we had used in the past. We were at the beginning of a year that was looking to be very difficult, with serious economic challenges ahead of us and we had to ensure that we could make good sound decisions and adapt to a changing environment. We needed to be flexible and we needed a plan that was as well.

The Mathis Consulting Group was hired and they took us through the process of visioning. We learned to look at our Section and member needs from the 40,000 foot level and to focus on "what" was needed, rather than "how". We conducted a series of meetings and focus groups because we wanted input from as many of our stakeholders as possible. I was encouraged by the willingness of so many volunteers to give their time to make this process a success.

### **CHALLENGES FACING CA-NV AWWA**

The Section's environment continues to change and these changes bring new challenges in serving our members as well. The Section leadership will be asked to display even greater effectiveness and the Section will have to develop current and relevant information and resources for the entire drinking water profession. Our new Strategic Plan provides us with the framework and focus to do just that.

### **STRATEGIC VISION**

We decided to concentrate on four vision elements and we defined strategic goals for each. The first vision element is about volunteer leadership effectiveness. The Section is a volunteer based organization and we are committed to making sure our volunteers and volunteer leaders have the understanding and resources needed to be successful.

Our second vision element is about financial resource management. This recognizes that in order to provide quality programs and services, we need to ensure financial accountability. It commits us to be stewards of not only Section resources, but also those of our members. You need to get value from your experience with the Section, and we are mindful of both your time and your money.

The third vision element is on membership and program development. We seek to offer the highest quality programs and services and are working to diversify the delivery of those programs. And our fourth vision element we call organizational management. We are fortunate to have a very high quality professional staff under the leadership of Beth Kang, our Executive Director. We value them and are committed to providing the environment and resources for success, to the benefit of our members.

Following is the full text of our plan. It takes a broad view of the objectives and activities that the Section should undertake. It does not attempt to provide a detailed listing of all Section programs and activities. I want to thank our staff and all the volunteers who contributed to the development of this plan, and I look forward to our work together and we fulfill our vision.



# Promoting the Mission

## The Section's New Strategic Plan

### **VOLUNTEER LEADERSHIP EFFECTIVENESS**

The CA-NV Section is an organization where innovation, creativity and teamwork are reflected in our culture and value system. We attract, support and retain high quality, motivated volunteer leaders to provide the greatest value to our members. The primary purpose of the leadership structure is to support and enhance the Section's programs and services.

- Refine and implement a model governance structure that supports the mission and goals of the Section. Ensure that volunteers understand their roles and responsibilities.
- Provide support to member volunteers to encourage active and effective participation. Volunteers work well with staff to ensure core business goals are met. Volunteers have fun and are successful in their role.
- Clearly define channels of communication and encourage their use.
- Create Governance and other policies to reduce risk and increase effectiveness.

### **FINANCIAL RESOURCE MANAGEMENT**

The CA/NV Section manages its operations and programs to maximize benefit to its membership while being fiscally accountable. We are stewards of our resources and that of our members (time and money).

- Provide clear financial stewardship.
- Develop new and diverse revenue streams and/or resources.
- Develop and implement cost containment measures.
- Maximize revenue of programs offered by the Section.

### **MEMBERSHIP AND PROGRAM DEVELOPMENT**

The CA-NV Section delivers current, relevant and innovative education, certification and events (conferences and other networking opportunities). The Section enhances the overall competency levels of all facets of water utility operations and management to serve the needs of the water industry and provide value to members and the public.

- Attract and retain members.
- Offer the highest quality programs and services. Ensure that the Section's educational programs, services and events are relevant. Develop and offer diversified methods of delivery for programs and services.
- Evaluate and enhance the Section's communications and marketing.
- Promote the value of water. Be an advocate for the drinking water industry. Increase credibility of industry professionals and raise awareness of water industry jobs.

### **ORGANIZATIONAL MANAGEMENT**

The CA-NV Section values the professionalism and integrity of its staff and provides the environment and resources for success. Section staff engage and collaborate with volunteers and members to fulfill our mission and objectives.

- Become a model for other water industry associations through business innovation, effective communication and overall best practices. Become a technology leader.
- Enhance employee productivity through training, retention and compensation programs. Promote a learning environment.
- Appropriately balance the needs of the Board, staff, volunteers and other members with the availability of resources.
- Maintain a focus on customer service.



## **CA-NV Section AWWA Leadership Guide**

### **Section Budget**

The Section has a \$2.2 million budget (see attached). The budget is done on a calendar year basis. Department Managers are responsible for managing their portions of the budget. Revenues and expenditures are budgeted monthly in order to track progress as the year progresses. All budget changes require Board approval.

### **Budget Process**

June – Staff develops draft budget

July – Divisions and Committees submit budget requests

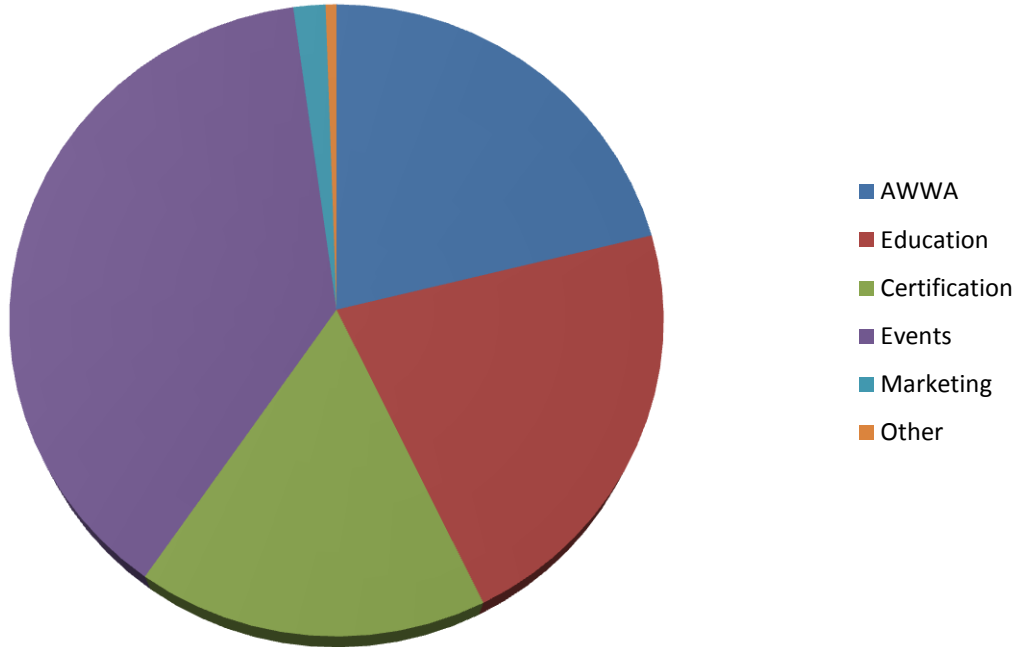
August – Department Managers review draft budget

September/October – Managers work on revisions suggested by the Executive Director.

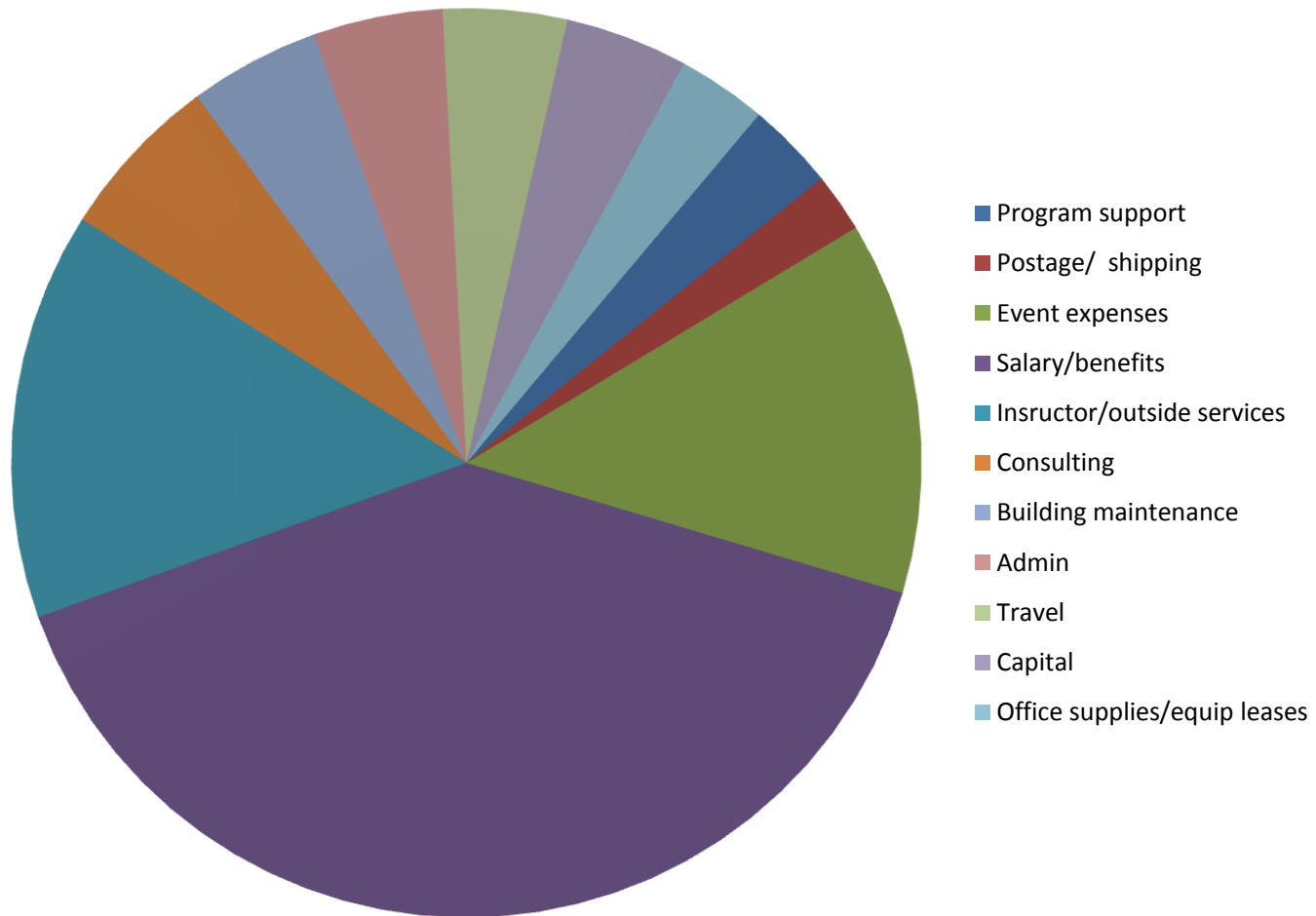
November – Budget Workshop with Executive Committee

December – Board review and approval

## Budgeted Revenue for 2012



## Budgeted Expenses for 2012



**CA-NV Section, AWWA**  
**Budget Overview for 2012**  
 January through December 2012

	<u>Jan - Dec 12</u>
<b>Revenue/Expense</b>	
<b>Revenue</b>	
41114 · AWWA membership income	222,000.00
41915 · Sponsor/Donor-Chromium(VI)	10,000.00
41110 · AWWA allotment	211,946.00
41115 · Royalty Income	21,000.00
41210 · Education Revenue	440,211.00
41290 · Contact hours revenue	18,200.00
41310 · Certification revenue	344,410.00
41610 · Full reg revenue - member	307,950.00
41612 · Full registration-nonmember	63,100.00
41620 · One day registration-member	57,575.00
41622 · One day registration-nonmember	13,675.00
41625 · Two day edu pacakge-member	18,390.00
41626 · Two day edu package-non mem	11,100.00
41640 · Attendee list revenue	700.00
41645 · Tours revenue	3,600.00
41655 · Conference lunches revenue	500.00
41670 · Booth rental-member revenue	184,940.00
41672 · Booth rental-nonmember revenue	96,500.00
41675 · Booth workers revenue	10,125.00
41710 · Book sales	3,000.00
41790 · Discounts-coupons	-4,600.00
41920 · Event sponsorship revenue	10,000.00
41945 · Water for People contributions	20,000.00
41950 · Advertising revenue	12,500.00
41995 · Interest Income	1,300.00
<b>Total Revenue</b>	<u>2,078,122.00</u>
 <b>Gross Profit</b>	 2,078,122.00

**CA-NV Section, AWWA**  
**Budget Overview for 2012**  
 January through December 2012

Jan - Dec 12

Expense	
50015 · Program Support	52,030.00
53155 · Contingency expense conference	10,093.73
50025 · Water for People	19,050.00
50021 · Committee Expenses	16,455.00
52875 · Admin equipment expense	85,000.00
53300 · Postage	21,365.00
53310 · Shipping charges	19,600.00
50035 · Facility rental expense	5,800.00
50030 · Facility catering expense	144,250.00
50050 · Other facilities expense	64,200.00
50060 · Audio/video services expense	44,650.00
50070 · Book purchases expense-classes	9,000.00
50100 · Salaries expense	599,570.00
50200 · Payroll tax expenses	58,332.00
50300 · Worker's compensation expense	9,960.00
50400 · Employee benefits expense	69,226.00
50500 · Outside services	282,930.00
50600 · Payroll processing expense	5,400.00
50700 · Pension contribution expense	34,836.00
51100 · Rent expense	58,160.00
51200 · Utilities expense	11,200.00
51300 · Building repairs & maintenance	21,200.00
52450 · Bank charges expense	34,800.00
52570 · Consultants	115,400.00
52700 · Dues and Subscriptions	13,350.00
52750 · Educ, training & development	15,700.00
52850 · Equipment rentals and leases	29,800.00
52870 · Equipment repairs & maintenance	12,600.00
52900 · Insurance	9,500.00
53120 · Marketing expense	32,400.00
53125 · Meeting expenses	11,200.00
53150 · Miscellaneous expense	5,000.00
53200 · Office supplies expense	19,680.00
53350 · Printing expense	12,850.00
54100 · Taxes and licenses	4,000.00
54200 · Telephone expense	19,200.00
54300 · Travel	85,930.00
<b>Total Expense</b>	<u>2,063,717.73</u>
<b>Net Income</b>	<u>14,404.27</u>
<b>Net Income</b>	<u><u>14,404.27</u></u>

## **NOTICE**

**The CA-NV Section AWWA will complete a comprehensive review and revision of these sections of the Leadership Guide:**

- **Rules and Regulations**
- **Policies**
- **Committee Charges**

**Please be aware that these sections, which have not been replaced at this time, may be outdated.**



# Manual of Policies

Compiled for the  
Leadership Guide  
October 2009

*CALIFORNIA-NEVADA SECTION*  
*of the*  
*AMERICAN WATER WORKS ASSOCIATION*

GOVERNANCE, OPERATIONAL and STAFF POLICIES

October 2009

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*Note: In 2009, the Section began the process of reviewing, consolidating and updating Section policies. Additional policy statements and standards of practices are currently also located in the CA-NV AWWA Section by-laws and other similar Section documents.*



**GOVERNANCE POLICIES**

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## **UNLAWFUL HARASSMENT POLICY**

**Governance Policy No. 1.1.09**

**Adoption Date: April 9, 2009**

**Revision Date:**

### **PURPOSE**

This policy applies solely to the volunteers of the California-Nevada Section of the American Water Works Association (“Section”). Please refer to the Employee Handbook for the policy actions, and remedies for employees.

The Governing Board of the California-Nevada Section of the American Water Works Association (“Board”) is committed to providing for its members and employees an environment free of unlawful harassment, which includes harassment based on race, color, sex (including pregnancy, childbirth or related medical conditions), sexual orientation, national origin, citizenship, ancestry, religion, age, marital status, veteran status, and mental or physical disabilities or limitations, medical condition, or any other basis protected under the law. All such harassment is unlawful.

### **POLICY**

The Board strongly disapproves of and will not tolerate harassment of its members or staff by Section members, employees, volunteers, or vendors. Similarly, we will not tolerate harassment by its members or non-members or anyone with whom the Section has a business, service, or professional relationship. Any member determined to be responsible for unlawful harassment will be subject to appropriate disciplinary action up to and including exclusion from Section activities.

### **Definitions of Harassing Conduct**

Harassing conduct may include verbal, physical, or visual conduct that creates an intimidating, offensive, or hostile working environment or that interferes with work performance. Such conduct constitutes harassment when (1) submission to the conduct is made either an explicit or implicit condition of employment; (2) submission to or rejection of the conduct is used as the

basis for an employment decision; or (3) the harassment interferes with a member's performance or creates an intimidating, hostile, or offensive environment.

Harassing conduct can take many forms and includes, but is not limited to, slurs, jokes, statements, gestures, pictures, or cartoons regarding a member's or staff's sex, race, color, national origin, religion, age, physical or mental disability, medical condition, ancestry, veteran or marital status, sexual orientation or other biases protected by law.

Sexually harassing conduct in particular includes all of the aforementioned prohibited actions as well as other unwelcome conduct such as requests for sexual favors, conversations containing sexual comments, leering or staring at parts of a person's body, unwelcome sexual advances, lewd pictures, or graffiti, jokes containing sexual innuendo, gifts of intimate apparel, sexual products or similar items of a sexual nature; and physical conduct, such as touching, pinching, grabbing, kissing, patting, or brushing against another's body. Sexual harassment can involve inappropriate conduct initiated by males or females; it can also involve improper sexually oriented behavior directed towards members of the same sex. The above conduct, and all other sexual or sex-based conduct and other conduct prohibited by this policy that could reasonably be perceived as offensive to others in the workplace, is a violation of this policy.



# **California-Nevada Section**

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## **American Water Works Association**

### **CODE OF ETHICS POLICY**

**Governance Policy No. 2.1.09**

**Adoption Date: April 9, 2009**

**Revision Date:**

#### **PURPOSE**

The California Nevada Section of the American Water Works Association (CA-NV-AWWA) expects its volunteers, volunteer leaders, governing board members, and employees to conduct themselves in an ethical and honest manner.

#### **POLICY**

##### **Ethical Behavior**

To demonstrate high standards of business and personal ethics, the volunteers, volunteer leaders, governing board members, and employees of the CA-NV-AWWA should make a good faith effort to demonstrate the following in the performance of their duties and responsibilities:

1. Dedication to the CA-NV-AWWA mission, vision and core values and recognition that the chief function at all times is to serve the best interests of our members.
2. Honest and ethical conduct, including the ethical handling of actual or apparent conflicts of interest between personal and professional relationships.
3. Compliance with all applicable governmental laws, rules and regulations.
4. Respect and protection of confidential and/or privileged information.
5. Personal accountability for adherence to this Code of Ethics.

##### **Protection from Retaliation**

CA-NV-AWWA prohibits retaliation by or on behalf of the CA-NV-AWWA against its staff or volunteers for making good faith complaints, reports or inquiries under this policy or for participating in a review or investigation under this policy. This protection extends to those whose allegations are made in good faith but prove to be mistaken. CA-NV-AWWA reserves the right to discipline persons who make bad faith, knowingly false, or vexatious complaints, reports or inquiries or who otherwise abuse this policy.

## **Reporting of Violations**

It is the responsibility of all volunteers, volunteer leaders, governing board members, and employees of the CA-NV-AWWA to comply with this policy and to report violations or suspected violations in accordance with this policy. Reports may be made under this policy on a confidential basis. These reports should describe in detail the specific facts and they should be directed to the Executive Director or the Section Chair; if both of those persons are implicated in the report, it should be directed to the Chair Elect or Vice-Chair of the governing board of CA-NV-AWWA.

## **Handling of Reported Violations**

All reports of violation of this policy will be promptly, thoroughly, and objectively investigated and, to the maximum extent possible; investigations will be conducted so as to protect the confidentiality and privacy of the parties involved subject to the need to investigate thoroughly. If it is determined that a violation of the policy has occurred, effective remedial action will be taken in accordance with the circumstances involved.



## **CONFLICT OF INTEREST POLICY**

**Governance Policy No. 3.1.09**

**Adoption Date: April 9, 2009**

**Revision Date:**

### **APPLICATION**

This policy applies to the members and employees of the California-Nevada Section of the American Water Works Association (“Section”) in positions of influence including, but not limited to the Executive Director, Executive Committee, Governing Board members, volunteer leaders and staff. Please refer to the Employee Handbook for the policy actions, and disclosure responsibilities of employees.

### **PURPOSE**

Each Section volunteer, from the Chair to newest committee member, has a duty to place the interests of the Section foremost in any dealings with the Section Office and has a continuing responsibility to comply with the requirements of this policy.

Section members and staff have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes the framework within which the Governing Board of the California-Nevada Section of the American Water Works Association wishes members and staff conduct business, to ensure that fair and equitable decisions and business dealings are in the best interests of the Section membership, rather than outside or individual personal interests.

### **POLICY**

No Section member in a position of influence shall use his or her position, or the knowledge gained therefore, in such a manner that a conflict between the interest of the Section Office, or any of its affiliates, and his or her personal interests arise or represent a potential competing or conflicting interest.

To reduce exposure of the Section to unintentional conflicts of interest, no individual member shall have the authority to negotiate or enter into any contract on behalf of the Section. Section staff authority and limitations are addressed in the Employee Handbook.

## **Definitions of Conflict of Interest**

A conflict of interest arises when a person in a position of authority over the Section may receive a material financial benefit from a decision he or she could make in that capacity.

## **Facilitation of Disclosure**

Persons covered by this policy will disclose or update, periodically or as necessary, to the Chair of the Board of Directors of the Section on a form provided by the Section any of their material financial interests, or those of their immediate family, that could give rise to conflicts of interest.

## **Transactions with the Section**

Transactions with the Section in which a person covered by this policy has a material financial interest are neither void nor voidable if the procedures set for in Nevada Revised Statutes, 82.226 are followed:

### **NRS 82.226 Restrictions on transactions involving interested directors or officers; compensation of directors.**

1. No contract or other transaction between a corporation and one or more of its directors or officers, or between a corporation and any corporation, firm or association in which one or more of its directors or officers are directors or officers or are financially interested, is void or voidable solely for this reason or solely because any such director or officer is present at the meeting of the board of directors or a committee thereof which authorizes or approves the contract or transaction, or because the vote or votes of common or interested directors are counted for such purpose, if the circumstances specified in any of the following paragraphs exist:
  - (a) The fact of the common directorship, office or financial interest is disclosed or known to the board of directors or committee and noted in the minutes, and the board or committee authorizes, approves or ratifies the contract or transaction in good faith by a vote sufficient for the purpose without counting the vote or votes of the common or interested director or directors.
  - (b) The fact of the common directorship, office or financial interest is disclosed or known to the members, if any, and they approve or ratify the contract or transaction in good faith by a vote sufficient for the purpose. The votes of the common or interested directors or officers must be counted in any such vote of members.
  - (c) The fact of the common directorship or financial interest is not disclosed or known to the director or officer at the time the transaction is brought before the board of directors of the corporation for action.
  - (d) The contract or transaction is fair as to the corporation at the time it is authorized or approved.

2. Common or interested directors may be counted in determining the presence of a quorum at a meeting of the board of directors or a committee thereof which authorizes, approves or ratifies a contract or transaction, and if the votes of the common or interested directors are not counted at the meeting, then a majority of the disinterested directors may authorize, approve or ratify a contract or transaction.
3. Unless otherwise provided in the articles or the bylaws, the board of directors may fix the compensation of directors for services in any capacity.

### **Procedure to manage conflicts**

The Executive Director will monitor proposed or ongoing transactions for conflicts of interest and disclose them to the Section Chair, who in turn will bring them to the attention of the Executive Committee, in order to deal with potential or actual conflicts, whether discovered before or after the transaction has occurred.

Failure to report a conflict of interest is a violation of this policy. Once discovered, said violation will be promptly, thoroughly, and objectively investigated, and, to the maximum extent possible; said investigation will be conducted so as to protect the confidentiality and privacy of the parties involved subject to the needs of the Executive Director and Section Chair to investigate thoroughly.

If the Executive Committee determines that a conflict of interest has occurred, effective remedial action will be taken in accordance with the circumstances involved.





## ***California-Nevada Section***

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### **American Water Works Association**

## **WHISTLEBLOWER POLICY**

**Governance Policy No. 4.1.09**

**Adoption Date: April 9, 2009**

**Revision Date:**

### **PURPOSE**

The California Nevada Section of the American Water Works Association (CA-NV-AWWA) is providing a confidential mechanism for reporting issues without fear of retaliation.

### **POLICY**

The CA-NV-AWWA encourages complaints, reports, or inquiries about illegal practices or serious violations of their policies, including illegal or improper conduct by CA-NV-AWWA itself, by its leadership, or by others on its behalf.

### **Subjects of Interest**

The subjects covered under this policy include: financial improprieties; accounting or audit matters; ethical violations; or other similar illegal or improper practices or policies. Other subjects regarding which CA-NV-AWWA has existing complaint mechanisms should be addressed under those mechanisms, such as raising matters of alleged discrimination or harassment via the CA-NV-AWWA's human resources channels, unless those channels are themselves implicated in the wrongdoing. This policy is not intended to provide a means of appeal from outcomes in those other mechanisms.

### **Protection from Retaliation**

CA-NV-AWWA prohibits retaliation by or on behalf of the CA-NV-AWWA against its staff or volunteers for making good faith complaints, reports or inquiries under this policy or for participating in a review or investigation under this policy. This protection extends to those whose allegations are made in good faith but prove to be mistaken. CA-NV-AWWA reserves the right to discipline persons who make bad faith, knowingly false, or vexatious complaints, reports or inquiries or who otherwise abuse this policy.

## **Reporting Violations**

Complaints, reports or inquiries may be made under this policy on a confidential basis. The complaint should describe in detail the specific facts demonstrating the bases for the complaints, reports or inquiries. They should be directed to the Executive Director or the Section Chair; if both of those persons are implicated in the complaint, report or inquiry, it should be directed to the Chair Elect or Vice-Chair of the governing board of CA-NV-AWWA.



# **California-Nevada Section**

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## **American Water Works Association**

### **JOINT VENTURE POLICY**

**Governance Policy No. 5.1.09**

**Adoption Date: April 9, 2009**

**Revision Date:**

#### **APPLICATION**

This policy applies to any joint ownership or contractual arrangement through which there is an agreement to jointly undertake a specific business enterprise, investment, or exempt-purpose activity as further defined in this policy.

#### **PURPOSE**

This policy requires that the Section evaluate its participation in joint venture arrangements under law and take steps to safeguard the Section's exempt status with respect to such arrangements.

#### **POLICY**

##### **Definition**

For purposes of this policy, a joint venture or similar arrangement (or a "venture or arrangement") means any joint ownership or contractual arrangement through which there is an agreement to jointly undertake a specific business enterprise, investment, or exempt-purpose activity without regard to: (1) whether the Section controls the venture or arrangement; (2) the legal structure of the venture or arrangement; or (3) whether the venture or arrangement is taxed as a partnership or as an association or corporation for federal income tax purposes. A venture or arrangement is disregarded if it meets both of the following conditions:

- (a) 95% or more of the venture's or arrangement's income for its tax year ending within the Section's tax year is excluded from unrelated business income taxation [including but not limited to: (i) dividends, interest, and annuities; (iii) royalties; (iii) rent from real property and incidental related personal property except to the extent of debt-financing; and (iv) gains or losses from the sale of property]; and

(b) the primary purpose of the Section's contribution to, or investment or participation in, the venture or arrangement is the production of income or appreciation of property.

### **Safeguards to Ensure Exempt Status Protection**

The Section will: (a) negotiate in its transactions and arrangements with other members of the venture or arrangement such terms and safeguards adequate to ensure that the Section's exempt status is protected; and (b) take steps to safeguard the Section's exempt status with respect to the venture or arrangement; such safeguards include:

- (i) control over the venture or arrangement sufficient to ensure that it furthers the exempt purpose of the organization;
- (ii) requirements that the venture or arrangement gives priority to exempt purposes over maximizing profits for the other participants;
- (iii) that the venture or arrangement not engage in activities that would jeopardize the Section's exemption;
- (iv) that all contracts entered into with the organization be on terms that are arm's length or more favorable to the Section; and
- (v) review of the venture or arrangement by legal counsel and report to the Executive Director.



## **CONFIDENTIALITY POLICY (LABEL SALES)**

**Governance Policy No. 6.1.99**

**Adoption Date: March 13, 1998**  
**Revision Date: January 13, 1999**

### **Rationale**

The CA-NV Section AWWA will comply with privacy laws and respect the privacy of members and clients via appropriate policies and procedures.

### **Policy Text**

The CA-NV Section AWWA will limit the distribution and sale of mailing lists and/or promotional lists to those lists in which members and clients require personal living addresses of members and/or clients will be restricted to use for CA-NV Section AWWA programs only.

The discretion and security of personal information of Section Certification applicants shall be held confidential, except for internal Section program use. Because of the confidential and personal nature of the information released to the Section by certification applicants, there shall not be any information release for sale or general public use. The CA-NV Section AWWA will make these lists available for specific professional disciplines to government agencies that have a regulatory and/or oversight responsibility for the specific professional discipline.



## **EDUCATIONAL SCHOLARSHIP**

**Governance Policy No. 7.1.95**

**Adoption Date: December 13, 1995**

**Revision Date:**

### **Rationale**

The CA-NV Section AWWA is an educational organization, and as such should contribute to its own scholarship program. Currently, Ameron Inc. gives \$1000 to the program each year.

### **Policy Text**

The CA-NV Section AWWA will contribute \$1000 in its own name (The CA-NV Section Scholarship Award) to its own program on an annual basis. These awards will be given out each year at the Fall Conference Awards Program in conjunction with the annual Ameron Scholarship award for the same amount of \$1000.



## **CERTIFICATION OUT OF SECTION BOUNDARIES**

**Governance Policy No. 8.1.04**

**Adoption Date: October 14, 2004**

**Revision Date: December 3, 2004**

### **Rationale**

A number of inquiries have been made to the Section in regards to the Certification Services we provide. These inquiries have come from outside of our Section's Geographic Boundaries. New Mexico, specifically Los Alamos Laboratory, has expressed more than interest in our Backflow Certification programs. Los Alamos recently passed a policy stating that all Backflow Testers that perform work for the Los Alamos Laboratory must be CA-NV Section AWWA Backflow Certified. Our current policy does not allow us to serve Los Alamos because of their geographic location.

### **Policy Text**

The CA-NV Section AWWA may engage in certification activities outside of the Section's geographic boundaries with the express written consent of the impacted Section.



## **RESERVE POLICY**

**Governance Policy No. 9.1.96**

**Adoption Date: April 10, 1996**

**Revision Date:**

### **Rationale**

The Section needs to build and maintain a healthy reserve in order to keep itself running should any unforeseen financial circumstances occur.

### **Policy Text**

To increase Section reserves to \$99,000 on January 1, 1997, to \$124,000 on January 1, 1998, and to increase those reserves by whatever amount is required to maintain a reserve of 15% of the Section's annual budget amount.





## ***California-Nevada Section***

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### **American Water Works Association**

## **SUB-SECTIONS**

**Governance Policy No. 10.1.96**

**Adoption Date: February 16, 1996**

**Revision Date:**

### **Rationale**

The California and Nevada geographic regions contain several local and smaller associations that fill the local needs very well. Creating Sub-Sections of the CA-NV Section would dilute the success of these smaller local associations as well as the Sub-Sections. A far more beneficial position would be to create more effective liaison and promotional activities with these local groups.

### **Policy Text**

The Section will not develop localized Sub-Sections at this time, but will encourage better communications, promotions, and liaison activities with the local associations in Northern and Southern California, and Nevada.



## ***California-Nevada Section***

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### **American Water Works Association**

## **GRANT APPLICATIONS (Requiring Governing Board Approval)**

**Governance Policy No. 11.1.97**

**Adoption Date: April 9, 1997**

**Revision Date:**

### **Rationale**

Obtaining grants can create several reporting and auditing requirements for the CA-NV Section AWWA. While the action taken at the San Jose Governing Board meeting only asked for the approval of one specific grant application, it set a precedent for Governing Board approval of all grants. Auditing and reporting requirements must be investigated and presented before any grant is applied for. Additionally, all grant paperwork should be generated via the Section office. (This intent was not the formal action of the Governing Board at the 04/09/1997 meeting, but was implied.)

### **Policy Text**

To seek Governing Board approval before the Section applies for a grant. All grant paperwork, reporting, and auditing requirements are to be managed through the Section office.



## **GOVERNMENT AFFAIRS**

**Governance Policy No. 12.1.98**

**Adoption Date: July 16, 1998**

**Revision Date:**

### **Rationale**

The CA-NV Section AWWA has always considered itself mainly an educational organization and has avoided assembling a formal legislative or regulatory entity other than the Safe Drinking Water Act Committee. Because of increasing demand and likelihood of the CA-NV Section AWWA becoming involved in regulatory and legislative issues, the CA-NV Section AWWA should consider developing a formal Government Affairs Program. AWWA Headquarters has offered funding to assist in getting the program going. It was recognized that the Section has several informal programs going now through the SDWA Committee. It was also strongly agreed by the Governing Board that lobbyist activities were not to be part of the Government Affairs Program.

### **Policy Text**

To work with AWWA Headquarters to develop a formal Government Affairs Program, this does not include any form of lobbying. Formal lines of communication, reporting, and responsibility should be the focus of Government Affairs Program structure.



## **SECTION INCORPORATION**

**Governance Policy No. 13.1.98**

**Adoption Date: October 6, 1998**

**Revision Date:**

### **Rationale**

Incorporation adds a level of protection to volunteers and staff from attachment of personal assets should legal action be taken against the Section. Incorporation also gives the CA-NV Section AWWA its own legal identity as an organization. Incorporation is also required for organizations offering a pension program. Incorporation also limits other AWWA entities from being able to attach CA-NV Section AWWA assets.

### **Policy Text**

The CA-NV Section AWWA will become incorporated.



# **California-Nevada Section**

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## **American Water Works Association**

### **PERSONNEL SELECTION POLICY**

**Governance Policy No. 14.1.98**

**Adoption Date: October 6, 1998**

**Revision Date:**

#### **Rationale**

The Personnel Selection Process was redefined in 1998 to provide for a broader base of talent from which to nominate for CA-NV Section AWWA volunteer officer positions. The committee make-up has been designed to bring a broad perspective to the committee.

#### **Policy Text**

Proposed Personnel Selection Processes for CA-NV Section AWWA Governing Board Positions. Approved by the Governing Board on 10/06/1998.

#### **Volunteer Requirements:**

- Participation in Section activities commensurate with position.
- Proven record of service to the Section.
- Personal qualifications and experience that would suggest an aptitude for the volunteer position.
- Current AWWA member, and must have been a member for the last consecutive five years.
- Willingness to serve and commitment to the duties of the position.

#### **Position Requirements:**

Chair:	Ascends from Chair Elect position.
Chair Elect:	Ascends from Vice Chair position.
Vice Chair:	Shall have served a minimum of two years on the CA-NV Section AWWA Governing Board or completed a full term as CA-NV Section AWWA Treasurer.
Past Chair:	Is the previous year's Chair.
AWWA Directors:	Shall have served as a CA-NV Section AWWA Chair or as an elective member of the CA-NV Section AWWA Governing Board within the last three years.

Trustee: Shall have served as a Division Office, Program Director, or as Chair of a Standing Committee, except the Exhibits Committee Chair.

Program Director: Shall have served as the Assistant Director to the current Program Director and/or shall be appointed by the Section Chair.

**Election Criteria and Process:**

Chair: Ascends from Chair Elect position.

Chair Elect: Ascends from Vice Chair position.

Vice Chair: At least two duly qualified persons will be considered for the position.  
Each to participate in a telephone interview with the Personnel Selection Committee members. Simple majority committee vote shall prevail to recommend a candidate to the Board. Simple majority vote of the Governing Board to recommend to the membership. Simple majority vote of the membership to take office.

Past Chair: Is the previous year's Chair.

AWWA Directors: Usually communicates interest to serve to Personnel Selection Committee.  
May be asked to participate in a telephone interview.

Trustee: Nominated by the Personnel Selection Committee. May be asked to participate in a telephone interview.

Program Director: Ascends from the Assistant Director position, and/or is appointed by the Section Chair.

**Proposed Personnel Selection Committee Members:**

- Immediate Past AWWA International Director (Chair of Committee).
- Section Chair Elect.
- Section Vice Chair.
- Two At-Large candidates (one Fuller awardee and one Elliott awardee).

The committee will be composed of five individuals holding the following positions within the Section. Four of these committee members will turn over every year: The Chair Elect, Vice Chair, and the two At-Large members. The Chair of the committee will serve a two-year term. Appointments to fill vacancies shall be handled by the Chair of the Section and shall be for the duration of the original term.

**Personnel Selection Committee Process:**

1. The committee will meet at the Spring Conference to determine upcoming vacancies and viable candidates.
2. The committee will then seek to interview a minimum of two candidates for each office. Interviews will take place usually, via conference call. A minimum of three committee members will be required to hold the interview. From the interviews, one candidate for each office will be recommended.

3. The Committee will ask the Governing Board to confirm its slate of recommendations for office at the Summer Governing Board meeting.
4. The Governing Board will present the approved slate of candidates to the membership for their approval at the Annual Fall Conference in October.

**Personnel Selection Committee Charge:**

1. The Committee shall select candidates for the CA-NV Section AWWA Governing Board elective positions: Section Vice Chair, Section Trustees, AWWA Directors, and candidates for AWWA offices. The committee will not handle the offices of Secretary/Executive Director.

## **OPERATIONAL POLICIES**

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## **COMPLIMENTARY CONFERENCE REGISTRATION POLICY**

**Operational Policy No. 1.1.09**

**Adoption Date: April 10, 1009**

**Revision Date: December 3, 2008**

### **Rationale**

The Section needs a definitive policy regarding the type and amount of registrations that are complimentary. Requests are numerous for complimentary registration, yet the Section cannot finance an unlimited amount.

Unpaid registrations are lost revenue for the Section. For this reason, the Section Governing Board adopts the following policy.

### **Policy Text**

All attendees, including Governing Board and Committee members must pay for registration to conferences, except as follows:

All staff are issued complimentary registration automatically (no pre-approvals needed). Staff includes: Section office staff, AWWA staff (the Section and AWWA offer the same mutual benefit to Section staff at the AWWA conference), Section Source Advertising Representative and Editor, and Section Photographer.

Selected Section Volunteers are granted complimentary conference registration, including the Section Chair, Section Conference Director, Section Assistant Conference Director, Section Local Arrangements Committee Chair and Vice Chair.

All Dignitaries which generally include the AWWA Visiting Officer and any Keynote or Opening Session speakers.

Retired AWWA members who are no longer working in the water works industry shall receive complimentary registration. This registration does not include meal functions and other "real cost" functions that may be included with paid registration.

Full time students who are not working in the water works industry shall receive complimentary registration. This registration does not include meal functions and other “real cost” functions that may be included with paid registration.

Complimentary registration is generally granted to a technical program speaker that would not, under other conditions, be attending conference and plans to leave after their session. Complimentary registration must be preapproved by the Section Chair. The Division Vice Chair shall make the request to the Technical Program Director by email or other written form at least 60 days prior to conference. No partial registration fees will be granted. Complimentary registration is generally no more than one per presentation.

Complimentary registration may be granted to participants in Section competitions (Meter Madness, Top Ops, Hot Flare and Pipe Tapping). This registration does not include meal functions and other “real cost” functions that may be included with a paid registration but does allow the individual to attend the technical sessions and exhibit hall. Complimentary registration is intended for individuals who would not otherwise be attending conference. Complimentary registration must be requested by the Operators Division Chair and approved by the Section Chair.

Guest registrants are granted complimentary registration, however, this registration does not include meal functions and other “real cost” functions that may be included with paid registration. The guest registration merely allows the individual to attend the technical sessions and exhibit hall. Lunch and other tickets must be purchased separately. A guest registration must be accompanied by a full-paid registrant and may not be employed in the water industry.

The local Arrangements Committee for each conference receives 25 complimentary registrations for the LAC Monitors. In addition, the LAC Chair may receive up to 25 keynote luncheon tickets.

Exhibitors receive two exhibitor registrations per booth for the Fall Conference and one exhibitor registration for the Spring Conference.

The CA/NV Section AWWA Executive Director and the Executive Directors of other water associations may elect to trade complimentary registration to each other’s conferences.

Note: Committees, through the budget request process, may budget for lunches or conference registration for participants outside of the above categories (i.e. participants in Section competitions).



## ***California-Nevada Section***

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### **American Water Works Association**

## **DISCOUNT CONFERENCE REGISTRATION for REGULATORS**

**Operational Policy No. 2.1.98**

**Adoption Date: February 20, 1998**

**Revision Date: October 6, 1998**

### **Rationale**

In order to stay abreast of the rapidly changing regulatory environment of drinking water, it has become imperative that our CA-NV Section AWWA members have the latest updates from our regulatory professionals. Likewise, it is equally important that regulatory professionals have exposure to the latest abatement technology. Therefore, the Section would like to increase the level of regulatory professional participation in, and attendance to CA-NV Section AWWA conferences. It is recognized that regulatory agencies have: a) minimal training budgets, and b) limited travel funds. To encourage increased participation the CA-NV Section AWWA wishes to provide financial assistance to regulatory professionals.

### **Policy Text**

1. Reduce conference registration fees for regulators by 50%.
2. Provide complimentary registration for all regulatory conference speakers.
3. Provide for all annual travel fund of \$2,000 for hardship regulatory professional travel.

Note: The Governing Board will evaluate the effectiveness of this policy in increasing regulatory participation at the December 1998 Governing Board Budget Meeting. (Note: The Discount Conference Registration for Regulators Policy was re-approved and re-affirmed by the CA-NV Section AWWA Governing Board at the 10/06/1998, Governing Board meeting.)



## **VOLUNTEER EXPENSE REIMBURSEMENT POLICY**

**Operational Policy No. 3.1.97**

**Adoption Date: August 1, 1997**

**Revision Date:**

### **Rationale**

In order to assist key volunteers in carrying out business for the CA-NV Section AWWA, in order to give Section staff guidelines for approved expense reimbursements, and in order to conduct the business of the Section in a financially responsible manner, the following reimbursement policy was developed and adopted.

### **Policy Text**

See Attached Reimbursement Matrix.



## **NON-MEMBER TRAINING FEES**

**Operational Policy No. 4.1.09**

**Adoption Date: August 9, 1996**

**Revision Date:**

### **Rationale**

Member and non-member registration rates are the same. In order to provide more monetary benefit to members for their support to the organization, and to increase revenue from non-members, the Section should institute a non-member fee on all workshops, just as it has done with its conferences and exhibits programs, which is more than the member fee. Due to increased costs involved in processing late registrants, the Section should also consider a late registration fee which is higher than the original registration fee. This would apply to all workshops, seminars, and teleconferences.

### **Policy Text**

Each workshop registrant who is not a member of the AWWA will pay an additional fee equal to the difference of a membership fee per registrant to workshops, seminars and teleconferences. In addition, a \$15 late registration fee should be implemented for registrants responding after the registration deadline.



## ***California-Nevada Section***

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### **American Water Works Association**

## **NEW MEMBER and CONFERENCE ATTENDEE ORIENTATION**

**Operational Policy No. 5.1.97**

**Adoption Date: April 10, 1996**

**Revision Date: August 8, 1997**

### **Rationale**

The Section recognizes the value of providing mentoring, information, and guidance to new members and conference attendees. It is recognized that getting members involved increases member retention and increases the resource pool for future leaders within the Section.

### **Policy Text**

The Section will offer a New Member and Conference Attendee Orientation with every Spring Conference. The event would be held in conjunction with the annual Ice Breaker.

(The Governing Board would like to consider doing one at every conference, if it is feasible, in the future). The groups involved should be the: Membership Committee, Management Development Committee, Education Committee, and any other interested volunteer group. Governing Board members and staff should attend and mingle with new members and conference attendees. New Members and First Time Conference Attendees should be identified on their name badge, in some way that is known by the Section leadership and committees. (This was not a formal motion, but represents several discussions at Governing Board and Executive Committee meetings).



## **WATER DISTRIBUTION ASSOCIATE CERTIFICATE TO BE AWARDED TO 96 & 97**

**Operational Policy No. 6.1.98**

**Adoption Date: April 9, 1998**

**Revision Date:**

### **Rationale**

The Water Distribution Associate Certificate was recently approved by the Section Governing Board. Many applicants previously granted Certificates of Achievement (COA's) would meet the requirements of the new Water Distribution Associate Certificate. Therefore, it would be a great benefit to these COA holders to be granted the Associate Certificate rather than having to resubmit an application and re-test for the Associate Certificate.

### **Policy Text**

To approve granting the Water Distribution COA's for applicants meeting the educational requirements of the Water Distribution Certification that were denied in 1996 and 1997. No additional charges will apply to these applicants.



## **NON-MEMBER FEE ELIMINATED for SMALL SYSTEMS WORKSHOPS**

**Operational Policy No. 7.1.97**

**Adoption Date: December 5, 1997**  
**Revision Date:**

### **Rationale**

Part of the CA-NV Section AWWA's Strategic Plan is to encourage regulatory compliance of small systems. In addition, many small systems are not members of AWWA because they simply cannot afford the dues. In order to fulfill our mission to assist these small systems, it is recommended that the member fee apply to all registrants of the regularly scheduled CA-NV Section AWWA's Small Systems Day workshops only.

### **Policy Text**

To increase small system regulatory compliance, the Small Systems Day Workshop registrants will only be required to pay the member fee, regardless of membership status with AWWA.





## ***California-Nevada Section***

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### **American Water Works Association**

## **WORKSHOP COMPLIMENTARY SPEAKER REGISTRATIONS**

**Operational Policy No. 8.1.98**

**Adoption Date: July 22, 1998**

**Revision Date:**

### **Rationale**

Some Section Committees have a need for more complimentary speaker registrations for their workshops than the current five limits. It was agreed that a more flexible policy can be implemented that meets the needs of each committee. It was also agreed that speakers will not pay to donate their time to Section workshops, and therefore a strict policy may eliminate the Committee's ability to obtain sufficient speakers. It was noted that there should be no problem if the Committee accurately budgets for speaker complimentary registrations on the Workshop Approval Form.

### **Policy Text**

To adopt a more flexible policy for complimentary workshop registrations for workshop speakers. Additionally, Committees are required to budget for Complimentary speaker problems, as long as the Committee adheres to its approved budget.

## **STAFF POLICIES**

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## **California-Nevada Section**

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### **American Water Works Association**

## **DOCUMENT RETENTION AND DESTRUCTION POLICY**

**Staff Policy No. 1.1.09**

**Adoption Date: April 9, 2009**

**Revision Date:**

### **APPLICATION**

The California-Nevada Section of the American Water Works Association (“Section”) staff, volunteers, members of the Board of Directors, and outsiders (i.e., independent contractors via agreements with them) are required to honor these rules. This policy covers all records and documents, regardless of physical form including paper and electronic.

### **PURPOSE**

This policy provides for the systematic review, retention and destruction of documents received or created by the Section or those working on behalf of the Section in connection with the transaction of organization business. The policy is designed to ensure compliance with federal and state laws and regulations, to eliminate accidental or innocent destruction of records and to facilitate the Section’s operations by promoting efficiency and freeing up valuable storage space.

### **POLICY**

#### **Rules**

General rules for retaining and destroying documents of the Section are as follows:

- (a) paper or electronic documents indicated under the terms for retention below will be transferred and maintained by the Human Resources, Legal or Administrative staffs/departments or their equivalents;
- (b) all other paper documents will be destroyed after three years;
- (c) *no paper or electronic documents will be destroyed or deleted if pertinent to any ongoing or anticipated government investigation or proceeding or private litigation.*

## Terms for Retention

### (a) Retain Permanently:

Governance Records – Articles of Incorporation and amendments, Bylaws, other organizational documents, governing board and board committee minutes.

Tax Records – Filed state and federal tax returns/reports and supporting records, federal and state tax exemption determination letters and related correspondence, files related to tax audits.

Intellectual Property Records – Copyright and trademark registrations and samples of protected works.

Financial Records – Audited financial statements, attorney contingent liability letters.

### (b) Retain for Ten Years:

Pension and Benefit Records - Pension (ERISA) plan participant/beneficiary records, actuarial reports, related correspondence with government agencies, and supporting records.

Government Relations Records – State and federal lobbying and political contribution reports and supporting records.

### (c) Retain for Three Years:

Employee/employment Records – Employee names, addresses, social security numbers, dates of birth, INS Form I-9, resume/application materials, job descriptions, dates of hire and termination/separation, evaluations, compensation information, promotions, transfers, disciplinary matters, time/payroll records, leave/comp time/FMLA, engagement and discharge correspondence, documentation of basis for independent contractor status (retain for all current employees and independent contractors and for three years after departure of each individual).

Lease, Insurance, and Contract/License Records – Software license agreements, vendor, hotel, and service agreements, independent contractor agreements, employment agreements, consultant agreements, and all other agreements (retain during the term of the agreement and for three years after the termination, expiration, non-renewal of each agreement).

### (d) Retain for One Year:

All Other Electronic Records, Documents and Files – Correspondence files, past budgets, publications, superseded employee manuals/policies and procedures, survey information.

## Exceptions

Exceptions to these rules and terms for retention may be granted only by the Executive Director.



## **PURCHASE ORDER ACCEPTANCE**

**Staff Policy No. 2.1.95**

**Adoption Date: December 12, 1995**

**Revision Date:**

### ***Rationale***

The Section office has not formally accepted Purchase Orders for training events. Requiring payment in advance limits the ability of utilities to participate in training events, due to the sometimes lengthy process many must go through to have training expenses approved. Accepting Purchase Orders would allow the Section to obtain a formal promise to pay, while allowing utilities the time they need to process appropriate paperwork to attend the training event. Note: Accepting Purchase Orders in the past does not seem to have affected the Section's ability to collect fees. Additionally, it should be noted that it is strictly against Section Policy to accept Purchase Orders for Certification exams. Certification applications require payment in full, in advance of testing. (The payment Policy for Certification exams is stated in the Rules and Regulations for each Certification Program.)

### ***Policy Text***

The CA-NV Section AWWA will accept Purchase Orders for training events and publication orders. The Section will not accept Purchase Orders for certification exams.

**CA-NV Section AWWA  
Leadership Guide**

**Position Descriptions**

The following position descriptions identify the general roles and responsibilities of volunteer leadership positions on the Governing Board and Divisions.

**Executive Committee**

**Chair  
Chair Elect  
Vice Chair  
Past Chair  
AWWA (National) Director  
Treasurer**

**Board Members**

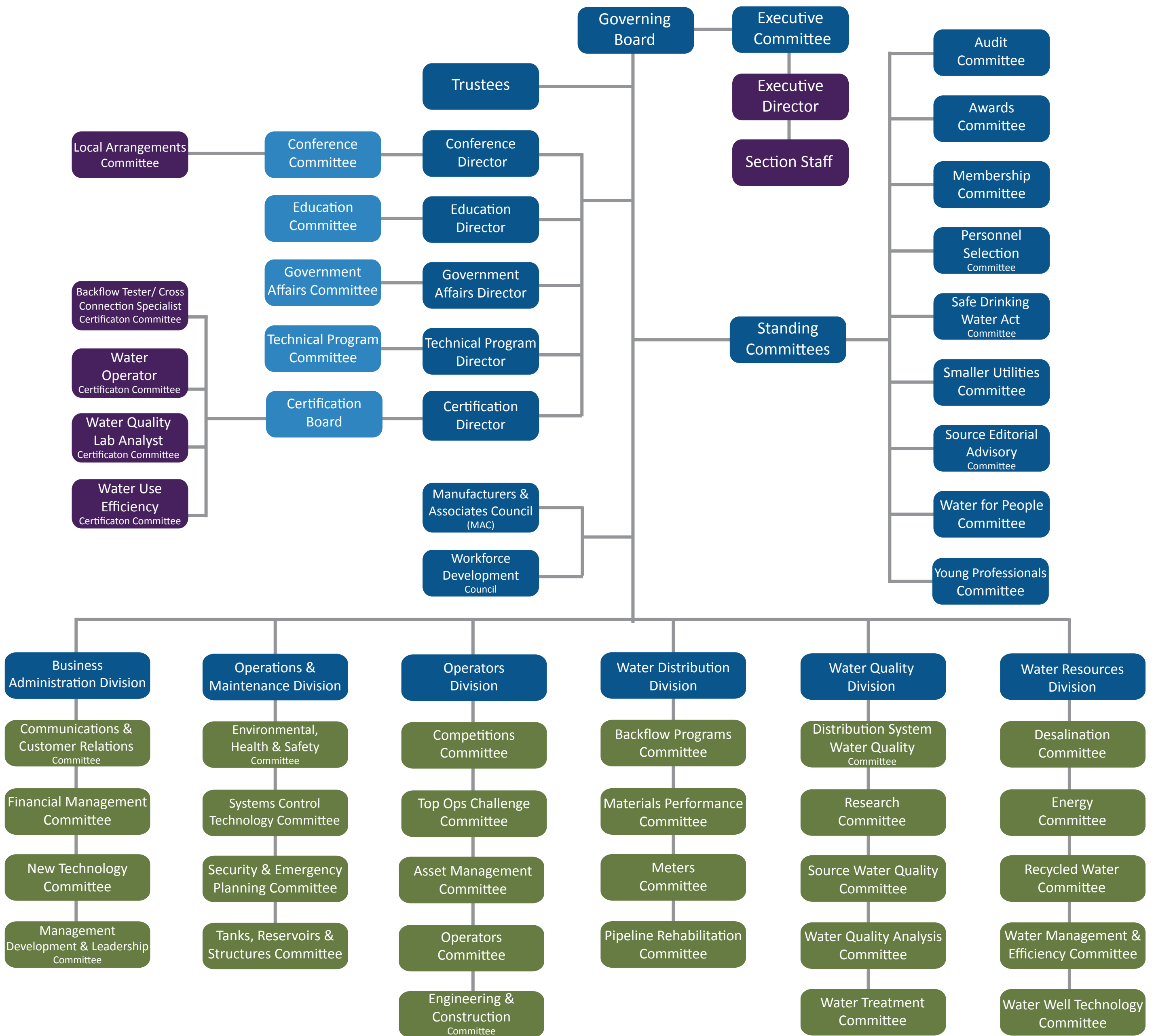
**Trustee  
Division Chair  
Conference Director  
Assistant Conference Director  
Education Director  
Certification Director  
Technical Programs Director  
Government Affairs Director  
Manufacturer's Associate Council Chair  
Workforce Development Council Chair**

**Standing Committees**

**Source Editor  
Membership  
Audit  
Safe Drinking Water Act  
Young Professionals  
Section Awards  
Personnel Selection  
Water for People**

**Division**

**Division Chair  
Vice Chair  
Secretary  
Delegate at Large**



## 2011- 2012 GOVERNING BOARD ROSTER

<b>EXECUTIVE COMMITTEE</b>							
<b>Title</b>	<b>First Name</b>	<b>Last Name</b>	<b>Company</b>	<b>Address</b>	<b>Contact</b>	<b>Email Address</b>	<b>Term</b>
Chair	Steve	Dennis	Alameda County Water Dist.	PO Box 5110 43885 South Grimmer Blvd. Fremont, CA 94538	P: (510) 668-6530 F: (510) 656-3426 C: (510) 504-0230	steve.dennis@acwd.com	2012
Past Chair	Phil	Holderness	Kern County Water Agency	7706 Stoney River Court Bakersfield, CA 93308	P: (661) 634-1506 F: (661) 634-1522	pholderness@kcwa.com	2012
Chair Elect	Jacques	DeBra	City of Davis	23 Russell Blvd. Davis, CA 95616	P: (530) 757-5679 F: (530) 758-4738	jdebra@cityofdavis.org	2012
Vice Chair	Bruce	Macler	US Environmental Protection Agency	75 Hawthorne Street WTR-6 San Francisco, CA 94105	P: (415) 972-3569 F: (415) 947-3549	macler.bruce@epa.gov	2012
AWWA Director	Charles	Wulff, Jr.	CW Wulff Associates	2207 Terrace Way Bakersfield, CA 93304-3555	P: (661) 831-6199 F: (661) 831-6199 C: (661) 345-5711	cwulff@bak.rr.com	2012
AWWA Director	Dawn	White	Golden State Water Co.	1920 W. Corporate Way Anaheim, CA 92801	P: (916) 853-3615 F: (916) 852-0170 C: (916) 717-9375	drwhite@gswater.com	2013
Treasurer (non voting)	Rob	Hills	Cucamonga Valley Water Dist.	10440 Ashford St Rancho Cucamonga, CA 91729	P: (909) 899-0060 F: (909) 899-0340 C: (909) 238-6063	robh@cvwdwater.com	2013
Secretary (non voting)	Tim	Worley	California-Nevada Section AWWA	10574 Acacia Street, Ste D6 Rancho Cucamonga, CA 91730	P: (909) 291-2102 F: (909) 481-4688 C: (909) 762-7401	tworley@ca-nv-awwa.org	
<b>TRUSTEES</b>							
<b>Title</b>	<b>First Name</b>	<b>Last Name</b>	<b>Company</b>	<b>Address</b>	<b>Contact</b>	<b>Email Address</b>	<b>Term</b>
Water Resources	Kirk	Medina	City of North Las Vegas	2829 Fort Sumter N. Las Vegas, NV 89030	P: (702) 633-2030 F: (702) 649-9874 C: (702) 539-6756	medinak@cityofnorthlasvegas.com	2013
Water Quality	Joe	Guistino	Coastside County Water District	766 Main Street Half Moon Bay, CA 94019	P: (650) 726-4405 C: 650-346-8140 F: (650) 726-5245	jguistino@coastsidewater.org	2013
Water Distribution	Jim	Elliott	Park Water Co.	9750 Washburn Rd. PO Box 7002 Downey, CA 90241	P: (562) 299-5124 F: (562) 861-5902 C: (310) 710-8004	jelliott@parkwater.com	2012
Operations & Maintenance	Uzi	Daniel	West Basin Municipal Water	17140 Avalon Blvd Suite 210 Carson, CA 90746-1296	P: (310) 660-6245 F: (310) 217-2414 C: (213) 369-0779	uzid@westbasin.org	2014
Operators	Heather	Collins	Metropolitan Water District of So. Calif.	700 N. Alameda Street PO Box 54153 Los Angeles, CA 90054-0153	P: (213) 217-7558 C: (714) 296-0851	hcollins@mwdh2o.com	2014
Business Administration	Darrin	Price	Sun Valley General Improvement Dist.	5000 Sun Valley Blvd. Sun Valley, NV 89433	P: (775) 673-7700 F: (775) 673-7708 C: (775) 848-9919	dprice@svgid.com	2012



## 2011- 2012 GOVERNING BOARD ROSTER

<b>DIRECTORS</b>							
<b>Title</b>	<b>First Name</b>	<b>Last Name</b>	<b>Company</b>	<b>Address</b>	<b>Contact</b>	<b>Email Address</b>	<b>Term</b>
Conference Director	Michael	Gualtieri	La Habra Heights County Water District	1271 N. Hacienda Road La Habra Heights, CA 90631	P: (562) 697-6769 F: (562) 697-5568 C: (562) 536-3030	mike@lhchwd.com	2012
Assistant Conference Director	Tammie	Myers	Park Water Co.	9750 Washburn Rd. PO Box 7002 Downey, CA 90241	P: (562) 923-0711 ext.1252 F: (562) 861-5908 C: 562-244-5123	tammie@parkwater.com	2013
Education Director	Sue	Mosburg	Sweetwater Authority	744 F. Street Chula Vista, CA 91910	P: (619) 409-6882 F: (619) 425-8298 C: (619) 992-1973	smosburg@sweetwater.org	2013
Certification Director	Darcy	Burke	Municipal Water Dist. of Orange County	P.O. Box 20895 Fountain Valley, CA 92728	P: (714) 593-5104 F: (714) 964-9389 C: (951) 634-9019	dburke@mwdoc.com	2014
Technical Programs	Kate	Nutting	Golden State Water Co.	1920 W. Corporate Way Anaheim, CA 92801	P: (714) 535-7711 F: (714) 535-8701 C: (562) 889-1796	knutting@gswater.com	2012
Government Affairs	Andrew	DeGraca	San Francisco PUC	1657 Rollins Road Burlingame, CA 94010	P: (650) 652-3102 F: (650) 652-3142	adegraca@sflower.org	2012
<b>DIVISION CHAIRS</b>							
<b>Title</b>	<b>First Name</b>	<b>Last Name</b>	<b>Company</b>	<b>Address</b>	<b>Contact</b>	<b>Email Address</b>	<b>Term</b>
Business Administration	David	Shank	San Diego County Water Authority	4677 Overland Avenue San Diego, CA 92123-1233	P: (858) 522-6676 F: (858) 552-6561	dshank@sdwca.org	2012
Water Distribution	Mike	Gravitt	Sweetwater Authority	744 F. Street Chula Vista, CA 91910	P: (619) 409-6853 F: (619) 427-8516	mgravitt@sweetwater.org	2012
Water Resources	Kent	O'Brien	Winzler & Kelly	417 Montgomery St., Suite 700 San Francisco, CA 94104	P: (415) 283-4970 C:(707) 478-9559	KentOBrien@w-and-.com	2012
Water Quality	Tanya	Yurovsky	SRT Consultants	2606 Hyde Street San Francisco, CA 94109	P: (415) 776-5800 F: (415) 337-0901	tanya@srtconsultants.com	2012
Operations and Maintenance	Tom	Bloomer	DN Tanks	PO Box 696 El Cajon, CA 92022	P: (619) 440-8181 F: (619) 440-8653	tom.bloomer@dyk.com	2012
Operators	Bill	Cardinal	Calaveras County Water District	5091 Kiva Drive Copperopolis, CA 95228-9715	P: (209) 768-6248 C: (209) 785-5545	billc@ccwd.org	2012

## 2011- 2012 GOVERNING BOARD ROSTER

<b>COUNCILS</b>							
<b>Title</b>	<b>First Name</b>	<b>Last Name</b>	<b>Company</b>	<b>Address</b>	<b>Contact</b>	<b>Email Address</b>	<b>Term</b>
Manufacturer's Associate Council	Jimmy	Freeman	ITP Bold (Industrial Threaded Products)	516 N. Puente St. Brea, CA 92821	P: (760) 731-7523 C: (760) 468-3397	jimmyf@itpbolt.com	2013
Workforce Development Council	Vacant						
<b>STANDING COMMITTEES</b>							
<b>Title</b>	<b>First Name</b>	<b>Last Name</b>	<b>Company</b>	<b>Address</b>	<b>Contact</b>	<b>Email Address</b>	<b>Term</b>
Audit Chair (non-voting)	Rod	Greek	San Diego County Water Authority	4677 Overland Avenue San Diego, CA 92123-1233	P: (858) 522-6679 F: (858) 268-7802	rjgreek@cox.net skaur@sdcwa.org	2013
Awards Chair (non-voting)	Chet	Malewski	Truckee Meadows Water Authority	PO Box 30013 Reno, NV 89520-1233	P: (775) 834-8110 F: (775) 834-8084 C: (775) 848-8108	cmalewski@tmwa.net	2014
Membership Chair (non-voting)	John	Marchand	Alameda County Water Dist.	43885 S. Grimmer Blvd, Fremont, CA 94538	P: (510) 668-6522 F: (510) 656-3426	john.marchand@acwd.com	2012
Personnel Selection Chair (non-voting)	Debbie	Kaye	Indio Water Authority	83-101 Avenue 45 Indio, CA 92201	P: 760-945-4185 C: 760-420-4112	dkaye@indio.org	2013
SDWA Chair (non-voting)	David	Chang	Golden State Water Co.	1920 W. Corporate Way Anaheim, CA 92801	P: (714) 535-7711 X218 F: (714) 535-8616 C: (714) 746-0569	dchang@gswater.com	2011
Smaller Utilities Chair (non-voting)	Glenn	Reynolds	Water Solutions	179 West Point Avenue Half Moon Bay, CA 94019	P: (650) 204-9596 F: (510) 790-1038	greynolds@h2osolutions.com	
Source Editor (non-voting)	Millie	Castellanos-Rodriguez	City of Garden Grove	13802 Newhope Street P.O. Box 3070 Garden Grove, CA 92843	P: (714) 741-5399 F: (714) 638-9906 C: (714) 719-0238	millier@ci.garden-grove.ca.us	2012
Water For People Chair (non-voting)	Sophie	James	California Water Service Co.	1720 N. First Street San Jose, CA 90746-1296	P: (408) 367-8314 F: (408) 367-8248	sjames@calwater.com	2014
Young Professionals Chair (non-voting)	Brandon	Stipe	AECOM	1360 E. Spruce, Suite 101 Fresno, CA 93720	P: 559-260-2191	brandon.stipe@aecom.com	2012
(Past Chair)	Phil	Holderness	Kern County Water Agency	7706 Stoney River Court Bakersfield, CA 93308	P: (661) 634-1506 F: (661) 634-1522	pholderness@kcwa.com	2012

# 2012 GOVERNING BOARD & EXECUTIVE COMMITTEE SCHEDULE

## JANUARY

Executive Committee Meeting  
Wednesday, January 18  
9:00am – 11:00am(*Conf. Call*)

**AWWA Membership Summit**  
January 25 – 27  
AWWA ~ Denver, CO

## FEBRUARY

**ASAE CEO Symposium**  
February 13 – 14  
Scottsdale, AZ

Executive Committee Meeting  
Wednesday, February 15  
9:00am – 11:00am(*Conf. Call*)

## MARCH

Executive Committee Meeting  
Wednesday, March 14  
9:00am – 11:00am(*Conf. Call*)

**Water Matters DC Fly-In**  
March 7 – 8  
Washington, DC  
2012

## APRIL

**SPRING CONFERENCE**  
April 2 – 5  
Hyatt Regency, Santa Clara, CA

**Leadership Training**  
Sunday, April 1  
2:30 – 6:00pm

**Governing Board Kick Off**  
Monday, April 2  
7:15 – 8:00am

**Governing Board Meeting**  
Thursday, April 5  
8:00-12:00pm

## MAY

Executive Committee Retreat  
May 24 – 25  
Pleasanton, CA

## JUNE

**AWWA – ACE12**  
June 10 – 14  
Dallas, TX

Executive Committee Meeting  
Wednesday, June 20  
9:00am – 11:00am(*Conf. Call*)

## JULY

Executive Committee Meeting  
Wednesday, July 20  
12:00pm – 4:00pm  
Rancho Cucamonga, CA

**Governing Board Meeting**  
Thursday, July 19  
10:00am – 3:00pm  
Rancho Cucamonga, CA

**AWWA Summer Workshop**  
July 25 – 26  
AWWA ~ Denver, CO

## AUGUST

Executive Committee Meeting  
Wednesday, August 15  
9:00am – 11:00am(*Conf. Call*)

## SEPTEMBER

**AWWA Region V – RMSO**  
September 6 – 7  
Skandia Lodge, Stevenson, WA

Executive Committee Meeting  
Wednesday, September 19  
9:00am – 11:00am(*Conf. Call*)

## OCTOBER

**ANNUAL FALL CONFERENCE**  
October 8 – 11  
Town & Country Resort  
San Diego, CA

**Leadership Training**  
Sunday, October 7  
3:00 – 5:30pm

**Governing Board Kick Off**  
Monday, October 8  
7:15 – 8:00am

**Governing Board Meeting**  
Thursday, October 11  
8:00am – 12:00pm

## NOVEMBER

Executive Committee  
Budget Workshop  
Thursday, November 8  
10:00 – 2:30pm

## DECEMBER

Executive Committee  
Working Session  
Tuesday, December 11  
12:00pm – 5:00pm

**Governing Board Meeting**  
Wednesday, December 12  
10:00am – 3:00pm

### Section Office

10574 Acacia Street, Suite D6  
Rancho Cucamonga, CA 91730  
Main: (909) 481-7200  
Fax: (909) 481-4688



CALIFORNIA-NEVADA SECTION  
American Water Works Association

**CA-NV Section AWWA  
Position Description**

**Assistant Conference Director**

**Selection Process:** Appointed by the Executive Committee.

**Term of Office:** Three years as Assistant, then ascending to Conference Director for three years.

**Qualifications:** Experienced members with a record of continued interest in the water supply industry and AWWA in particular with the willingness and ability to participate.

**Reports To:** Chair of CA-NV Section AWWA

**Responsibilities:**

- Assist the Conference Director in the performance of their duties.
- Act as the Conference Director in their absence.
- Assist the Conference Director to coordinate the activities of the Local Arrangements Committees (LAC).
- Be "on call", as needed, as a "Resource Person" and/or advisor to the Strategic Planning Committee.
- Act as the assistant on-site facilitator at each Conference to ensure that conference arrangements are being adequately carried out and any on-site problems are appropriately solved.

**Written Reports/Communications:** Provide written and/or oral report at each Governing Board meeting on behalf of the Conference Director in their absence.

**Estimated Time Commitment**

Minimum Days away from work: 16 days

Minimum additional days: 12 days

**CA-NV Section AWWA  
Position Description**

**Audit Committee Chair**

**Selection Process:** Appointed by the Chair, and confirmed by the Governing Board.

**Term of Office:** Three years.

**Qualifications:** No member of the Section's staff and no person having a material financial interest in any entity doing business with the organization may serve on the Audit Committee Chair. The Chair of the Audit Committee may not be a member of the Finance Committee.

**Reports To:** Chair of CA-NV Section AWWA

**Responsibilities:**

- Recommend the hiring or termination of the audit firm, and the compensation to the audit firm.
- Meet with the auditor to determine that the financial affairs of the Section are in order.
- Review the audit report.
- Approve any non-audit services provided by the audit firm to the Section.

**Written Reports/Communications:** Written reports submitted to Governing Board and request for action as required.

**Estimated Time Commitment:**

Minimum Days away from work: 2 days

Minimum additional days: 1 day

**CA-NV Section AWWA  
Position Description**

**Section Awards Committee Chair**

**Selection Process:** Appointed by the Chair, and confirmed by the Governing Board.

**Term of Office:** Three years.

**Qualifications:**

- Serve as Section Awards Committee Vice Chair for at least 1 year prior to appointment as Chair;
- Have been an active member of CA-NV Section for at least 10 years, be known to Section staff, and know the active volunteers across the Section's membership;
- Have been a committee chair of at least one Section committee for at least 3 years. Having served on the Governing Board is desirable;
- Ability to develop a good working relationship with Section staff.

**Reports To:** Chair of CA-NV Section AWWA

**Responsibilities:**

- Oversee and coordinate the Section Awards Program, particularly ensuring the nomination of Section members for Association-level, Section-level, and other awards designated by Governing Board;
- Oversee and coordinate the Spring and Conference Awards programs, working closely with Conference Director and Section Staff;
- Provide written reports to Governing Board and Section Awards Committee as necessary;
- Develop and administer Section Awards Committee budget, annually;
- Coordinate the preparation of Source Magazine articles promoting Section Awards Committee activities and programs and assist Section staff with regular updates of Awards information on the Section webpage;
- Coordinate and encourage the involvement of all Awards Committee members in activities of the committee;
- Encourage/support/assist efforts of the Trustees in their Division liaison responsibilities that involve committees with awards responsibilities;

- Prior to January 15, establish the makeup of the Awards Committee and each of the standing subcommittees. Advise Section staff of these members and discuss the role of each subcommittee chair as to their responsibilities.

**Written Reports/Communications:**

- Prepare written report to the Governing Board prior to each Governing Board meeting (four times per year).
- Prepare written budget for submittal to Section office in early November requesting funds for Section Awards Committee activities.
- Prepare Section Awards Committee meeting minutes and distribute to committee members. Prepare invitation and agenda for each committee meeting and distribute to committee members prior to meeting.
- Submit Source Magazine articles promoting Section Awards Committee activities and programs.
- Submit report to Governing Board summarizing Award winners at the Spring and Conference Award programs.

**Estimated Time Commitment:**

Minimum Days away from work: 10 days

Minimum additional days: 8 days

## CA-NV Section AWWA Position Description

### Certification Director

**Selection Process:** Appointed by the Section Chair.

**Term of Office:** Three years, commencing and ending at the close of Fall Conference. May be extended one additional 3-year period.

**Qualifications:** Experienced members with a record of continued interest in the water supply industry, experience in the certification of water professionals through CA-NV Section, and experience in the CA-NV Section activities in particular with the willingness and ability to participate. Be a member of AWWA and CA-NV Section and reside in the geographical area of the Section. Whenever possible, shall have had experience as Assistant Certification Director. Should have previous experience as a member of the CA/NV AWWA Certification Board of Directors with an overall understanding of complex and sometimes competing issues among certification committee or program needs.

**Reports To:** Chair of CA-NV Section AWWA

#### **Responsibilities:**

- Shall be responsible for leading and directing the Section's Certification Board of Directors.
- Shall represent the Certification Board and the various program committees that it represents to the Governing Board.
- Shall work closely and in a coordinated effort with the Section Executive Director or his/her representative(s) in effectively administering all certification programs.
- Be responsible for all Section certification programs. This responsibility includes recommending amendment of appropriate rules, examination and protest procedures; and reviewing the contract compliance of the Program Administrators. The Director of Certification shall ensure that the Program Administrators comply with the Section Office business requirements.
- Maintain communications between the programs, the individual program committees, relevant Section Staff, and the Governing Board, and coordinate the various training programs so that there will be no conflicts in schedules or course content.
- Provide guidance and instruction to new Committee Chairs and Committee Members under the Certification Director.
- Encourage continuing development and modernization of existing training; and expand student awareness of, and participation in, Section activities. They shall



coordinate these activities with those of the Education Director.

- Be "on call", as needed to act as a "Resource person" and/or advisor to the Strategic Planning Committee.

**Written Reports/Communications:** Provide written and/or oral report at each Governing Board meeting.

**Estimated Time Commitment**

Minimum Days away from work: 13 days

Minimum additional days: 30 days

## CA-NV Section AWWA Position Description

### Chair

**Selection Process:** Succeed from Chair-Elect to Chair

**Term of Office:** One-year term from the close of one Annual Meeting (held at Opening Session of the CA-NV Section AWWA Fall Conference) to the close of the next Annual Meeting the following year (held at the Opening Session of the Fall Conference).

**Qualifications:** Member of AWWA and CA-NV Section AWWA and reside in the geographical area of the Section. Served three years on the Governing Board or completed a full-term as Treasurer of the Section. Additional desirable qualification is to be an active member in the water community and Section activities.

**Reports To:** Executive Committee, Executive Director, and CA-NV Section AWWA members at large

### **Responsibilities:**

- Conduct Executive Committee Meetings and conference calls (typically one per month) – voting member
- Conduct Governing Board Meetings – typically 3 to 4 per year (one at Fall and Spring Conference, budget meeting, and annual goal and planning meeting) - voting member
- Attend CA-NV Section AWWA Conferences
- Attend AWWA Conferences, Summer Workshops and Regional Meetings, where possible
- Assist Chair, Chair-Elect and Vice Chair of the Executive Committee and act in any other officer position when so required by the Governing Board.
- Act as an ambassador of the Section
- Signature authority on Section checking account
- Supervise and coordinate all affairs of the Section.
- Preside at all meetings of the Section, Governing Board and Executive Committee.
- Acts as official spokes person for the Section.
- Serves as ex officio member of all Standing Committees
- Assign duties as required to Chair-Elect, Vice Chair and Past Chair
- Generally supervises Executive Director
- Attends all meetings of the Section
- Attend annual membership meeting

- Attend AWWA annual Regional Meeting of Section Officers.
- Make appointments - see "Appointments" in Rules and Regulations
- Review activities of Secretary, Treasurer, and Executive Director
- Consult with Division Chairs occasionally to review existing members of committees and ensure committees are functioning adequately
- Send copies of correspondence between Chair-Elect, Vice Chair, and Executive Director
- At recommendation of Division officers fill Division vacancies between annual elections.
- Ensure that task (ad hoc) committee reports are submitted on schedule and that task committees are not in existence longer than one year (without extension by special action)
- Oversee and review reports of the SDWA Committee and related committees
- Oversee the execution of all contracts on behalf of the Section, assigned by the Executive Director, provided the policy for such contracts has been established by the Governing Board; and in general, shall perform all duties incidental to the office of Chair.
- In absence of approved AWWA or CA-NV policy, the Chair may move to present the Section membership's knowledge on a subject in the Section's name
- Upon recommendation of Treasurer or Secretary, may authorize transfer of funds from the contingency budget item provided uncommitted funds are available
- Educate and guide incoming Chair on important issues to prepare incoming Chair for their term
- Work with Executive Director in planning and conducting regular meetings involving staff to facilitate communication and understanding of goals between Section staff and key Section leaders.
- Additional meetings may be called by the Chair or by consensus of five members of the Board.
- Renders final decision on committee and/or Division differences regarding jurisdiction if Division & Committee are unable to resolve in 30 days.
- Assigns, or acts as, official spokesperson for Section on policy matters.

Other responsibilities by month:

### **Prior to taking office**

- Acquaint self with AWWA official documents, Bylaws, Rules and Regulations.
- Begin working with current Section Chair and Vice Chair to become familiar with the direction and goals of the association.
- Get to know Section staff and duties of each staff member and department.

### **September prior to taking office**

- Determine to whom the committees shall report, in order to provide for the most effective liaison between the committee and the board
- Review and revise Section volunteer organizational chart as required with assistance of staff

### **At Chair's discretion, preferably early in term**

- Assign Trustees as liaisons to Divisions to assist in formation of new committees to ensure greater communication between the Board and other segments of the Section organization
- May appoint Section Trustees or other Section Board members as liaisons to local water associations in Section's geographical area. Such liaison persons will establish regular information exchanges, offer Section aid of various kinds to local groups, encourage membership and participation in AWWA, and offer Section aid in creation of new local associations

### **October prior to taking office**

- Write a monthly column for Source Magazine for winter issue of SOURCE.
- Prepare speech for Opening Session at Fall Conference.

### **October**

- Conduct Board Meeting at Fall Conference.
- Attend conference functions (e.g., banquet dinner, exhibit hall, committee meetings, past Chair's reception, etc.)
- Appoint Personnel Selection Committee members and Personnel Selection Committee Chair and have Governing Board confirm at annual budget meeting (all Personnel Selection Committee members must have been a Governing Board member within the last two years)
- Review annual budget prepared by Treasurer and Executive Director
- See to the proper and adequate training of Governing Board members to assist them in serving the most effectively in their volunteer roles, by planning a Governing Board planning meeting and/or training in the coming year (coordinate with Executive Director and AWWA Headquarters as necessary).

### **November**

- Develop schedule of Governing Board and Executive Committee meetings. (Four board meetings per year, i.e., fall, spring, annual

budget, and annual planning meetings; more may be scheduled as needed to conduct business).

- Schedule eight monthly Executive Committee meetings per year, however, may be moved or cancelled at the discretion of the Chair (meet for purpose of recommending to Governing Board and actions needed between meetings)

## **December**

- Attend and preside over year-end Governing Board budget meeting.

## **January**

- Write column for Source Magazine (spring issue).
- Prepare for the Executive Director's Annual review, working with the Treasurer and Executive Committee
- Write letter of invite to members for each Section Conference registration notice (Spring)

## **February**

- In conjunction with the Section Treasurer and the Chair-elect, conduct the Executive Director's annual review.
- Attend Membership Forum, if possible

## **April**

- Write column for Source Magazine (summer issue).
- Preside at spring conference Governing Board meeting and the annual Officer Training, and any Spring Conference dinners and events as necessary.
- Approve pocket program agenda, seating arrangements and respond to any official welcome.
- After spring conference, send out appropriate letters of appreciation to local dignitaries and other honored guests.
- Write letter of invite to members for each Section Fall Conference registration notice.

## **June**

- Invite AWWA official representative to Fall Conference, provide for participation in program, and consult with AWWA Directors on plans for hosting visiting AWWA officer.
- Attend AWWA ACE Conference and coordinate volunteer efforts at the conference.
- Identify Chair Awards for deserving volunteers for presentation at the upcoming Fall Conference in October. Each year, the Chair may issue

up to ten citations for outstanding or unusual service during his/her term of office. A special citation shall be issued to each awardee. If an award is made to a Program, Division or Committee, duplicate awards shall be given to the Program or Division Officers or to the Committee members. Such awards shall not conflict with other authorized recognition programs, nor duplicate other Section awards.

## **July**

- Write a monthly column for Source Magazine: Autumn issue. (last column).
- Attend AWWA Summer Workshop, if possible

## **August**

- With Chair-elect and Treasurer, conduct the Executive Director's mid-year review. Update goals established at the annual planning and review meeting, and confirm or refine agreed goals for the remainder of the year.

## **September**

- Work with AWWA Directors to coordinate plans for the visiting AWWA officer during Section conferences.
- Write script and present Awards Program at Fall Conference Awards Lunch. Includes recognition of each conference sponsor.
- Appoints Chair of the Backflow Certification Committee at recommendation of Certification Director.
- Appoint Awards Committee Chair, Trustee and at large appointee for 3 year terms.
- Appoints Chair of Water Distribution Certification Committee at recommendation of Certification Director.

## **October as term is expiring**

- Personnel Selection Committee makes at least one nomination (for each vacant office) and we must allow ample time for nominations from the floor. Chair may decide to conduct ballot vote.
- Conducts annual membership and business meetings of the Section
- Preside and report at annual membership meeting, reviewing Section activities over past year.
- Preside at fall conference dinners.
- Approve program agenda, seating arrangements and respond to any official welcome.
- After fall conference, send out appropriate letters of appreciation to local dignitaries and other honored guests.

- Host Chair's reception to recognize Section volunteers, on Wednesday night of the Fall Conference.
- Host a dinner party for the AWWA visiting officer and both Section AWWA Directors (spouses included).
- Report to Section Membership at annual membership (business) meeting covering activities and general state of Section during the proceeding year.
- Present the following awards at the Fall Awards Program: Walter O. Weight, LAC and Local Host Utility, outgoing Officer Awards, George A. Elliott and Chair's Awards.

**Written Reports/Communications:** Written reports submitted to Governing Board meetings on Chair activities and request for action.

**Estimated Time Commitment**

Minimum Days away from work: 17

Minimum additional days: 18

## CA-NV Section AWWA Position Description

### Chair-Elect

**Selection Process:** Succeed from Vice Chair

**Term of Office:** One-year term from the close of one Annual Meeting (held at Opening Session of the CA-NV Section AWWA Fall Conference) to the close of the next Annual Meeting the following year (held at the Opening Session of the Fall Conference)

**Qualifications:** Member of AWWA and CA-NV Section AWWA and reside in the geographical area of the Section. Served three years on the Governing Board or completed a full-term as Treasurer of the Section. Additional desirable qualification is to be an active member in the water community and Section activities.

**Reports To:** Chair of CA-NV Section AWWA

### **Responsibilities:**

- Become acquainted with the Chair's duties as soon as possible in order to properly perform the duties of the Chair in the latter's absence
- Develop plans for the following year's activities, to provide continuity of Section activities upon becoming Chair
- Attend Executive Governing Board Committee meetings and conference calls (typically one per month) – voting member
- Attend Governing Board meetings – typically 4 per year (one at Fall and Spring Conference, budget meeting, and annual goal and planning meeting) - voting member
- Attend CA-NV Section AWWA Conferences
- Attend CA-NV Section AWWA specialty workshops, if possible
- Attend AWWA Conferences, Summer Workshops and Regional Meetings, where possible
- Acts as the Board representative to the Technical Program Committee and, with the aid of the Technical Program Committee Chair and Vice Chair and the committee, prepare programs for the Spring and Fall Conferences. Work with the committee in developing a theme and preliminary plans for the following year's technical program for presentation and approval of the Board at least one year in advance of each conference
- Liaison with and attend Manufacturer and Associate Council meetings



- Correspond with proposed General/Opening Session speakers/participants to determine subjects and times; provide a formal document which participants can use in seeking employer approval for participation
- Act as Chair of the Strategic Planning Committee
- Write at least one column annually for the Section web page
- Participate in the annual review of the Executive Director
- Participate in regular meetings at the Section office with staff and other Executive Committee officers
- Signature authority on Section checking account
- Acts on behalf of the Chair, in the Chair's absence
- Assist Chair, Past Chair, and Vice Chair of the Executive Governing Board Committee and act in any other officer position when so required by the Governing Board
- Act as an ambassador of the Section

**Written Reports/Communications:** Written reports submitted to Governing Board meetings on Chair-Elect activities and request for action.

**Estimated Time Commitment**

Minimum Days away from work: 17 days

Minimum additional days: 6 days

## CA-NV Section AWWA Position Description

### Committee Chair

**Selection Process:** Ascends from the Committee Vice Chair position at the Fall Conference.

**Term of Office:** One year.

**Qualifications:** Experienced members with a record of continued interest in the water supply industry and AWWA in particular with the willingness and ability to participate.

**Reports To:** Division Chair

#### **Responsibilities:**

- Guide, monitor, and coordinate activities of the Committee.
- Mentor incoming Committee Vice Chair on required responsibilities.
- Develop a work plan that will allow the Committee to effectively and efficiently discharge their responsibilities for the year.
- Coordinate with the Division Chair on all Committee activities and programs.
- Develop agendas and conduct Committee meetings at Fall and Spring Conference and other Committee meetings as needed.
- Submit a yearly budget for the Committee, if needed.
- Ensure the work of the Committee is carried out between meetings.
- Submit reports on Committee activities to Division Chair, including requests to the Governing Board for action.
- Where appropriate, guides the Committee in proposing products and/or services that will further the goals and objectives of the association.
- Ensure that Committee guidelines, procedures and methods are consistent with association policy and are current and relevant.

#### **Written Reports/Communications:**

- Submission of a written report on Committee activities to the Division Chair.

- SOURCE Magazine – submit committee updates, articles of interest, and promotion of activities.

**Estimated Time Commitment**

Minimum Days away from work: 4 days

Minimum additional days: 2 days

## CA-NV Section AWWA Position Description

### Conference Director

**Selection Process:** Appointed by the Executive Committee.

**Term of Office:** Three years, commencing and ending at the close of Fall Conference.

**Qualifications:** Experienced members with a record of continued interest in the water supply industry and AWWA in particular with the willingness and ability to participate.

**Reports To:** Chair of CA-NV Section AWWA

#### **Responsibilities:**

- Work closely with the Executive Director and appropriate Section Staff to ensure that Meeting and Conference sites are selected and reserved in advance of the Conferences, to the satisfaction of the Board. The length of time in which advance reservations will be made will be determined on availability of securing contracts that are favorable to the Section.
- Travel to potential sites with the Executive Director and appropriate Section Staff.
- Work closely with the Executive Director and appropriate Section Staff to ensure that adequate arrangements are made for each meeting and conference. Such arrangements shall include committee meeting rooms, hotel reservations, banquet facilities, registration facilities, spouses' hospitality rooms, exhibits, and such special tours as may be appropriate. The Conference Director coordinates audio-visual and catering orders for each Conference.
- Have the responsibility for assigning committee, division and examination meeting rooms and times in accordance with the present detailed schedules, and for notifying the Technical Program Chair, at least eighteen months in advance, of the maximum space available for such programs. The Technical Program Committee may request additional meeting space and the Director will attempt to accommodate based on available space. The Director shall assign rooms for special programs, banquets, lunches, etc.
- Supervise and coordinate the activities of the Local Arrangements Committees (LAC).
- Maintain communication with the Chair, Chair Elect, Treasurer and

Executive Director to ensure that the policies of the Section are carried out before, during and after each meeting and conference.

- Periodically review and amend the "Guide to Local Arrangement Committees".
- Be "on call", as needed, as a "Resource Person" and/or advisor to the Strategic Planning Committee.
- The Conference Director shall maintain communication with the Conference Staff and Chair to ensure that adequate exhibit space and associated facilities are provided for the exhibits at conferences.
- Act as the on-site facilitator at each Conference to ensure that conference arrangements are being adequately carried out, solve any on-site problems, and sign off on audio visual, and other services provided on sight.
- Shall attend, with the Executive Director and other relevant staff and volunteers, all pre and post Conference meetings with host facilities.
- Shall coordinate and provide input for Staff in preparation of a budget for each conference at least one year prior to each event, for review by the Executive Director and Section Treasurer, and for approval by the Governing Board or Executive Committee.

**Written Reports/Communications:** Provide written and/or oral report at each Governing Board meeting.

**Estimated Time Commitment**

Minimum Days away from work: 16 days

Minimum additional days: 14 days

**CA-NV Section AWWA  
Position Description**

**Division Chair**

**Selection Process:** Ascends from the Division Vice Chair position at the Fall Conference.

**Term of Office:** One year.

**Qualifications:** Experienced members with a record of continued interest in the water supply industry and AWWA in particular with the willingness and ability to participate.

**Reports To:** Chair of CA-NV Section AWWA

**Responsibilities:**

- Serve on the Governing Board, attend all Governing Board meetings, and report to the Board on any activities assigned or handled since the last meeting.
- Mentor incoming Division Vice Chair on required responsibilities.
- With direct support from the Division Vice Chair, guide, monitor, and coordinate activities of the Division and the Committees assigned to the Division.
- Develop a work plan that will allow the Division's Committees to effectively and efficiently discharge their responsibilities for the year.
- Coordinate with the Board Trustee assigned to the Division on all program and Section related communications necessary between Division and the Board.
- Develop agendas and conduct Division meetings at Fall and Spring Conference and other Division meetings as needed.
- Submit a yearly budget for the Division.
- Approve reports of Division meetings before distribution.
- Ensure the work of the Division and its Committees is carried out between meetings
- Approve reports on Committee activities, including requests to the Governing Board for action.

- Report to its Committees on decisions of the Governing Board and Executive Committee that affect the Division's and/or its Committee's work or activities.
- Where appropriate, guides the Division and Committees in proposing products and/or services that will further the goals and objectives of the association.
- Where appropriate, makes policy recommendations to the Governing Board.
- Ensure that Division and Committee guidelines, procedures and methods are consistent with association policy and are current and relevant. Recommend changes and updates to accommodate this responsibility.

#### **Written Reports/Communications:**

- Submission of a written report on Division/Committee activities to the Governing Board prior to each meeting is required.
- SOURCE Magazine – submit a summary of Division/Committee activities for each quarterly publication.

#### **Estimated Time Commitment**

Minimum Days away from work: 10 days

Minimum additional days: 6 days

**CA-NV Section AWWA  
Position Description**

**Division Delegate at Large**

**Selection Process:** Nominated by the Division Officers and elected at the Fall Conference Division meeting.

**Term of Office:** One year as Delegate at Large then ascend to Secretary, Division Vice Chair and Division Chair for one year each.

**Qualifications:** Members with a record of continued interest in the water supply industry and AWWA in particular with the willingness and ability to participate for the full term of ascension to other positions in the Division. Experience as a Committee Chair is preferred.

**Reports To:** Division Chair

**Responsibilities:**

- Attend all Division meetings and assist the Division Chair as needed.
- Attend all Committee meetings for the Division, promote communication between Committees, and advise the Division Chair of Committee activities.
- Attend Governing Board meetings on behalf of the Division Chair as needed.
- Assist the Division's Vice Chair in developing the Division's Technical Program for each Spring and Fall Conference.

**Written Reports/Communications:** None

**Estimated Time Commitment**

Minimum Days away from work: 10 days

Minimum additional days: 1 day



**CA-NV Section AWWA  
Position Description**

**Division Secretary**

**Selection Process:** Ascends from the Division Delegate at Large position at the Fall Conference.

**Term of Office:** One year as Secretary then ascend to Division Vice-Chair and Division Chair for one year each.

**Qualifications:** Members with a record of continued interest in the water supply industry and AWWA in particular with the willingness and ability to participate for the full term of ascension to other positions in the Division.

**Reports To:** Division Chair

**Responsibilities:**

- Attend all Division meetings, prepare and distribute meeting minutes in a timely fashion, and assist the Division Chair as needed.
- Attend Governing Board meetings on behalf of the Division Chair as needed.
- Assist the Division's Vice Chair in developing the Division's Technical Program for each Spring and Fall Conference.

**Written Reports/Communications:** Prepare and distribute meeting minutes to all Division members.

**Estimated Time Commitment**

Minimum Days away from work: 10 days

Minimum additional days: 2 days

**CA-NV Section AWWA  
Position Description**

**Division Vice Chair**

**Selection Process:** Ascends from Division Secretary at the Fall Conference.

**Term of Office:** One year as Vice Chair then ascend to Division Chair.

**Qualifications:** Members with a record of continued interest in the water supply industry and AWWA in particular with the willingness and ability to participate for the full term of ascension to other positions in the Division.

**Reports To:** Division Chair

**Responsibilities:**

- Performs the duties of the Division Chair in their absence including attendance at Governing Board meetings as needed.
- Assist the Division Chair to guide, monitor, and coordinate activities of the Division and the Committees assigned to the Division.
- Work closely with all Committee Chairs within the Division to ensure the Division's Technical Programs for each Spring and Fall Conference are thoughtfully developed and are submitted on-time to the Technical Program Director.
- Assist the Division Chair to ensure the work of the Division and its Committees is carried out between meetings
- Assist the Division Chair to ensure that Division and Committee guidelines, procedures and methods are consistent with association policy and are current and relevant. Recommend changes and updates to accommodate this responsibility.

**Written Reports/Communications:**

- Assist Division Chair in developing a written report on Division/Committee activities for each Governing Board meeting.
- SOURCE Magazine – submit articles highlighting future technical sessions or re-capping recent technical sessions.

**Estimated Time Commitment**

Minimum Days away from work: 11 days

Minimum additional days: 4 days

**CA-NV Section AWWA  
Position Description**

**Education Director**

**Selection Process:** Appointed by the Executive Committee.

**Term of Office:** Three years, commencing and ending at the close of Fall Conference.

**Qualifications:** Experienced members with a record of continued interest in the water supply industry and AWWA in particular with the willingness and ability to participate.

**Reports To:** Chair of CA-NV Section AWWA

**Responsibilities:**

- Be Chair of the Section's Education Committee, which shall be made up of a representative of each Division (usually the Secretary of the Division), the Certification Director, a representative of the Young Professionals Committee, a representative from the Educational Community, the Chair of the Water College Quality Assurance Committee, the Chair of the Technical Program Committee, and the Teleconference Coordinator.
- Provide liaison to ensure cooperation between the Education Committee and the Section's Divisions and Committees, and the AWWA education programs in order that the Section's education and training activities are of the highest quality.
- Be the Boards liaison for educational activities with the Section committees and other Section educational activities. The Director shall evaluate and report to the Board on these educational activities.
- Coordinate with the various community colleges and other educational institutions on education for the water industry.
- Work with the Water College Quality Assurance Committee to insure that the highest standards are met in educational programs and that the College is operated in a business manor. Shall evaluate and report to the Board on Water College activities.
- Be "on call", as needed, to act as a "Resource Person" and/or advisor to the Strategic Planning Committee.

**Written Reports/Communications:** Provide written and/or oral report at each Governing Board meeting.

**Estimated Time Commitment**

Minimum Days away from work: 11 days

Minimum additional days: 6 days

**CA-NV Section AWWA  
Position Description**

**Government Affairs Director**

**Selection Process:** Appointed by the Executive Committee.

**Term of Office:** Three years, commencing and ending at the close of Fall Conference.

**Qualifications:** Experienced members with a record of continued interest in the water supply industry and AWWA in particular with the willingness and ability to participate.

**Reports To:** Chair of CA-NV Section AWWA

**Responsibilities:**

- Monitor legislative activities that may affect the drinking water community, advise the Board, and consider the need for a formal response from the Section.
- Develop programs to initiate, evaluate and respond within the framework of the association policy on legislative, regulatory and other matters directly affecting California – Nevada drinking water professionals in order to encourage better water quality and service to the public.” Coordinate and review seminars and workshops prior to Board approval.
- Promote legislation, regulations, and policies at all governmental levels to benefit the consumer, the water supply community, and the environment.
- Coordinate, plan, and attend the AWWA Annual Fly-In to meet with legislative officials to discuss issues affecting the drinking water industry.

**Written Reports/Communications:** Provide written and/or oral report at each Governing Board meeting.

**Estimated Time Commitment**

Minimum Days away from work: 12 days

Minimum additional days: 12 days

**CA-NV Section AWWA  
Position Description**

**Chair Manufacturer's Associate Council**

**Selection Process:** Council officers shall be elected by Council members. The MAC has three standing officers. Members of the MAC elect the MAC Chair, a MAC Vice Chair, and a MAC Secretary. The secession to Chair shall be Secretary to Vice Chair to Chair. Should the Chair be unable to complete the term of office for which elected, the Vice Chair shall accede to the Chair.

**Term of Office:** Three year term from the close of one Annual Meeting (held at Opening Session of the CA-NV Section AWWA Fall Conference) to the close of the next Annual Meeting the following year (held at the Opening Session of the Fall Conference). May serve a second term but shall not serve more than six consecutive years.

**Qualifications:** Be an Associate member of the CA-NV AWWA in good standing with offices or plants within the CA-NV Section geographic area and be a current MAC member.

**Reports To:** Chair of CA-NV Section AWWA

**Responsibilities:**

- Attend all Governing Board meetings, reporting to the Board on any activities assigned or handled since the last meeting (the MAC Chair is a member of the Governing Board).
- Prepare for all Governing Board meetings by reviewing all meeting agendas, materials, and issues. Stay familiar with AWWA official documents, the Bylaws of the Section, the Rules and Regulations of the Section, and the policies of the Governing Board. Prepare reports for Governing Board meetings.
- Attend all meetings of the standing Strategic Planning Committee (the MAC Chair is a member of this committee).
- Participate in establishing the policies of the Section, and overview the execution of all Section activities, in accordance with the AWWA Governing Documents, the Section Bylaws, and Regulations.
- May perform special assignments requested by the Section Chair.
- Provide responsible representation for and involvement, develop programs and activities, and provide policy input on the behalf of manufacturers and associate members, subject to approval of the Governing Board.
- Provide policy input and develop response and commitment within the framework of the Section on matters affecting Manufacturer and Associate members.

- Through proper planning and communication, ensure that the Section Chair, Chair Elect, or Executive Director is present at all meetings to advise the MAC on policy and fiscal matters.
- Ensure that the MAC consists of no less than five but no more than fifteen representatives from the Associate membership of the CA-NV Section. From the CA-NV Section membership, recruit a representative mix of manufacturers, distributors, manufacturing reps, consultants, contractors, and other technical service providers.
- Maintain a Vice Chair and Secretary for the MAC, as well as an orderly transition of leadership within the MAC.
- Maintain four MAC meetings per calendar year, two of which shall be held at the Fall and Spring Section conferences. Promptly and adequately provide/communicate follow up to all meetings.
- Form sub-committees in the MAC as it becomes necessary.
- Coordinate MAC liaison relationships with other Section committees to enhance the good of the Section and services to its members.
- Assist the Section's Conference Director (a CA-NV member) and the Section's Events and Marketing Specialist (a staff member) with issues pertaining to exhibits/exhibitors, including assistance in forming and enforcing exhibit rules and regulations.
- Attend the Section's Fall and Spring Conference and assist with the Exhibit area MAC-sponsored activities, such as raffles, exhibit awards, etc.
- Select the exhibit awards judges from the MAC and coordinate their judging. Assist with presenting the exhibit awards after selection.
- Write and submit in a timely fashion appropriate "MAC Track" articles for the Source magazine, for the four issues each year.
- Submit an annual budget for the MAC to the Governing Board per policy.
- Through the Section staff, maintain MAC membership roster and other MAC items on Section website.
- Liaison with the AWWA's MAC representative for Region V.

#### **Written Reports/Communications:**

- Submission of a written report on MAC activities to the Governing Board prior to each meeting is required.
- SOURCE Magazine – submit "MAC Track" for each quarterly publication.

#### **Estimated Time Commitment**

Minimum Days away from work: 13 days  
 Minimum additional days: 15 days

**CA-NV Section AWWA  
Position Description**

**Membership Chair**

**Selection Process:** Appointed by Chair.

**Term of Office:** Minimum of one year and reappointment to up to three years from appointment beginning at the Fall Conference.

**Qualifications:** Active member of CA-NV AWWA for five years.

**Reports To:** Chair and Executive Committee

**Responsibilities:** Promote membership to AWWA and CA-NV AWWA throughout the year including:

- Attend all Governing Board meetings, reporting to the Board on any activities assigned or handled since the last meeting.
- Conduct Membership Committee meetings at each conference and monthly conference call.
- Conduct a membership booth at each conference.
- Develop and implement a membership appreciation event each November.
- Attend Membership Summit each year (typically in February).
- Advertise Membership with at least one article in the Source Magazine each year.
- Attend AWWA Summer Meeting and ACE, if possible.
- Attend AWWA Membership Committee at ACE, if possible.
- Attend Young Professionals Committee meetings at CA-NV AWWA conferences.
- Coordinate efforts of the Circle of Champions Subcommittee and Past Chairs to assist with the promotion of utility membership.
- Partner with Young Professionals and Circle of Champions Subcommittee to promote membership to potential new members (e.g., community colleges, colleges, universities, etc.)
- Partner with AWWA to develop recruitment ideas to promote membership growth.

**Written Reports/Communications:** Written reports submitted to Governing Board meetings on Membership Committee activities and request for action.

**Estimated Time Commitment:**

Minimum Days away from work: 15 days

Minimum additional days: 5 days



**CA-NV Section AWWA  
Position Description**

**AWWA (National) Director**

**Selection Process:** Recommended by Personnel Selection Committee to the Executive Committee and approved by Board and members-at-large at the Annual Fall Conference.

**Term of Office:** Three year term (in accordance with AWWA Official Documents) commencing at the end of ACE in the summer following Fall Conference.

**Qualifications:** Member of AWWA and CA-NV Section AWWA and reside in the geographical area of the Section. Served as Section Chair or as an elected member of the Governing Board within the previous five years. Additional desirable qualification is to be an active member in the water community and Section activities.

**Reports To:** Chair of the Section and Executive Committee.

**Responsibilities:**

- Attend Executive Governing Board Committee meetings and conference calls (typically one per month) – voting member
- Attend Governing Board meetings – typically 4 per year (one at Fall and Spring Conference, budget meeting, and annual goal and planning meeting) - voting member
- Attend CA-NV Section AWWA Conferences
- Attend and participate on the Past Chair Committee, Circle of Champions Ad-hoc Committee, and Membership Committee.
- Assist Chair, Chair-Elect, Vice Chair, and Past Chair of the Executive Governing Board Committee and act in any other officer position when so required by the Governing Board.
- Attend all meetings of the AWWA Board of Directors, acting in accordance with instructions received from the Governing Board, or, when no instructions prevail, taking actions that, in their considered opinion, are to the best interests of the water works industry and in particular to the industry's interests in the California-Nevada Section's area of jurisdiction.
- Confer with the Chair and coordinate plans for hosting the visiting AWWA Officer during any Section Conferences.
- The Senior National Director shall be chair of the Section's National Awards Committee.

**Written Reports/Communications:** Written reports submitted to Governing Board meetings on AWWA activities and request for action.

**Estimated Time Commitment**

Minimum days away from work: 23 days

Minimum additional days: 0 days

**CA-NV Section AWWA  
Position Description**

**Past-Chair**

**Selection Process:** Succeed from Chair to Past-Chair position

**Term of Office:** One-year term from the close of one Annual Meeting (held at Opening Session of the CA-NV Section AWWA Fall Conference) to the close of the next Annual Meeting the following year (held at the Opening Session of the Fall Conference)

**Qualifications:** Member of AWWA and CA-NV Section AWWA and reside in the geographical area of the Section. Additional desirable qualification is to be an active member in the water community and Section activities.

**Reports To:** Chair of the Section

**Responsibilities:**

- Attend Executive Governing Board Committee meetings and conference calls (typically one per month) – voting member
- Attend Governing Board meetings – typically 4 per year (one at Fall and Spring Conference, budget meeting, and annual goal and planning meeting) - voting member
- Attend CA-NV Section AWWA Conferences
- Attend and participate on the Past Chair Committee, Circle of Champions Ad-hoc Committee, and Membership Committee. Act as Board liaison to these committees
- Be responsible for coordinating the activities of the George A. Elliott Award Sub-Committee and the George Warren Fuller Award Sub-Committee to avoid conflict in the selection of the awardees.
- Assist Chair, Chair-Elect and Vice Chair of the Executive Governing Board Committee and act in any other officer position when so required by the Governing Board.
- Participate in the Membership Committee.

**Written Reports/Communications:** Written reports submitted to Governing Board meetings on Past Chair Committee activities and request for action.

**Estimated Time Commitment**

Minimum days away from work: 13 days

Minimum additional days: 3 days

**CA-NV Section AWWA  
Position Description**

**Personnel Selection Committee Chair**

**Selection Process:** Appointed by the Chair, and confirmed by the Governing Board.

**Term of Office:** Three years.

**Qualifications:** Immediate Past AWWA Association Director

**Reports To:** Chair of CA-NV Section AWWA

**Responsibilities:**

- Coordinates the selection of candidates for Section or National office with exception of the Secretary and Treasurer.
- Recommend Committee members. The Committee consists of the following positions: 1) Immediate Past AWWA Association Director (chair); 2) Section Chair Elect; 3) Section Vice Chair; 4) At-large Fuller Awardee; and 5) At-large Elliott Awardee.
- Solicit volunteers interested in serving in Section and National positions.
- Meet with Committee members at the Spring Conference to determine viable candidates (at least two candidates for each open position).
- Contact candidates to see if they are interested in serving and send them questions.
- Conduct conference calls to interview candidates and/or review candidate responses to questions and to select slate of officers.
- Attend Governing Board meetings and report to the Board on Committee activities.

**Written Reports/Communications:**

- Prepare the memo to the Governing Board to request confirmation of appointments to the Personnel Selection Committee. The memo must be prepared prior to the Governing Board's Budget meeting.
- Prepare a memo to the Governing Board on the Committee's slate of recommended candidates for office at the summer Governing Board meeting.

**Estimated Time Commitment:**

Minimum days away from work: 4 days  
Minimum additional days: 1 day

**CA-NV Section AWWA  
Position Description**

**Safe Drinking Water Act Committee Chair**

**Selection Process:** Appointed by the Chair, and confirmed by the Governing Board.

**Term of Office:** Three years, commencing and ending at the close of Fall Conference.

**Qualifications:** Experienced members with a record of continued interest in the water supply industry and AWWA in particular with the willingness and ability to participate. Familiarity with State and Federal water quality regulations is required.

**Reports To:** Chair of CA-NV Section AWWA

**Responsibilities:**

- Attend all Governing Board meetings, reporting to the Board on any activities assigned or handled since the last meeting.
- Monitor State and Federal water quality regulations and advise the Board of potential changes that may affect Section members.
- Prepare an article for each edition of Source Magazine.
- Work with the Government Affairs Committee to prepare position papers for current and pending regulations as requested by the Board.

**Written Reports/Communications:** Provide written and/or oral report at each Governing Board meeting on Committee activities and other requests for action.

**Estimated Time Commitment:**

Minimum Days away from work: 10 days

Minimum additional days: 6 days

**CA-NV Section AWWA  
Position Description**

**Source Editor**

**Selection Process:** Appointed by the Chair, and confirmed by the Governing Board.

**Term of Office:** Three years, commencing and ending at the close of Fall Conference.

**Qualifications:** Experienced members with a record of continued interest in the water supply industry and AWWA in particular with the willingness and ability to participate.

**Reports To:** Chair of CA-NV Section AWWA

**Responsibilities:**

- Attend all Governing Board meetings, reporting to the Board on any activities assigned or handled since the last meeting.
- Provide editorial oversight over four editions of Source Magazine each year.
- Work with Section Staff to coordinate the publishing of four editions of Source Magazine each year.
- Solicit articles from Section members and other water utility members.

**Written Reports/Communications:** Provide written and/or oral report at each Governing Board meeting on Source activities and other requests for action.

**Estimated Time Commitment:**

Minimum Days away from work: 4 days

Minimum additional days: 12 days

**CA-NV Section AWWA  
Position Description**

**Technical Program Director**

**Selection Process:** Appointed by the Executive Committee.

**Term of Office:** Three years, commencing and ending at the close of Fall Conference.

**Qualifications:** Experienced members with a record of continued interest in the water supply industry and AWWA in particular with the willingness and ability to participate.

**Reports To:** Chair Elect of CA-NV Section AWWA

**Responsibilities:**

- Coordinate, schedule, monitor and administer the technical programs for the Spring and Fall conferences.
- Coordinate and review seminars and workshops prior to Board approval.
- Work with each Division Vice Chair to correspond with proposed technical program participants to establish subjects and times; determine needed audio-visual aid; and provide a formal document that participants can use in seeking employer approval for participation; and assist in preparing the final program for publication.
- Arrange for collection by the Division Vice Chairs, and transmission to the Executive Director, a copy of each paper presented at each meeting and conference and for counting attendance at committee meetings, technical and general sessions and other official functions and other useful meeting or conference data, furnishing copies to the Executive Director.
- Prepare and coordinate with Section staff all Technical Program materials needed for publication, including the pre-registration document and on-site program.
- After the conference, send each speaker a *Thank You* on behalf of the Section.
- Develop a CD containing abstracts and presentations for the conference's technical programs.
- Coordinate with other members of the Technical Program Committee in the above activities, to aid in the development of the technical program.

**Written Reports/Communications:** Provide written and/or oral report at each Governing Board meeting.

**Estimated Time Commitment**

Minimum Days away from work: 12 days

Minimum additional days: 10 days



## CA-NV Section AWWA Position Description

### Treasurer

**Selection Process:** Nominated and approved by the Executive Committee.

**Term of Office:** Three year term from the close of one Annual Meeting (held at Opening Session of the CA-NV Section AWWA Fall Conference) to the close of the next Annual Meeting three years later (held at the Opening Session of the Fall Conference). One term only, unless appointed to fill a vacancy then allowed to continue for a full three year term.

**Qualifications:** Member of AWWA and CA-NV Section AWWA and reside in the geographical area of the Section. Treasurer candidate must be an active CA NV AWWA member for at least five years to be considered for this position. Additional desirable qualification is to be an active member in the water community and Section activities.

**Reports To:** Chair of CA-NV Section AWWA

#### **Responsibilities:**

- The Treasurer is the Fiscal Officer of the Section and shall in general perform all duties incident to the office of the Treasurer of the Section
- The Treasurer shall, whenever so required by the Governing Board, render, or cause to be rendered, a detailed account analysis
- Prepare and submit with the aid of the Executive Director a preliminary budget – submit first to the Executive Committee and then to the Governing Board. The Governing Board shall review the preliminary budget at their Annual Budget Meeting in December.
- Notify the Executive Committee and Governing Board when any item appears to approach the budgeted amount
- Prepare or cause to be prepared and sign all necessary financial reports and submit them to the appropriate agencies
- Insure that the financial records of the Section are kept in accordance with the Generally Accepted Accounting Principles (GAAP)
- Present financial report to members at the Annual Meeting (Fall Conference)
- Train the Assistant Treasurer in the duties and responsibilities as Treasurer to prepare for the transition
- Prepare an investment report quarterly and submit it to the Governing Board
- Inform the Governing Board of their review of the Section Office working procedures compliance

- Maintain five previous calendar years of accounting records
- Signature authority on Section checking account
- Attend Executive Governing Board Committee meetings and conference calls (typically one per month) – non-voting member
- Attend Governing Board meetings – typically 4 per year (one at Fall and Spring Conferences, budget meeting, and annual goal and planning meeting) – non-voting member
- Attend CA-NV Section AWWA Conferences
- Attend AWWA Conferences, Summer Workshops and Regional Meetings, where possible
- Assist Chair, Past Chair, Chair-Elect, and Vice Chair of the Executive Committee and act in any other officer position when so required by the Governing Board
- Act as an ambassador of the Section

**Written Reports/Communications:** Written reports submitted to Governing Board meetings on Treasurer activities (e.g. budgets and budgets status) and request for action.

**Estimated Time Commitment**

Minimum Days away from work: 25 days

Minimum additional days: 18 days

## CA-NV Section AWWA Position Description

### Trustee

**Selection Process:** Recommended by Personnel Selection Committee to the Executive Committee and approved by the Governing Board and members-at-large at the Annual Meeting (Fall Conference). Two Trustees shall be elected each year. Should any Trustee be unable to complete the term of office for which elected the Board shall appoint a qualified member of the Section to complete such unexpired term of office.

**Term of Office:** Three year term from the close of one Annual Meeting (held at Opening Session of the CA-NV Section AWWA Fall Conference) to the close of the next Annual Meeting the following year (held at the Opening Session of the Fall Conference). May not serve two consecutive terms.

**Qualifications:** Served as Division Officers, Program Directors, Chair of a Standing Committee, or Chair of the Manufacturer and Associates Council.

**Reports To:** Chair of CA-NV Section AWWA

#### **Responsibilities:**

- Attend all Governing Board meetings, reporting to the Board on any activities assigned or handled since the last meeting.
- Participate in establishing the policies of the Section, and overview the execution of all Section activities, in accordance with the AWWA Governing Documents, the Section Bylaws, and Regulations.
- Be responsible for lead liaison duties for one of the six Divisions. Attend Division and, where possible, Committee Meetings under that Division at each Conference to ensure effective communication between that Division and the Board as well as other segments of the Section organization.
- Actively participate in the Membership Committee. Serve as Section mentors to new members and encourage members to participate in Section activities.
- Actively participate in the Section Awards Committee through liaison duties for assigned Division. Coordinate award nominations from committees that have award responsibilities and encourage/assist/support their award responsibilities.
- In conjunction with the Board and Section office, perform liaison duties for the active local water associations in Section's geographical area. Establish regular information exchanges, offer Section aid of various kinds

to the local groups, encourage membership and participation in AWWA, and offer Section aid in creation of new local associations.

- May perform special assignments requested by the Section Chair.

**Written Reports/Communications:** Submission of written Trustee reports to Governing Board prior to each meeting is required. Reports will provide updates on assigned Trustee activities and include any Trustee sponsored request for action.

**Estimated Time Commitment**

Minimum Days away from work: 11 days

Minimum additional days: 6 days

**CA-NV Section AWWA**  
**Position Description**

**Vice Chair**

**Selection Process:** Recommended by Personnel Selection Committee to the Executive Committee and approved by the Governing Board and members-at-large at the Annual Meeting (Fall Conference).

**Term of Office:** One-year term from the close of one Annual Meeting (held at Opening Session of the CA-NV Section AWWA Fall Conference) to the close of the next Annual Meeting the following year (held at the Opening Session of the Fall Conference).

**Qualifications:** Member of AWWA and CA-NV Section AWWA and reside in the geographical area of the Section. Served three years on the Governing Board or completed a full-term as Treasurer of the Section. Additional desirable qualification is to be an active member in the water community and Section activities. Vice Chair position requires acceding to the Chair-Elect, Chair and Past Chair positions each year.

**Reports To:** Chair of CA-NV Section AWWA

**Responsibilities:**

- Become acquainted with the Chair-Elect's duties as soon as possible in order to properly perform the duties of the Chair-Elect in the latter's absence.
- Acts as Board representative to the Section Awards Committee
- Participate in the annual review of the Executive Director.
- Participate in regular meetings at the Section office with staff and other Executive officers.
- Write at least one column annually for the Section web page.
- Be a member of the Technical Program Committee, assisting the Chair-Elect to develop plans for the following year's technical programs, thus assuring continuity.
- Attend Executive Governing Board Committee meetings and conference calls (typically one per month) – voting member
- Attend Governing Board meetings – typically 4 per year (one at Fall and Spring Conference, budget meeting, and annual goal and planning meeting) - voting member
- Attend CA-NV Section AWWA Conferences
- Attend CA-NV Section AWWA specialty workshops, if possible
- Attend AWWA Conferences, Summer Workshops and Regional Meetings, where possible

- Assist Chair, Past Chair, and Chair-Elect of the Executive Governing Board Committee and act in any other officer position when so required by the Governing Board.
- Act as an ambassador of the Section

**Written Reports/Communications:** Written reports submitted to Governing Board meetings on Vice Chair activities and request for action.

**Estimated Time Commitment**

Minimum days away from work: 15 days

Minimum additional days: 4 days

**CA-NV Section AWWA  
Position Description**

**Water for People Committee Chair**

**Selection Process:** Appointed by the Chair, and confirmed by the Governing Board.

**Term of Office:** Three years.

**Qualifications:** It is preferred that the Committee Chair has participated in the Committee for at least one year, but it is not required. Experience and familiarity with the workings of CA-NV AWWA Section and the Water For People organization is preferred.

**Reports To:** Chair of CA-NV Section AWWA

**Responsibilities:**

- Attend all Governing Board meetings, reporting to the Board on any activities assigned or handled since the last meeting. If unable to attend a Governing Board meeting, shall appoint another Committee member to go in their place.
- Responsible for liaison duties for all Local Water For People Chapters (local chapters) associated with CA-NV AWWA Section through signature on the Memorandum of Understanding. Duties include:
  - Attend quarterly, or as needed, conference calls between local chapters and Section staff liaison.
  - Solicit information regarding local chapter events and report to CA-NV AWWA Section
  - Collect and review annual budgets from local chapters for submittal to CA-NV AWWA Section
  - Support local chapter events and activities on an as-needed basis
- Conduct Committee meetings at the bi-annual conferences. Prepare agenda and meeting notes.
- Coordinate with CA-NV AWWA Section staff regarding fundraising activities to be conducted at the bi-annual conferences.
- Conduct the 50-50 fundraising drawing at the Keynote Luncheon at each bi-annual conference.

- Uphold all responsibilities and requirements of the Memorandum of Understanding – particularly related to fundraising requirements and handling of collected funds.
- Schedule speakers for the conference sessions as determined appropriate by the Committee.
- Serve as a source of information for those requesting more information regarding Water For People or participation on the Committee. Staff an informational table at the bi-annual conferences as determined appropriate by the Committee.
- Be a responsible representative of the CA-NV AWWA Section and the Water For People organization.

**Written Reports/Communications:** Written reports to be submitted at Governing Board meetings on Water For People Committee activities and request for action (i.e. budget requests).

**Estimated Time Commitment:**

Minimum days away from work: 12 days

Minimum additional days: 2 days



## **NOTICE**

**The CA-NV Section AWWA will complete a comprehensive review and revision of these sections of the Leadership Guide:**

- **Rules and Regulations**
- **Policies**
- **Committee Charges**

**Please be aware that these sections, which have not been replaced at this time, may be outdated.**

**CA-NV Section AWWA  
Position Description**

**Workforce Development Council Chair**

**Selection Process:** Appointed by the Executive Committee.

**Term of Office:** Three years, commencing and ending at the close of Fall Conference.

**Qualifications:** Experienced members with a record of continued interest in the water supply industry and AWWA in particular with the willingness and ability to participate.

**Reports To:** Chair and Executive Committee of CA-NV Section AWWA

**Responsibilities:** To serve as a point person for the Section's goal of aiding the water community in the development of a more diverse and effective workforce through training, recruitment, and outreach.

This will be accomplished through the following activities:

- Attend all Governing Board meetings, reporting to the Board on any activities assigned or handled since the last meeting.
- Aid in the development of a marketing/outreach program to attract new talent for all water career opportunities.
- Aid in the development of partnerships with other associations and entities to share resources in meeting common workforce development goals.
- Aid in the development of programs to assist members and their firms to recruit, train, and assimilate the changing workforce to their in-house needs. These may include formal apprenticeships, internships, in-house training academies, on-line training academies, and formal college education programs.
- Aid in the development of progressive management techniques to promote diverse and inclusive skills for future leaders in the workforce.
- Aid in the development of multiple avenues for new talent to become active members.

**Written Reports/Communications:** Provide written and/or oral report at each Governing Board meeting on Workforce Development Council activities and other requests for action.

**Estimated Time Commitment:**

Minimum Days away from work: 14 days

Minimum additional days: 10 days

**CA-NV Section AWWA  
Position Description**

**Young Professionals Committee Chair**

**Selection Process:** Appointed by the Executive Committee.

**Term of Office:** Minimum of one year and reappointment up to a total of three years, beginning at the Fall Conference.

**Qualifications:** Preferably under 35 years old (though not required); committed to encouraging the professional development of students and new members of the water industry.

**Reports To:** Chair of CA-NV Section AWWA

**Responsibilities:**

- Attend all Governing Board meetings, reporting to the Board on any activities assigned or handled since the last meeting.
- Chair committee meetings at the Spring and Fall conferences
- Facilitate progress on activities planned by the committee
- Lead efforts focused on outreach to students (primary school, secondary school, colleges, trade schools, junior colleges, etc.)
- Prepare quarterly reports on committee activities for the Governing Board meetings
- Prepare and submit annual budget requests to the Governing Board in September of each year.
- Partner with other committees, e.g. Membership and Research, to assist with accomplishing the goals outlined in the committee charge

**Written Reports/Communications:**

- Quarterly reports to the Governing Board
- Committee meeting agendas and minutes (if committee has no secretary)
- Conference calls with committee (or subcommittees) between conferences, as necessary
- Emails to committee to report on progress between conferences

**Estimated Time Commitment:**

Minimum days away from work: 6 days

Minimum additional days: 2 days

## CA-NV Section AWWA Leadership Guide

### Committee Tool Box

Associations are built on a system of committee actions, linking the association with the attitudes and the real world of its members. Committees represent, involve, and serve members, as well as provide an important training ground for future leaders. Committees are an effective workforce for the association - they ensure group participation in problem solving and provide a forum for the many interests within the association.

Effective committees unify, represent, motivate, coordinate, consolidate, and communicate. They function best when their members are selected appropriately and they have a clearly defined mission, strong leadership, and competent staffing.

CA-NV has over 50 committees that represent a wide variety of technical and non-technical areas affecting the members of the Section. Committees play a critical role in the success of the Section.

The following resources are included in the Leadership Guide to assist Committees with being successful:

- Committee Chair Roster – Contact info for Committee Chairs
- Committee Charges – describes the role and responsibility of each committee.
- How to Be Successful – summarizes the key deliverables for Committees and Divisions.
- Committee Chair Responsibilities – position description for Committee Chair and qualities of an effective Chair.
- Meeting Resources
  - Tips for meetings
  - Chair's role as facilitator
  - Meeting announcement template
  - Meeting agenda template
  - Meeting minutes template
- Planning a Committee Workshop
- Budget

## 2012 Committee Chair Roster

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Audit Committee	Rodney Greek	858-522-6679	<a href="mailto:rgreek@sdca.org">rgreek@sdca.org</a>
Awards Committee	Chet Malewski	(775) 834-8110	<a href="mailto:cmalewski@tmwa.net">cmalewski@tmwa.net</a>
Backflow Prevention Assembly Tester & Cross Connection Control Program Specialist Certification Committee	John Graham	(530) 893-6381	<a href="mailto:jgraham@calwater.com">jgraham@calwater.com</a>
Backflow Programs Committee	Patricia Robinson	(562) 570-2393	<a href="mailto:patricia.robinson@lbwater.org">patricia.robinson@lbwater.org</a>
Communications and Customer Relations Committee	Shannon Reed	(949) 453-5500	<a href="mailto:reeds@irwd.com">reeds@irwd.com</a>
Competitions Committee	Eric Brennan	(925) 516-6020	<a href="mailto:ebrennan@ci.brentwood.ca.us">ebrennan@ci.brentwood.ca.us</a>
Conference Committee	Mike Gualtieri	(562) 697-6769	<a href="mailto:mike@lhncwd.com">mike@lhncwd.com</a>
Desalination Committee	Joe Wong	(925) 210-2555	<a href="mailto:jmwong@brwncald.com">jmwong@brwncald.com</a>
Distribution System Water Quality Committee	Jessica Adams-Weber	(415) 776-5800 x303	<a href="mailto:jessica@srtconsultants.com">jessica@srtconsultants.com</a>
Education Committee	Sue Mosburg	(619) 409-6882	<a href="mailto:smosburg@sweetwater.org">smosburg@sweetwater.org</a>
Energy Committee	Jack Bebee	(760) 728-1125	<a href="mailto:jackb@fpud.com">jackb@fpud.com</a>
Executive Committee	Steve Dennis	(510) 668-6530	<a href="mailto:steve.dennis@acwd.com">steve.dennis@acwd.com</a>
Financial Management Committee	Michael De Ghetto	(909) 937-0111 x344	<a href="mailto:mdeghetto@gswater.com">mdeghetto@gswater.com</a>
Government Affairs Committee	Andrew DeGraca	(650) 652-3102	<a href="mailto:adegraca@sfwater.org">adegraca@sfwater.org</a>
Information Management Committee	Shante Wilson	(714) 285-9970	<a href="mailto:shante.wilson@we-inc.com">shante.wilson@we-inc.com</a>
Manufacturers' & Associates' Council	Jimmy Freeman	(760) 731-7523	<a href="mailto:jimmyf@itpbolt.com">jimmyf@itpbolt.com</a>
Membership Committee	John Marchand	(925) 960-4019	<a href="mailto:mayormarchand@ci.livermore.ca.us">mayormarchand@ci.livermore.ca.us</a>
Meters Committee	John Standi	(909) 394-3795	<a href="mailto:jstandi@gswater.com">jstandi@gswater.com</a>
Personnel Selection Committee	Debra Kaye	(760) 945-4185	<a href="mailto:dkaye@indio.org">dkaye@indio.org</a>
Pipeline Rehabilitation Committee	Drew McIntyre	(415) 897-4133	<a href="mailto:drewm@nmwd.com">drewm@nmwd.com</a>
Recycled Water Committee	Thomas Birmingham, P.E.	(925) 210-2352	<a href="mailto:tbirmingham@brwncald.com">tbirmingham@brwncald.com</a>
Research Committee	David Hokanson	(626) 486-0560 x104	<a href="mailto:david.hokanson@trusselltech.com">david.hokanson@trusselltech.com</a>
Safe Drinking Water Act Committee	Shengder David Chang	(714) 535-7711 x218	<a href="mailto:dchang@gswater.com">dchang@gswater.com</a>
Security & Emergency Planning Committee	Lorrie Teates	(760) 233-3226	<a href="mailto:lteates@sdca.org">lteates@sdca.org</a>
Source Water Quality Committee	Bruce Cabral	(408) 265-2607	<a href="mailto:bcabral@valleywater.org">bcabral@valleywater.org</a>
Tanks, Reservoirs & Structures Committee	James Tomasulo	(619) 466-0585	<a href="mailto:jim.tomasulo@helixwater.org">jim.tomasulo@helixwater.org</a>
Technical Programs Committee	Katherine Nutting	(714) 535-7711 x214	<a href="mailto:kbrophy@gswater.com">kbrophy@gswater.com</a>
Top Ops Challenge Committee	Joe Guistino	(650) 726-4405	<a href="mailto:jguistino@coastsidewater.org">jguistino@coastsidewater.org</a>
Water For People Committee	Sophie James	(408) 367-8314	<a href="mailto:sjames@calwater.com">sjames@calwater.com</a>
Water Management & Efficiency Committee	Judith Millard	(925) 937-9010	<a href="mailto:jmillard@brwncald.com">jmillard@brwncald.com</a>
Water Operator Certification Committee	Ron Penrose	(775) 834-8017	<a href="mailto:rpenrose@tmwa.com">rpenrose@tmwa.com</a>
Water Quality Analysis	John Marchand	(925) 960-4020	<a href="mailto:mayormarchand@ci.livermore.ca.us">mayormarchand@ci.livermore.ca.us</a>
Water Quality Lab Analyst Certification Committee	Stacie Goodpaster	(415) 897-4133 x8520	<a href="mailto:sgoodpaster@nmwd.com">sgoodpaster@nmwd.com</a>
Water Treatment Committee	Joy Eldredge, P.E.	(707) 257-9521	<a href="mailto:jeldredge@cityofnapa.org">jeldredge@cityofnapa.org</a>
Water Use Efficiency Certification Committee	William Granger	(619) 670-2290	<a href="mailto:wgranger@otaywater.gov">wgranger@otaywater.gov</a>
Water Well Technology Committee	Suzanne Rowe	(949) 752-5452	<a href="mailto:rowesm@cdm.com">rowesm@cdm.com</a>
Young Professionals Committee	Brandon Stipe	(559) 448-8222	<a href="mailto:brandon.stipe@aecom.com">brandon.stipe@aecom.com</a>

Vacant (as of March 2012)

- Asset Management Committee
- Engineering & Construction Committee
- Environmental Compliance & Safety Committee
- Operators Committee
- Smaller Utilities Committee
- System of California Nevada Section Leadership Guide - 4/1/2012

## CA-NV Section AWWA Leadership Guide

### Committee Charges

The following Committee Charges identify the purpose, structure, and responsibility of the many Committees in the CA-NV Section.

**Division/Committee leadership is responsible for reviewing these charges annually to ensure they are applicable to the committee.**

If changes to the Committee Charges are required, follow these steps:

1. Committee Chair – Discuss changes with committee and vote on recommendation. Submit recommendation to Division Chair.
2. Division Chair – Discuss changes with Division members and vote on recommendation.
3. Division Chair – Submit changes to Governing Board for approval.
4. Division/Committee Chair – After Board approval, submit changes to Section Staff Liaison.
5. Section Staff Liaison – Make changes to website, Resource Guide, and other Section documents.

## **Backflow Prevention Tester/Cross-Connection Specialist Certification Committee**

The Backflow Prevention Assembly Tester/Cross-Connection Control Program Specialist Certification Committee shall be responsible for the activities and promotion of the Backflow Prevention Assembly Tester Certification Program and the Cross-Connection Control Program Specialist Certification Program.

The Committee shall consist of no less than four (4) nor greater than seven (7) members, representing the California-Nevada Section, AWWA. This membership shall include the Chair and Vice Chair of the Committee, and all members must hold valid Backflow Prevention Assembly Tester and Cross Connection Control Program Specialist certificates.

The appointment of the Chair shall be made by the Section Chair as recommended by the Certification Director. The appointment of the Committee members shall be made by the Certification Director as recommended by the Chair of the Committee. The Chair of the Committee shall appoint a Vice Chair.

The Backflow Prevention Assembly Tester/Cross-Connection Control Program Specialist Certification Committee shall be responsible for the preparation of examinations and also for conducting written and performance examinations. The Committee shall review, with the Administrator, changes in the certification program, training requirements, and make recommendations to the Board of Certification for such changes. The Committee shall also be responsible to maintain rules, regulations, procedures and examination enhancements.

The Chair shall serve as a committee member of the Certification Board and be responsible for communications between the Certification Board and the Certification Committee.

## **Backflow Programs Committee**

The purpose of this committee is to: (1) encourage and assist water utilities and other agencies having jurisdiction to begin, develop and refine cross-connection control programs; (2) Address specific conditions, piping arrangements, and water using equipment to determine appropriate backflow prevention guidelines; (3) Provide liaison with California and Nevada state health departments and other administrative authorities regarding the interpretation/development of respective regulations and formulation of guidelines; (4) Produce workshop/seminars on backflow prevention/cross connection control. The committee reports to the Water Distribution Division.

## **California-Nevada Section Award's Committee**

The California-Nevada Section desires to recognize, to the maximum extent possible, the good work and service by its members to the Water Industry and Section by honoring deserving members through the nomination and presentation of Section and National Awards.

The purpose of this committee is to coordinate the activities of the Awards Sub-committees and coordinate the notification, publication and presentation of the individual award recipients to the Section Membership. The committee facilitates the identification of potential candidates for all current national and section awards and any future awards that may be established. The committee and its sub-committees review the purpose and eligibility requirements of each national and section award and select nominees who best meet the spirit and intent of each award.

Qualifications for service as committee chair shall be long-time membership in AWWA and have served on various committees; or a past division officer, section program director, or section trustee; and must be familiar with the bylaws, regulations and functioning of the Section. Members of the committee shall be the respective chair of the George A. Elliott, George Warren Fuller, International Awards, and Walter O. Weight Membership Award sub-committees, a trustee of the Governing Board and an at-large appointee. The awards subcommittees shall function in accordance to their individual charge, duties, and responsibilities as indicated in Section Regulations and Bylaws. The chair of the Awards Committee reports directly to the Governing Board, except for the terms of the office of the individual awards sub-committees, the committee chair, trustee, and at-large appointee shall serve one three-year term and shall be appointed by the Section Chair. A staff member of the Section shall serve as a facilitator to the committee and shall assist the Committee in providing background information and other clerical work as necessary.

## **Awards Sub-Committees**

### **Energy Awards**

#### **George A. Elliott Awards**

This committee selects one or two Section members annually to receive this award at the Fall Conference. The award is given for outstanding service to the Section by presentation of the best paper, unusual contribution to committee activity, exceptional effort to improve member and public relations, outstanding innovation in the water works field.

The committee consists of three most recent Section Past Chairs who no longer hold the office. The committee chair is the senior member serving his final year on the committee.

The chair serves as a member of the Awards Committee and reports directly to the Awards Chair on all committee activities and nominees. Nominations shall be submitted in writing no later than May 1st to the Awards Chair.

#### **George Warren Fuller Awards**

This award is presented, on recommendation by the Section, by AWWA to one or two section members for distinguished service in the water supply field. The



recipients are selected in accordance with the "Terms and Conditions" of AWWAs George Warren Fuller Award criteria.

The committee consists of the five most recent Fuller Awardees. In years where two awards are presented, the awardee senior in membership is chosen. The member in his final year on the committee serves as chair. The committee chair serves as a member of the Awards Committee and reports directly to the Awards Chair on all activities and nominees. Nominations shall be submitted in writing no later than May 1st to the Awards Chair.

### **International Awards**

This committee recommends members of the CA-NV Section for the following National awards:

- The Abel Woman Award of Excellence
- The Distinguished Public Service Award
- The Heroism Award
- The AWWA Honorary Member Award
- Service To The Water Industry Award
- Water Utility Hall of Fame
- American/Canadian/Mexican Water Landmarks Award

The committee consists of five members, three being the most recent Past Chairs not in office. The chair is appointed by the Section Chair for a three-year term.

The Chair is supplied with the AWWA Awards Manual, and provides the committee with the criteria for each award. Subject to the conditions of each award, no recommendation is made unless four committee members (including the chair) agree. Recommendation(s) are forwarded on the proper form to the Section Awards Committee via the Section office

### **Landmark Awards/Section Historical Recognition**

#### **Walter O. Weight Membership Awards**

This committee selects one Section member annually to receive this award at the Fall Conference. The award is to recognize the outstanding service in overall recruiting and retention of AWWA members, to include his/her demonstration of methods of an overall successful program that follow the basic membership goals of Walter O. Weight who has long been recognized as the most productive recruiter of members for the Association.

The committee consists of three most recent awardees, the Section Past Chair who no longer holds the office. The committee chair is the senior member serving his final year on the committee. This committee is a subcommittee of the Section Awards Committee and reports directly to the Section Awards Committee on all committee activities and nominees. Nominations shall be submitted in writing no later than May 1st to the Awards Chair through the Section office.

## **Certification Board**

This board is responsible for directing the administration of the California - Nevada Section voluntary certification programs: Water Distribution Operators/Associate, Grades 1-4; Water Treatment Operator/Associate, Grades 1-4; Water Quality Laboratory Analyst, Grades 1-4; Water Conservation Practitioner; Backflow Prevention Assembly Tester; Cross-connection Control Program Specialist Certification.

Subject to Governing Board approval, this board adopts rules governing certification programs, administers and monitors the written examination required for the different levels of certification. It shall be involved in training Operators in each program and shall work with the Education Director in these areas. Successful candidates for certification are issued a certificate embossed with the Section Seal and signed by both the Certification Administrator and the Program Director.

The Board had five Committees: Water Distribution Certification Committee, Backflow Tester/Cross - Connection Certification Specialist Committee, Water Treatment Certification Committee, Water Conservation Certification Committee, and Laboratory Analyst. Each committee is represented on the Board adopted rules governing certification. An "Administrator," working within the Sections Regulations, administers each committee's program. He/she shall work with the Certification Manager in the preparation, scheduling locations and monitoring of written examinations, but reporting to the Certification Director in all matters. The Director may review Section Policy with the Secretary or Treasurer. The board reports to the Certification Program Director, who reports to the Governing Board.

## **Competitions Committee**

The purpose of this committee is to coordinate and conduct the Annual Pipe Tapping, Hot Flare and Meter Madness Competitions held during each Spring Meeting. The Committee will also evaluate other "fun" activities/competitions that may be incorporated in future meetings and conferences to increase the participation of operating personnel.

The committee will develop and maintain a "how-to" manual for conducting the Pipe Tapping Contest, which must include current AWWA Tapping Contest Rules and Regulations. The committee will videotape the contest proceedings and supply them to the contestants and the Section office. Tapes will also be made available, at a reasonable cost, to interested agencies. The committee will supply registration information, before the specified deadline, to the Section office to be included in the Spring Registration Package. The committee will also supply the office with contest results and other promotional material to be published in the Summer, Fall, and Winter issues of SOURCE.

The Committee Chair should have a strong background in planning, coordinating and conducting large-scale demonstrations or events and be familiar with field pipeline/service procedures. There shall be three other members from at-large, one of which should be a supplier representative. The Spring Local Arrangements Committee will supply one of its members as liaison to assist in coordinating this event. This committee reports to the Operators Division.

### **Conference Committee**

The Conference Committee was created to enhance the Section's conferences and increase attendance at these conferences. Activities include advice about future conference sites, make conference improvements, assist the Section treasurer in a balanced budget, inspect potential conference sites, obtain preliminary conference costs, and address conference promotional efforts. The committee reports to the Executive Committee.

### **Corrosion Committee**

The committee is responsible for: (a) investigation of corrosion problems in utility systems; (b) recommendations for Section policy in corrosion control; (c) preparation of, or arrangement for corrosion control Section training courses and seminars; and (d) such other tasks as the Governing Board may deem appropriate. The committee chair shall be qualified in this field and should be a member of the National Association of Corrosion Engineers so he may provide liaison between the California-Nevada Section and the local sections of NACE International (NACE). The committee reports to the Water Distribution Division.

### **Customer Service Committee**

The purpose of this committee is to achieve excellence in the delivery of service to our external and internal customers, enhance employee professionalism through education and training, and to promote a spirit of service in all aspects of the water utility industry.

The mission is to provide a vehicle by which we in the service arena could educate ourselves to meet our customers' changing expectations. Goals include promoting efficient and effective methods to serve our customers, promoting education, training and professionalism, and disseminating customer service information. Also, the committee will promote the development and adoption of customer service industry standards, promote effective communication with our customers, encourage and promote diversity, promote effective use of technology and increase membership in AWWA. The committee reports to the Business Administration Division.

### **Desalination Committee**

The purpose of this committee is to develop and disseminate information about the theory and application of desalting technologies. Technologies to be evaluated include both thermal and membrane processes for brackish and sea

waters. The committee will compile information on the desalting technologies and shall transfer this information to interested utilities and the general membership through seminars and publications. The committee reports to the Water Resources Division.

### **Education Committee**

The purpose of the committee is to: (a) promote and coordinate education and training activities of the Standing committees, emphasizing drinking water and water for other uses, (b) advise the Technical Program Committee as to educational and training activities that may be of general interest to the Section; (c) develop, maintain and submit to the Section office an up-to-date calendar for publication of education and training activities, thereby providing continuity and avoiding duplication; and (d) provide assistance to standing committees in obtaining instructional material, locations for programs, workshops and seminars. The committee shall include all Division Chairs and report to the Education Director who reports to the Governing Board.

### **Energy Committee**

The Energy Committee was established to present programs for Section members, which inform them of energy availability, efficient equipment and operating techniques as well as State regulatory policies about energy pricing and new service project development. The Energy Committee also administers the Energy Management Application and Award Process. This committee reports to the Water Resources Division.

### **Environmental Compliance Committee**

The purpose of this committee is to monitor and review regulatory compliance issues. The goals of the committee are to: collect and disseminate information regarding environmental compliance issues; develop a proactive program to identify and track changes to existing regulations and new regulatory requirements that would affect water supply utilities; discuss those regulatory issues identified and tracked and determine how they will affect water supply utilities; provide comments, recommendations and positions of the Section to legislators and regulators on environmental, health and safety issues with the approval of the Section Chair; recommend a policy and procedure models to facilitate compliance by California-Nevada Section, AWWA members; and, discuss and develop techniques, strategies, and management approaches that reduce the potential for people of the environment to be harmed by activities and for programs undertaken by water utilities. This committee reports to the Operations and Maintenance Division.

### **Financial Management Committee**

The purpose of this committee is to collect and disseminate information on water utility finance (both public and private), economics (including rate making) and risk management processes. The committee shall present papers on such subjects at Section meetings and conferences and periodically publish selected

papers in the AWWA Journal, etc. The committee reports to the Business Administration Division.

### **Gimmicks and Gadgets Committee**

This committee shall campaign to create interest and promote the participation of Section water utilities and their employees in the Gimmicks and Gadgets Contest at the Fall Conference. A gimmick consists of modification of a manufactured item such as gate valve that results in refinement or enhancement of the operation of the device. A gadget is defined as a hand or shop-made item which has been built to perform a particular job for which a regular manufactured item is not available. The committee reports to the Water Distribution Division.

### **Government Affairs Committee**

To develop programs to initiate, evaluate and respond within the framework of association policy on legislative, regulatory and other matters directly affecting California - Nevada drinking water professionals in order to encourage better water quality and service to the public. The Government Affairs Committee structure includes the following representatives: Government Affairs Committee Chair, CA-NV Executive Director, CA-NV Government Affairs Manager, Past Government Affairs Committee Chair, SDWA Committee Representative, Certification Board Representative, ACWA Representative, each of the Governing Board Section Trustees and/or a Representative from each of the Division, and a maximum of (6) At - Large members, if needed, to ensure coverage of the following areas: Small Systems, Northern California, Southern California, Northern Nevada, Southern Nevada and/or key water players within the industry or government affair representatives from utilities.

### **Information Management Committee**

The purpose of this committee is to: (a) provide communication among individuals and agencies regarding Management Systems Information through the utilization of computers and; (b) establish recommendations on the type of information which can be obtained through the use of computers. The committee is not involved in technical engineering programs or the use of computers for supervisory control of water system operation. The committee reports to the Business Administration Division.

### **Local Arrangements Committee**

A Local Arrangements Committee (LAC) handles the preparations for either a Spring or Fall Conference. Each committee must coordinate closely with several Section officials over a two-year period. The Governing Board has final location approval for future Spring or Fall conferences. Once the Conference Director has their approval, a 'Host Utility' is selected, who then names their 'Local Liaison' to manage early details. A full committee is selected at a later date and the Local Liaison serves as committee chair. The coordination of activities such as Spouses' Tours, Entertainment, Technical Tours, Publicity, Registration, and Program Monitors shall be delegated to committee members under the

supervision of the Conference Director. One member of the current Spring LAC is selected to serve as a delegate on the Pipe Tapping Contest Committee to assist with contest preparations. At the close of each meeting or conference, the Section hosts a farewell luncheon for the outgoing LAC. Locations and other information about meetings and conferences will be published in each issue of "SOURCE." Specific information regarding a Meeting or Conference may be obtained by contacting the Conference Director, Local Arrangements Chair or Section office.

### **MAC Committee**

What is the CA-NV-AWWA Manufacturers and Associates Council? The council shall:

- provide responsible representation for and involvement of Manufacturer and Associate Members
- develop programs and activities for Manufacturer and Associate Members
- encourage their membership and participation in the Section
- provide policy input and develop response and commitment within the framework of the Section on matters affecting Manufacturer and Associate Members

The council shall:

- be 15 members-at-large
- be Manufacturer and Associate Members of the Section
- be a representative mix of manufacturers, distributors, manufacturing reps, consultants, contractors and other technical service organizations in the water supply industry from California and Nevada

### **Management Development and Training Committee**

This committee is responsible to: (1) evaluate the need for training at all professional levels in the water industry covered by the Section; (2) recommend specific programs and assist in their preparation and implementation as appropriate under Section regulations; (3) maintain liaison with Education Director to assure coordination of effort; (4) provide resources for member desiring information, seminar provider lists and other helps toward management development; and (5) provide clearinghouse service to water utilities in their program development, providing this service on a balanced geographic basis within the Section.

The Chair should have strong and broad managerial experience in the water utility field. This committee reports to the Business Administration Division and contains, among others, Representative at Large liaison members from other divisions.

### **Materials Performance Committee**

The committee evaluates the performance of materials used in the construction of and operation of water distribution facilities on the basis of cost, service life and suitability of the purpose for which it is intended. They are encouraged to schedule seminars and forums to inform interested Section members of their findings. It reports to the Water Distribution Division.

### **Membership Committee**

The purpose of this committee is to: 1) plan and implement efforts to stimulate enrollment of new AWWA members; 2) develop and implement a membership retention program, which includes committee assignments, introduction to Section officers, and hospitality at meetings and conferences, with particular attention to newly recruited members and those not previously involved in Section activities. The chair and the vice-chairs he appoints, shall work closely with local water utility groups, and other Section committees and the Public Information Director to accomplish this purpose. Members and committee officers will provide Section wide coverage and shall include manufacturers' representatives. The committee reports to the Past Chair.

### **Meter Committee**

This committee shall have the following purposes: 1) Assemble and disseminate information on metering practices and standards for all water utility purposes; 2) Assemble and disseminate information on utility practices of meter sizing, meter specifications, meter testing and all aspects of meter installation and replacement; 3) Provide a forum for sharing the state of the art in all meter related matters; 4) Provide a clearinghouse for information on management, shop and field practices related to metering; 5) Maintain close liaison with the Maintenance Division with regard to meter maintenance practices; 6) Establish and encourage close liaison with other like organizations. This committee reports to the Water Distribution Division.

### **Operations and Maintenance Technical Committee**

The Operations & Maintenance Technical Committee focuses on new methods of purchasing, operating and maintaining water system equipment including pumps, motors, motor control equipment, mechanical, electrical, hydraulic and pneumatic equipment, cars, trucks, construction equipment and all other system equipment. The committee will disseminate information on new techniques, tools, materials and instruments. The committee will review new products and their application for use in water treatment, storage, and distribution systems. The committee reports to the Operations and Maintenance Division.

### **Personnel Selection Committee**

1. The Section shall have a Personnel Selection Committee of five members appointed by the Section Chair prior to November 10th of

each year and confirmed by the Governing Board through the Consent Calendar at its Budget meeting.

2. All committee members must be current members at the time of their appointment. They shall be appointed for three years and may be appointed for one succeeding term. At all times, at least a majority of the committee must be current Board members. Their terms shall be staggered. Appointments to fill vacancies shall be for the term of the original appointee.
3. The committee shall select candidates for Section or National office, whether elective or appointive, except that of the Secretary, and the Treasurer which shall be selected by the Executive Committee in accordance with Article V, Sec 7 of the bylaws.
4. For elective officers of the Section, this committee shall report to the Section at the annual business meeting of the Section and place in nominations of at least one eligible candidate for each of the offices to be filled (except for the Exhibits Committee Chair). Other nominations may be made by Section members from the floor. Nominations may not be closed until full opportunity has been given to permit nominations for the floor. The new officers shall then be elected by vote of the members present. Voting may be "via voce" or by ballot, at the discretion of the Chair.
5. For all other officers and officials, after consultation with the Divisions and Program Directors, the committee shall furnish the names of candidates for non-elective Section appointments of the Section Chair by May 15th of each year. Except for good cause, such nominations shall be ratified by the Board at its July meeting, through the Consent Calendar. Approved non-elective candidates shall assume their positions at the conclusion of the Fall Conference.
6. The committee shall review the performance of committee, program and division objectives and report such findings to the second yearly Executive Committee meeting.

### **Pipeline Rehabilitation Committee**

The purpose of this committee is to focus on pipelines and appurtenances. It shall: 1) identify existing procedures and provide proven information about new procedures for water system pipe maintenance and rehabilitation; 2) gather data on costs and effectiveness including field performance data, pipe friction factors, leak surveys, main break frequency, computer modeling and useful life; 3) investigate and publish criteria or conduct seminars for deciding when to rehabilitate (based on 2) above); 4) respond to questions concerning water system piping maintenance and rehabilitation. The committee shall include representatives from the Business Administration and Water Quality divisions. It reports to the Water Distribution Division.



### **Public Information Committee**

The purpose of this committee is to provide a forum that will allow members to: a) exchange ideas, disseminate information, and communicate knowledge about public information method; b) share effective communication strategies that will convey information toll of our publics; and c) attain the highest level of professionalism in the field.

Nationally, AWWA has emphasized the importance of public education because public policy is based on perception. This committee defines our "publics" as our fellow AWWA members, the general public, and professionals in the field. This committee will create technical programs for the Spring and Fall Conferences. Information will also be supplied to SOURCE. This committee reports to the Business Administration Division.

### **Recycled Water Committee**

The committee's mission is to promote the safe, effective and economical use of recycled water. The committee will maintain a leadership role in the development of recommendations and guidelines for the use of recycled water that are consistent with regulatory requirements. The committee will provide a variety of educational programs including publications, presentations and training workshops to disseminate information related to recycled water. The committee will provide liaison and work jointly with Section and National committees, regulatory agencies and other organizations with similar interests and goals. This committee reports to the Water Resources Division.

### **Research Committee**

This committee shall collect research publications from Section members, sending reports to AWWA and disseminating information on research being done throughout the Section. The committee shall prepare and update research needs and submit them to the AWWA Research Foundation, with the goal of advising the foundation and obtaining its financial assistance for important local projects. The committee shall suggest potential candidates for the AWWA Research Award to the Secretary of the AWWA Research Award Committee.

The committee shall have the five division chairs as ex officio members and shall report to the Governing Board through the Senior National Director.

### **Safe Drinking Water Act Committee**

The purpose of this committee is to keep water utilities and Section members aware of the requirements of existing and proposed State and Federal water quality regulations. With the concurrence of the Section Chair, it comments and makes recommendations to State and Federal agencies on behalf of the Section. It disseminates information via periodic seminars, inclusion of reports in the section's publication SOURCE and by programs held at Section meetings. The committee reports directly to the Section Chair.

### **Safety Committee**

The purpose of this committee is to stimulate the adoption and use of practices, methods and operations adequate to insure the water utilities are safe places of employment. It is the function of the safety committee to get the safety message across to all members of the California/Nevada Section in as many ways as possible. In addition, we will recognize those in the industry who are doing an exceptional job in the safety field. The committee reports to the Operations and Maintenance Division.

### **Security and Emergency Planning Committee**

The purpose of this committee is: (1) to encourage and assist water utilities and businesses supporting water utilities to improve and accelerate advance planning for major emergencies; (2) to cooperate with government and private industry operations amenable to pre-planning and exercise of emergency response plans; (3) to arrange for educational and local assistance programs focusing on emergency planning and; (4) to coordinate Section and Division activities related to emergency planning.

The EPC works to maintain ongoing liaison efforts with the United States Federal Emergency Management Agency, State of California Office of Emergency Services, the Utility Policy Committee of California, and local government and private industry in both California and Nevada. This committee reports to the Operations and Maintenance Division.

### **Smaller Utilities Committee**

The purpose of this committee is to identify the water quality and training needs of water systems serving less than 10, 000 people. It is to plan and implement programs to meet these needs, including coordinating with the Education and Training Program Director, the Distribution, Maintenance and Resources Divisions in such planning and implementation. This committee reports to the Water Quality Division.

### **Source Water Quality Committee**

The purpose of this committee is to develop and provide information on the protection of water supply quality. The committee shall investigate the causes of source water degradation, the methods for maintaining or improving source water quality, and the measures for protecting the watershed, raw water storage and groundwater supplies. The committee will disseminate this information on water supply protection and management to the membership through seminars and publications. This committee reports to the Water Quality Division.

### **Strategic Planning Committee**

The purpose of this committee is to review the strategic plan for the section through out the year and recommend any changes in the plan to the Governing Board for this action. Chair shall establish goals for the current year, which shall

be incorporated as part of the Strategic Plan. Members of this committee are the Governing Board, Executive Committee and the Division Chairs.

### **System Water Quality Committee**

The purpose of this committee is to increase the efficiency and effectiveness of utility personnel responsible for system water quality in preventing or minimizing degradation of water quality in the distribution system. The committee shall work to provide water that meets quality standards by: (a) stimulating the adoption and use of proper design, construction and operational procedures; (b) providing educational publications and training; (c) answering questions on specific system quality problems; and (d) recommending research on appropriate continuing problems. The committee reports to the Water Quality Division.

### **Tanks, Reservoirs and Maintenance Committee**

This committee provides information on roofing systems, internal and external coating systems and practices for water storage facilities, protection of exposed piping and equipment in pumping plants and underground vaults, and new methods for improved performance by support shops. The committee reports to the Operations and Maintenance Division.

### **Technical Programs Committee**

The purpose of this committee is to prepare and manage all technical programs for Spring Meetings and Fall Conferences. The committee shall have tentative programs established no less than six months, and final programs in place no less than two months prior to each event, in order to assure proper publicity. The committee chair shall send invitations to all speakers. Advance arrangements shall be made with all speakers for audiovisual aids and other equipment needs by the speaker. The committee chair shall send letters of appreciation to speakers immediately following the event at which the presentation is made.

The Vice-Chairs of the Divisions and the Conference Director shall serve as committee members. Additional members, as deemed appropriate by the committee Chair, may be added for specific programs. This committee reports to the Governing Board.

### **Top Ops Committee**

The purpose of this committee is to coordinate and conduct the Annual "TOP OPS" Challenge held during each Spring Meeting. The Committee will also evaluate other activities/competitions that may be incorporated in future meetings and conferences to increase the participation of operating personnel. The committee will develop and maintain a "how-to" manual for conducting the "TOPS OPS" Challenge. The committee may video tape the contest proceedings and supply them to the contestants and the Section office. Tapes will also be made available, at a reasonable cost, to interested agencies.

The committee will supply registration information, before the specified deadline, to the Section office to be included in the Spring Registration Package. The committee will also supply the office with contest results and other promotional material to be published in SOURCE. The Committee Chair should have a strong background in all aspects of water treatment plant operations. There shall be three other members, one of which should be a supplier representative. The Spring Local Arrangements Committee will supply one of its members as liaison to assist in coordinating this event. This committee reports to the Conference Director.

### **Water Conservation Committee**

The purpose of this committee is to increase water use efficiency throughout water agency service areas by prudent water management practices and use of feasible technologies. The committee members represent all public and private water purveyors and others willing to dedicate time and service to promote water awareness, by annually developing projects to support purveyors' programs and by disseminating program results. This committee reports to the Water Resources Division.

### **Water Conservation Certification Committee**

The Water Conservation Committee shall be responsible for the activities and promotion of the water Conservation Certification Program.

The committee shall consist of no less than four (4) and no more than nine (9) members, representing the California/Nevada Section, AWWA. This membership shall include the chair and the vice-chair of the committee and all members must be certified in Water Conservation or be granted a variance as directed by the Governing Board. A three (3) year term, with possible reappointment, is made according to the section rules.

This section chair that is recommended by the Certification Director shall make the appointment of the Committee Chair. The Certification Director as recommended by the Committee Chair. The Certification Director shall make the appointment of the committee members. The Committee Chairs shall appoint the vice chair.

The Water Conservation Certification Committee shall be responsible for the preparation of examination and the training sessions. The committee shall review, with Administrator, changes in the certification program, training requirements and make recommendations to the certification program, training requirements to the certification boards for such changes. The committee shall also be responsible to maintain rules, regulations, procedures and examination enhancements.

The chair shall serve as a committee member of the Certification Board and be responsible for communication between the Certification Board and the Water Conservation Certification Committee.

### **Water Distribution Certification Committee**

The California/Nevada Water Distribution Certification Committee shall be responsible for the activities and promotion of the California/Nevada Water Distribution Certification Program.

The Committee shall consist of no less than four (4) nor greater than seven (7) members, representing the California/Nevada Section, AWWA. This membership shall include the Chair and Vice Chair of the Committee, and all members must be certified in Water Distribution.

The appointment of the Chair shall be made by the Section Chair as recommended by the Certification Director. The appointment of the Committee members shall be made by the Certification Director as recommended by the Chair of the Committee. The Chair of the Committee shall appoint a Vice Chair. The California Water Distribution Certification Committee shall be responsible for the preparation of examinations and also for conducting written and oral examinations. The Committee shall review, with the Administrator, changes in the certification program, training requirements, and make recommendations to the Board of Certification for such changes. The Committee shall also be responsible to maintain rules, regulations, procedures and examination enhancements.

The Chair shall appoint the Oral Examination Board. The Chair shall serve as a committee member of the Certification Board and be responsible for communications between the Certification Board and the Certification Committee.

### **Water for People Committee (WFP)**

The Water for People Committee is established to be the link to the national AWWA WFP organization and to take the lead role in developing and funding projects that are recommended by the Section Membership and their contacts around the world.

The primary goal of the committee is to develop the support structure for implementing projects that may arise from the section of the membership of that may be identified by the national WFP organization. To accomplish this goal, the committee would consist of: (1) a chair with the over all responsibility of coordination in the work of the committee; (2) a vice chair with the responsibility of providing assistance to the chair committee activities; (3) a treasurer for handling any funds that are raised by the committee project use. To function properly the committee will require several subcommittees with a responsible chair for each subcommittee. The proposed subcommittee will consist of the

following: (1) Project development (2) Fundraising (3) Publicity (4) Volunteer Coordination. In addition these subcommittees once the development process is complete.

The Section WFP Committee will be composed of a minimum of seven (7) members to that each of the above offices may be filled. However, additional memberships would be essential to accomplish the goals of the committee. A maximum of fifteen (15) members would allow at least one additional member of each subcommittee and provide backup to each subcommittee chair. As project teams are developed and staffed, the chair of each project team would automatically become a member of the committee for the duration of the project. The purpose for the project development Subcommittee will be to use Section Members and their contacts international relief organizations to identify projects, develop the scope of the project, the funds required, the implementation plan and the monitoring/evaluation methods for project success. Once a project has gone through these steps, it can be transferred to a specific project subcommittee to actually implement the project.

The purpose of the Fundraising subcommittee will be to raise the money required to help fund the proposed projects established by the Project Development subcommittee. The methods may include sports events at the Fall and Spring Conference; mail appeals to the membership or other creative ideas.

The publicity subcommittee will have the important task of informing the Section membership of the existence of this committee, its purpose, its need for funds and volunteers and its need for project ideas and international relief agency contacts. Publicity will be accomplished at conferences, through notices in Section publications and other communication methods. This subcommittee will also provide speakers to organizations that may be interested in supporting the WTP concept with funding and to Section events for general publicity.

The Volunteer Coordination subcommittee will be a clearing house of information for the Section in terms of those individuals willing to serve and in terms of assistance to project terms in staffing each of the projects. The subcommittee will rely heavily on the database already established by National WFP, but it will also compile any additional information specific to Section member/volunteers. This subcommittee will also be the conduit of volunteers for other WFP projects that may be identified by National or other AWWA Section WFP committees that need assistance.

### **Water Management Committee**

This committee shall inform the membership of various means of increasing efficiency and cost effectiveness, and promote total water management, including both people and the environment. It shall emphasize current water management issues and programs that have been recently implemented or are under evaluation by addressing such topics as: management of water supplies,

including surface water, groundwater, and recycled water; environmental stewardship and sustainability of water supplies; water conservation; conjunctive use of water; exchange agreements and water transfers; developments and trends in basin management, cost sharing and basin equity assessments; desalination of water supplies; and legal constraints and requirements.

It shall accomplish its mission by:

- Providing technical sessions at Section conferences.
- Organizing seminars, workshops, and panels.
- Preparing position papers for consideration by the Section Board of Directors to promote legislation, regulations, and policies affecting total water management.
- Preparing sessions or units for the Water College and for other outreach opportunities.

This committee reports to the Water Resources Division.

### **Water Quality Assurance Committee**

The Water College Quality Assurance Committee (WCQAC) assists the Education Manager and Education Director in conducting recruitment processes for water industry education and training. The WCQAC works with the Education Manager to establish scheduled education offerings at the Section office, conferences, utilities and other locations throughout the Section. The committee is also responsible to work with the Education Manager for on-site oversight of training, record keeping, evaluation and surveys. The committee is also responsible to work with the Education Manager to meet and conform to all IACET Authorized Provider requirements. The WCQAC reports to the Education Committee.

### **Water Quality Lab Analyst Certification Committee**

The Water Quality Laboratory Analyst Certification Committee shall be responsible for the activities and promotion of the Water Quality Laboratory Analyst Certification Program.

The Committee shall consist of no less than four (4) nor greater than seven (7) members, representing the California-Nevada Section, AWWA. The membership shall include the Chair and Vice Chair of the Committee, and all members must be certified as Water Quality Analysts.

The appointment of the Chair shall be made by the Section Chair as recommended by the Certification Director. The appointment of the Committee members shall be made by the Certification Director as recommended by the Chair of the Committee. The Chair of the Committee shall appoint a Vice Chair.

The Water Quality Laboratory Analyst Certification Sub-Committee shall be responsible for the preparation of examinations, and also for conducting written and oral examinations. The Committee shall review, with the Administrator,

changes in the certification program, training requirements, and make recommendations to the Board of Certification for such changes. The Committee shall also be responsible to maintain rules, regulations, procedures and examination enhancements.

The Chair shall appoint the Oral Examination Board. The Chair shall serve as a committee member of the Certification Board and be responsible for communications between the Certification Board and the Certification Committee.

### **Water Systems Controls Committee**

The purpose of this committee is to develop and disseminate information about the theory and application of telemetry and supervisory control to the operation of water utility system facilities. The committee reports to the Water Distribution Division.

### **Water Treatment Committee**

The purpose of this committee is to increase the efficiency and effectiveness of water treatment operations by providing communications among persons engaged in, or knowledgeable, of water treatment. This committee shall compile information on recurring and unusual water treatment problems and shall serve as a referral agency to utilities seeking information from other utilities with regard to water treatment technology and shall communicate this technology to the membership through publications and seminars. This committee reports to the Water Quality Division.

### **Water Treatment Certification Committee**

The Water Treatment Certification Committee shall be responsible for the activities and promotion of the Water Treatment Certification Program, which includes the Operator and Associate programs.

The Committee shall consist of no less than four (4) members with a maximum of seven (7) members, representing the California-Nevada Section, AWWA. The membership shall include the Chair and Vice Chair of the Committee, and all members must be certified in Treatment. A three (3) year term, with possible reappointment, is made according to Section Rules.

The appointment of the Chair shall be made by the Section Chair as recommended by the Certification Director. The appointment of the Committee members shall be made by the Certification Director as recommended by the Chair of the Committee. The Chair of the Committee shall appoint a Vice Chair.

The Water Treatment Certification Committee shall be responsible for the preparation of examinations. Preparation of exam questions shall include a determination of the "need to know" criteria and writing questions that are verified with documentation. The Committee shall review, with the Administrator,



## **CA-NV AWWA Committee Charges**

changes in the certification program, training requirements, and make recommendations to the Board of Certification for such changes. The Committee shall also be responsible to maintain rules, regulations, procedures and examination enhancements.

The Committee Chair shall serve as a committee member of the Certification Board and be Responsible for communications between the Certification Board and the Certification Committee.

### **Water Well Technology Committee**

The committee shall be responsible for addressing all aspects of water wells and drilling. This shall include, but not be limited to, design, construction, operation, testing, efficiency, disinfection, maintenance, cathodic protection, aquifer water exchange, contamination prevention, gas discharge, groundwater discharge, rehabilitation and destruction of wells.

The committee will provide liaison with Department of Health Services, Department of Water, Environmental Health Associations, CA-NY Groundwater Associations and other appropriate agencies to review, revise and develop regulations and guide lines pertinent to water wells. The committee will produce educational workshop and seminars beneficial to the Section members and people involved in the water industry. The committee reports to the Water Resources Division.

### **Young Professionals Committee**

The purpose of the Young Professionals Committee is; 1) encourage young professionals to become active participants of AWWA; 2) develop programs of interest to young professionals in the drinking water industry; 3) promote the benefits of membership in AWWA by increasing opportunities for participation and career development, and to identify younger industry members who can be encouraged to take an active leadership role in the association; 4) perform outreach functions to college students; 5) work with retired group members and Board members as mentors to other young professionals; 6) work with retired group members and Board members as mentors to other young professionals; 7) utilize CA-NY Section student membership to promote young professional membership; 8) collaborate with the Education Committee on the process for scholarship awardees; 9) promote increased understanding between the different facets of the water industry.



## **HOW TO BE SUCCESSFUL IN DIVISION/COMMITTEE LEADERSHIP**

1. **Meetings** – Be prepared to conduct meetings at each Conference. Key items include:
  - Advance notice to your members
  - Agenda
  - Meeting minutes
  - Action items
  - Sign-in sheet
  - Conference call-in number
2. **Conference Technical Program** – This is one of your primary roles! Start thinking about it *prior* to conference.
3. **Stand Alone Workshops** – Generate a topic and put one on in 2009. Consider partnering with another Division or Committee.
4. **Symposiums/Extravaganzas** – Help generate topics and speakers. Have your Committee members promote event.
5. **Source** – Submit articles. Promote your activities.
6. **Awards** – Nominate deserving recipients.
7. **Committee Roster** – Submit to Section office for Resource Guide.
8. **Succession Planning** – Ensure that others are ready to take over leadership positions. Actively mentor potential leaders.
9. **Recruit for your Committee** – Network and generate interest in your Committee.
10. **Web Site** – Keep your Section web site page updated on members, activities, and other appropriate information (no meeting minutes).
11. **Budget** – Requests need to be submitted to the Section office by July 31<sup>st</sup>.
12. **Have Fun!**

## CA-NV Section AWWA Position Description

### Committee Chair

**Selection Process:** Ascends from the Committee Vice Chair position at the Fall Conference.

**Term of Office:** One year.

**Qualifications:** Experienced members with a record of continued interest in the water supply industry and AWWA in particular with the willingness and ability to participate.

**Reports To:** Division Chair

#### **Responsibilities:**

- Guide, monitor, and coordinate activities of the Committee.
- Mentor incoming Committee Vice Chair on required responsibilities.
- Develop a work plan that will allow the Committee to effectively and efficiently discharge their responsibilities for the year.
- Coordinate with the Division Chair on all Committee activities and programs.
- Develop agendas and conduct Committee meetings at Fall and Spring Conference and other Committee meetings as needed.
- Submit a yearly budget for the Committee, if needed.
- Ensure the work of the Committee is carried out between meetings.
- Submit reports on Committee activities to Division Chair, including requests to the Governing Board for action.
- Where appropriate, guides the Committee in proposing products and/or services that will further the goals and objectives of the association.
- Ensure that Committee guidelines, procedures and methods are consistent with association policy and are current and relevant.

#### **Written Reports/Communications:**

- Submission of a written report on Committee activities to the Division Chair.

- SOURCE Magazine – submit committee updates, articles of interest, and promotion of activities.

**Estimated Time Commitment**

Minimum Days away from work: 4 days

Minimum additional days: 2 days

# Committee Chair Responsibilities

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## **Making Early Contact With Committee Members**

- When a new member joins the committee, it is helpful for the Chair to forward the following items within the first few weeks of joining. These items help the new member get acquainted and quickly settle into their new role.

### **Welcome Packet Check List:**

- Committee Roster
  - Division Chairs Contact List
  - Committee Chairs Contact List
  - Section Contact List
  - Section History & Overview
  - Orientation Letter:
    - Schedule of meeting dates and times
    - Important event dates
    - Conference call information
    - Link to committee web-page
  - Volunteer Role Description
  - Overview of policies and procedures
  - Source Magazine (contact Section office to have this mailed)
  - Resource Guide (contact Section office to have this mailed)
- Provide the committee with its charges and goals, in the context of the association's strategic plan.
  - Provide the date and location of the first meeting, even if tentative, and a calendar of future meeting dates, even if tentative.
  - Review recent accomplishments of the committee so that the work to be done can be put into context.
  - Include an RSVP sheet for committee participation and for attendance at the committee meeting if the date is set. Some chairpersons may wish to solicit agenda items. If this is done, the first requirement of committees is to fulfill the charge provided to them by the association and the chair of the board of directors.

## **Qualities Of An Effective Committee Chair**

### **Communication skills**

- Demonstrates ability to communicate with committee members, staff, and other groups.

- Demonstrates willingness to listen (communication is not solely talking).

### **Participation**

- Demonstrates active participation and interest in the association.
- Commands prestige and respect from within the industry or profession.
- Has knowledge of the subject in which the committee is involved.
- Thinks in terms of association goals.

### **Leadership**

- Commands attention and inspires others.
- Demonstrates ability to create a positive work atmosphere.
- Controls without dominating.
- Understands how the committee fits in to the larger work of the association.

### **Administrative skills**

- Demonstrates willingness to take the initiative.
- Demonstrates ability and willingness to carry out responsibilities.
- Supports orderly procedures for conducting work. Understands the role of the staff.
- Reports. The committee chair and staff liaison are responsible for keeping committee members fully informed, with timely reports of all committee meetings and committee work conducted by telephone conference and written communications. A Report to the Board of Directors form (see page 22) should be completed by the committee chair and staff liaison before all board meetings.
- Meetings. Because most associations do not provide travel support for members to attend committee meetings, committees are encouraged to meet in conjunction with other association meetings.
- Member responsibilities. Members are expected to fully participate in committee activities by attending meetings and conducting business by telephone and written communications. Members are expected to do the following:
  - Act in good faith and in accordance with what they believe to be in the best interest of the association.
  - Discharge their responsibilities diligently and not delegate them to other committee members or staff.
  - Publicly disclose any actual or perceived conflicts of interest and not vote on such committee matters.
  - Refrain from any discussions or activities that are in violation of antitrust laws.

- With current committee chairs, staff members, and others in making these important selections. The association strives for diversity in the makeup of its committees, taking into consideration gender, geography, ethnicity, and association type, scope, and size.
- The term of service for a committee member usually is one year, renewable up to three years. The chairperson is selected from the previous year's committee membership and generally serves in this leadership position for one year.

# Meeting Tips for Committee Chair

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## Presiding Over A Meeting

1. Open the meeting on time.
2. Announce the business to be conducted.
3. Recognize members who are entitled to talk; discourage breaking in.
4. Restate the issue to be voted on before calling for a vote, and explain the consequences of the vote.
5. Put all issues to a fair vote; don't make assumptions about how committee members feel.
6. Announce the results of actions taken and explain the follow-through to be taken and by whom.
7. Help expedite business. Don't let discussions drift on too long.
8. Stay with the agenda. Seek the full committee's agreement to change the agenda once it has been announced.
9. Close the meeting on time; seek the committee's agreement regarding extending the time if necessary.

## Go-To-Meetings

- GoToMeeting Information: A GoToMeeting is an internet based meeting that allows all participants logged on, to see the same computer screen. The program will show whatever is on the facilitator's computer screen. From that point the controls can be passed to anyone who is logged into the meeting. This allows viewers to see documents from multiple computers. GoToMeetings can be scheduled on behalf of your committee. Contact Section Staff for more information and instructions on hosting a GoToMeeting.

## Developing And Structuring The Meeting Agenda

1. Provide an agenda sheet with beginning and ending times for the meeting, the meeting room number, a list of committee members, and the agenda of topics to be discussed and or acted on.
2. Sequence agenda items thoughtfully. Start the meeting with agenda topics that will unify the committee; this sets the stage for working together. Early in the



meeting is a good time to discuss topics that require mental energy, creativity, and clear thinking. Do not put difficult topics back-to-back - people need a break. Make the first few topics after lunch quick-action items. Build in breaks at logical places, at least every two hours. End the meeting with topics that will unify the committee; people like to leave meetings feeling that they are part of a productive team.

3. Do not over schedule the meeting. Provide sufficient but not too much time for each topic. Some chairpersons like timed agendas; others do not. A good approach is to show key times on the agenda, such as breaks and lunch.
4. Having these "markers" lets members know the general pace of discussion the chair anticipates for the meeting.
5. Provide at least minimal written background information for each agenda item.
6. Indicate whether the item is for discussion only or if action is expected.
7. Identify the person who is presenting each item.
8. Open the meeting on time.
9. Announce the business to be conducted.
10. Recognize members who are entitled to talk; discourage breaking in.
11. Restate the issue to be voted on before calling for a vote, and explain the consequences of the vote.
12. Put all issues to a fair vote; don't make assumptions about how committee members feel.
13. Announce the results of actions taken and explain the follow-through to be taken and by whom.
14. Help expedite business. Don't let discussions drift on too long.
15. Stay with the agenda. Seek the full committee's agreement to change the agenda once it has been announced.
16. Close the meeting on time; seek the committee's agreement regarding extending the time if necessary.

### **Managing The Meeting On-Site**

1. The committee chair and staff liaison should arrive early to check room setup

2. They should go over all agenda items before the meeting begins.
3. The staff liaison should sit next to the committee chair to ensure that the meeting stays on schedule that breaks are taken, that all members participate in the discussion, and that the meeting adjourns on time.
4. Immediately after adjournment, the chair and staff liaison should meet briefly to agree on what follow-up actions are required and who is responsible for them the chair, staff liaison, or another committee member.

### Written Report Of The Committee Meeting

1. Include the date, time, and place of the meeting. Note the chairperson's name, members present and absent, and other key people in attendance.
2. Note all formal motions and passage or defeat.
3. Note all decisions reached, including motions passed and follow-up actions to be taken, with deadlines for implementation.
4. Include a brief summary of discussions. Do not attribute comments to members, except possibly where formal motions are introduced (attribution for motions is not required).
5. Provide information on the time and place of the next meeting.
6. Although not generally the case, under some circumstances, especially where there are antitrust concerns, legal review of the meeting report may be required before distribution to committee members.
7. Distribute the report to all committee members, including those who did not attend, within three weeks of the meeting.
8. In most instances, meeting reports do not require formal approval by the committee. A good approach is to send the meeting report out immediately after the meeting with a statement to contact the chair or staff liaison if errors are noted.

## THE CHAIRPERSON'S ROLE AS FACILITATOR

- Be a facilitator of meetings; don't "hold court." The committee belongs to the association, not to the chair.
- Guide, mediate, probe, and stimulate discussions. Let others thrash out ideas; committees are not formed to validate the thinking of the chair or staff.
- Encourage a clash of ideas, but not of personalities.
- Good decisions are made when committees examine all sides of an issue, but don't let members personalize the debate. Emotional discussion of an idea is good, but an emotional reaction to a person is bad. When emotions are too high, return the floor to a neutral person, seek a purely factual answer, or take a break.
- Prevent one-sided discussions.
- Deal with dysfunctional behaviors. Don't let a person who is blocking constructive discussion ruin the committee meeting for everyone else. Strategies for dealing with this behavior include confronting the person privately in a caring manner, pointing out the effects of the behavior, and suggesting alternative behaviors.
- Keep discussions on track; periodically restate the issue and the goal of the discussion.
- Monitor participation; control talkative members and draw out silent members.
- Use well-placed questions, seek points of information and clarification, and periodically summarize to keep the discussion focused.
- Be sensitive to the feelings of members. Look for visual and verbal cues to determine if a member is not happy with the discussion, and then deal with this.
- Keep the group focused on the central question and moving toward a decision. Call on the least senior members first to express their views; discussions tend to "close down" after senior members express strong views.
- Seek consensus, but unanimity is not required. Sometimes an idea is compromised by trying to get every last person to completely agree.
- Close the meeting by noting achievements.



## Committee Meeting Request Email Template

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### Sample Email – Committee Meeting Request

Subject: (Enter Committee Name Here) Committee Meeting (enter date here)

Greetings Committee Members,

I have attached an agenda for your review and included the details below for our upcoming committee meeting. If you have items that need to be added to the agenda please send those items to me a week prior to the meeting. We look forward to talking with all of you.

### **Committee Meeting Information:**

**Committee Name:**

**Contact Person:**

**Meeting Date:**

**Meeting Time:**

**Location or Call in Number:**

**Requested Attendees:**

Agenda Attached.

---

As always, thank you for your help and support. Your efforts are greatly appreciated.

Best regards,

**[insert name]**

---



## Committee Meeting Agenda Template

---

**Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_ **Location:** \_\_\_\_\_

---

**Meeting called by:** \_\_\_\_\_ **Type of meeting:** \_\_\_\_\_

---

**Facilitator:** \_\_\_\_\_ **Note taker:** \_\_\_\_\_

---

**Timekeeper:** \_\_\_\_\_

---

**Attendees:** \_\_\_\_\_

---

**Please read:** \_\_\_\_\_

---

**Please bring:** \_\_\_\_\_

---

**Agenda Items**

---

Topic	Presenter	Time allotted
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**Other Information**

---

**Observers:** \_\_\_\_\_

**Resources:** \_\_\_\_\_

**Special notes:** \_\_\_\_\_

**Minutes**

[Meeting Date] [Meeting Time] [Meeting Location]

<i>NAME OF COMMITTEE</i>	
<i>TYPE OF MEETING</i>	
<i>FACILITATOR</i>	
<i>NOTE TAKER</i>	
<i>TIMEKEEPER</i>	
<i>ATTENDEES</i>	

**Agenda topics**

[Time allotted] [Agenda topic] [Presenter]

<i>DISCUSSION</i>		
<i>CONCLUSIONS</i>		
<i>ACTION ITEMS</i>	<i>PERSON RESPONSIBLE</i>	<i>DEADLINE</i>

[Time allotted] [Agenda topic] [Presenter]

<i>DISCUSSION</i>		
<i>CONCLUSIONS</i>		

<i>ACTION ITEMS</i>	<i>PERSON RESPONSIBLE</i>	<i>DEADLINE</i>

**[Time allotted]**    **[Agenda topic]**

**[Presenter]**

<i>DISCUSSION</i>		
<i>CONCLUSIONS</i>		
<i>ACTION ITEMS</i>	<i>PERSON RESPONSIBLE</i>	<i>DEADLINE</i>

**[Time allotted]**    **[Agenda topic]**

**[Presenter]**

<i>DISCUSSION</i>		
<i>CONCLUSIONS</i>		
<i>ACTION ITEMS</i>	<i>PERSON RESPONSIBLE</i>	<i>DEADLINE</i>

## CA-NV Section AWWA Leadership Guide

### Stand-Alone Committee/Division Workshop

Committees and Divisions are encouraged to host a stand-alone workshop to reach a target audience or focus on a particular topic of interest. These workshops are scheduled separate from other events, including conferences, and must be planned at least 3 to 4 months in advance.

If you have an idea or hot topic that might be interesting to our members, staff will help you put together a half day or full day workshop. Topics in the past have included ozone treatment, well design, construction and operation, well destruction, water quality sampling, emergency response planning, water treatment, disinfection, a tour of a facility, etc.

To set up a workshop, follow these easy steps.

1. Contact a staff member in the Education Department as soon as you know you would like to host a workshop. Provide section with initial information...
  - a. Topic of workshop
  - b. Suggested Dates (2 different dates) & Times
  - c. Location or area of workshop
2. Fill out an abstract form describing the content of the workshop and the speaker(s) (See Education Contact Hour Justification form on following pages). This allows attendees to receive contact hours for the workshop.
3. Fill out a budget report form and submit to the Division Chair, Section Chair (if applicable), and Section Executive Director for approval (See Committee Sponsored Workshop Budget form on following pages). The budget template must be completed by your committee before proceeding with any committee expenditures for your workshop. There will be no reimbursements for items purchased prior to your budget being approved. Once this form is completed please forward to [jsandoval@ca-nv-awwa.org](mailto:jsandoval@ca-nv-awwa.org). Once you have received notice



that your budget has been approved your event will be added to the Section calendar and promoted on our website.

4. Secure speaker(s) and location.
5. Develop an agenda with title of presentation, speaker name and title, and time slot for presentations, breaks, and lunch (if planned).

Below is a list of cost guidelines to help you with your budget planning process:

<b>Item</b>	<b>Cost</b>
Registration (Members)	\$175/person
Registration (Non-members)	\$225/person
Lunch	\$25/person
Breaks	\$10/person
Fax Broadcast	\$.06/page
Flyer	\$100
Materials (books, handouts, etc.)	\$20/person
Shipping of materials	\$75
Speaker costs	TBD*
Speaker Lodging and Travel	TBD*
Facility rental	TBD*
AV costs	TBD*
Overhead	10%

*\*costs based on speaker fees (if any), location of speaker, cost for facility (if any), etc.*

The forms need to be completed before we can commit to having the workshop.

If the workshop is open to the public, the Section will help with the promotion of the event, as well as any catering or logistic needs.

All of our committee workshops have been extremely successful!



## Education Contact Hour Justification Form

<b><u>Program Title and sponsoring group committee or division:</u></b>
<b><u>*Description/Abstract:</u> Between 100-300 word description (Briefly, the program duration – date(s) and times, format, the types of learning activities used. <u>Attach an hour by hour agenda of the educational event-including all breaks and lunch</u>).</b>
<b>Answer Questions:</b> <b>1. Why is the topic important?</b> <b>What is the desired outcome of the presentation?</b>
<b><u>*Speaker/ Instructor(s):</u> (Names, titles, and affiliations/companies. Attach relevant biographical information on each instructor qualifying them to speak on a given topic) FOR MULTIPLE SPEAKERS/INSTRUCTOR SEE ADDITIONAL SPEAKER BIO PAGE.</b>  Name of Presenter: Presenter's title: Company: Address: City, State, Zip: Phone: Fax: Email: Brief Bio on presenter:
<b><u>Materials/AV Request:</u> (What will be used in the program, by instructor(s) and by participants, including printed materials, AV items and other props/tools to teach the class)</b>

***\*Requires Backup information***

***I understand that if my submission is accepted, CA-NV Section will depend on me to submit handouts, biographical information, and other information in a timely manner. My signature below also represents an understanding that the CA-NV Section may publish in full or any part of this submission in written or electronic format. I agree to abide by all time lines and deadlines as listed by CA-NV Section.***

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name (Please Print):** \_\_\_\_\_

***You may attach additional speaker Bio information.***



**\*Speaker/ Instructor (s):** *(Names, titles, and affiliations/companies. Attach relevant biographical information on each instructor qualifying them to speak on a given topic) FOR MULTIPLE SPEAKERS/INSTRUCTOR SEE ADDITIONAL SIGNATURE PAGES.*

Name of Presenter:  
Presenter's title:  
Company:  
Address:  
City, State, Zip:  
Phone:  
Fax:  
Email:  
Brief Bio on presenter:

***\*Requires Backup information***

***I understand that if my submission is accepted, CA-NV Section will depend on me to submit handouts, biographical information, and other information in a timely manner. My signature below also represents an understanding that the CA-NV Section may publish in full or any part of this submission in written or electronic format. I agree to abide by all time lines and deadlines as listed by CA-NV Section.***

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Name (Please Print):** \_\_\_\_\_

CA-NV-AWWA  
 Committee Sponsored Workshop Budget  
 Budget and Financial Recap Summary

**Instructor:** \_\_\_\_\_ **Instructor Contact #:** \_\_\_\_\_  
**Moderator:** \_\_\_\_\_ **Moderator's Contact #:** \_\_\_\_\_  
**Workshop Leaders:** \_\_\_\_\_ Phone Number: \_\_\_\_\_  
 \_\_\_\_\_ Phone Number: \_\_\_\_\_  
**Location Address:** \_\_\_\_\_  
**Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Hours:** \_\_\_\_\_

Source	Item	Cost	# Attendees	Budgeted	Cost	# Attendees	Actual	Over/Below Budget
<b><u>INCOME</u></b>	<b>ACCOUNT:</b>							
Registration	Registration Members	\$ -		\$ -			\$ -	\$ -
	Non Members	\$ -		\$ -			\$ -	\$ -
-	Sponsors:						\$ -	\$ -
-	Sponsorship							
<b><i>Income Total</i></b>				<b>\$ -</b>			<b>\$ -</b>	<b>\$ -</b>
-	<b><u>EXPENSES</u></b>							
	Facility	\$ -						\$ -
	Meals/Lunch	\$ -		\$ -				\$ -
	Coffee Breaks	\$ -		\$ -				\$ -
	Audio Visual	\$ -		\$ -				\$ -

Books	\$	-	\$	-				
Handouts	\$	-	\$	-			\$	-
Materials/Supplies	\$	-	\$	-			\$	-
Postage	\$	-	\$	-			\$	-
Mailing/Shipping	\$	-	\$	-			\$	-
Speaker Fees	\$	-	\$	-		\$	-	\$
Speaker Lodging &								
Travel	\$	-	\$	-		\$	-	\$
Fax Broadcast	\$	-	\$	-			\$	-
<b>Subtotal</b>			<b>\$</b>	<b>-</b>			<b>\$</b>	<b>-</b>
Contingency (10%)			\$	-			\$	-
<b>Expense Total</b>			<b>\$</b>	<b>-</b>			<b>\$</b>	<b>-</b>
<b>NET REVENUE</b>			<b>\$</b>	<b>-</b>			<b>\$</b>	<b>-</b>

**Approved By:** \_\_\_\_\_

**Executive Director:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## CA-NV Section AWWA Leadership Guide

### **Budget for Divisions and Committees**

Is there any activity that your Division or Committee would like to do that costs \$\$\$? Then follow these steps:

1. Complete the attached Committee Budget Request Form.
2. Work with your Section Staff Liaison to finalize the Budget request.
- 3. Submit Budget Request to Section Staff by July 31<sup>st</sup>**

Examples of activities requiring budget approval include: YP mixers, membership events, award materials, Top Ops hats, and stand-alone workshops.

**Make sure you have an approved budget before proceeding with any activity or purchase. Expenditures not budgeted for may not be approved.**

**Committee Budget Request**  
**DUE BY JULY 31st**



Committee: \_\_\_\_\_ Chair \_\_\_\_\_

Person Completing Request: \_\_\_\_\_  
 Activity being budgeted (Description): \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

	Description	Amount
Expenses:	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	Total	0
Income:	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	Total	0
Net Income:		0

Activity being budgeted (Description): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

	Description	Amount
Expenses:	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	Total	0
Income:	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	Total	0
Net Income:		0

CALIFORNIA-NEVADA SECTION,  
American Water Works Association

***Conference Procedures***

The following procedures describe duties and responsibilities in regards to conference activities and related events for the Local Arrangements Committee (LAC), Conference Directors, and Section staff. The Section Bylaws, Rules and Regulations and Governing Board policies govern at all times the activities of the LAC, Conference Directors and Section staff.

The Conference Director and Assistant Conference Director are appointed by the Governing Board of Directors. The Conference Director is a voting member of the Governing Board. The primary role of the Conference Director is to work with Section staff to ensure close cooperation between all conference entities. The Assistant Conference Director is there to assist the Conference Director and Section Staff with duties as assigned, prepare to transition into the Conference Director position, and assist with identifying a future Assistant Conference Director. In addition, the Assistance Conference Director will be called upon to act as the Conference Director in case of absence or illness of the Conference Director.

The Local Arrangements Committee (LAC) Chair is recruited by the Conference Director and Section Staff for each conference. The LAC Chair shall be an AWWA member and must be located in the geographical area of the conference to be hosted. The LAC Chair, and the host utility/ agency/ or local association shall be able to devote significant time and resources to the carrying out the conference. Cooperation, communication and timeliness are key to success. If an activity or action is late, Section staff must be notified immediately.



Each meeting and conference offers the LAC an opportunity for individuality based on local history or other unique aspects of the area. The format and handling of major activities such as registration, bookkeeping, technical programs, etc., has been established by action of the Governing Board and will be formally reviewed and explained by the Section Staff Events Coordinator with the assistance of the Conference Director.

## ***THE CONFERENCE PARTNERSHIPS WORKING TOGETHER***

The Local Arrangements Committee (LAC) is a group of volunteers that work under the direction of the LAC Chair, Section staff, Section Staff Events Coordinator, and the Conference Director. The Conference Director working with Section Staff shall appoint the LAC Chair. The LAC Chair appoints Local Arrangements Committee members. It is the LAC Chair's responsibility to assign committee members to oversee the various activities involved with conferences and related events. It is the LAC Chair's responsibility to notify the Section Staff Events Coordinator that each of the related duties are completed, and all appropriate budgets and paperwork have been submitted for approval. Upon the formation of a new LAC, the LAC Chair, Section staff and Conference Director will meet to review the committee's general responsibilities, discuss the number of monitors needed, and evaluate the need for sub-committees to handle any of the meetings or conferences activities. The LAC Chair is given a copy of these procedures, reviews them and then signs them. The LAC Chair is responsible for distributing a copy of these procedures to each and every member of the LAC.

Each conference is unique and carries with it a wide variety of related activities. The following list of activities may be amended for any given conference/event with the approval of the Section staff and Conference Director.:

- **Monitoring technical sessions**
- **Technical tours (usually 2 or 3)**
- **Speaker ready room**
- **Signs**

- **Registration and Information Booth**
- **Competitions (assisting the competitions committee)**
- **Special Events**
- **Organize committee member duties and responsibilities**
- **Golf Tournament (Assisting the Manufacturers & Associates Council)**

It is a recommendation that each LAC appoint approximately seven (7) key members and a Vice Chair to perform these and other responsibilities. Please see the LAC structure chart, for the list of sub-committee chairs. For successful conference execution, the LAC Chair should engage and encourage each of these appointed key members to assist in the daily responsibilities during the conference. Please see complete roles and responsibilities for each individual sub-committee chair.

The Section Staff Event Coordinator is the designated liaison with the hotel and other contracted facilities, in conjunction with the Conference Director and Executive Director. All contracts for the conference and/or related activities are negotiated and executed by the Section Staff. . **ONLY THE EXECUTIVE DIRECTOR MAY ENTER INTO AND SIGN CONTRACTUAL AGREEMENTS** on behalf of the Section.

The LAC recommends the entertainment for the conference dinner and coordinates the technical tours. The committee may also recommend the necessary arrangements for the golf tournament.

Designing the logo for the lapel pin, hats, shirts, and other promotional materials is the

responsibility of the Section office. The Section office will make the necessary arrangements for purchasing all promotional materials.

Historic or scenic tour(s), indoor entertainment whether musical, humorous or educational; or other enterprises that catch the visitor's interest are recommended to the Section staff and Conference Director by the LAC. Whatever venue the LAC recommends, a budget form and worksheet needs to be completed to cover the costs associated with the tours, entertainment, or educational experience. A fee is necessary to at least meet the costs of activities. All appropriate costs associated with the event should be reflected on the budget form.

A Local Arrangements Committee promotional booth should be set up at the meeting or conference just prior to the conference scheduled in your area. The LAC Chair needs to coordinate this with the Section's Staff Events Coordinator..

Each event associated with the conference is apart of the Section's Conference budget. The Conference Budget is prepared by Section staff, reviewed by the Conference Director and approved by the Governing Board. All expenses and revenue will be listed in the Conference budget. This is budget is monitored and maintained by the Section staff. One month after the completion of Conference, Section staff must prepare a Conference Financial Analysis report, reviewed by the Conference Director and presented to the Governing Board.

The LAC receives 25 Complimentary keynote luncheon tickets. The LAC Chair will decide which individuals should receive these keynote luncheon tickets.. Each day or half day that volunteers donate their time at Conference, they receive the equal amount of comp time at the Conference. For example, a volunteer donates 8 hours of their time on Monday, the volunteer can attend one full day for free (Tues., Wed. or Thurs.). Volunteer time does not carry from Conference to Conference. All volunteers are asked to fill out a registration form that list the day that they volunteer and the day that they wish to attend the conference. All additional tickets for the banquet, luncheon, and other events for which fees are charged must be purchased. Room monitors are eligible to earn Contact Hours for the sessions they volunteer for, but all criteria and fees apply.

No reimbursements are made for LAC member's labor, travel expenses or similar costs incurred during event planning. At the conclusion of the meeting or conference, the LAC may be eligible for a small party or similar event at the Section's expense (Amount not to exceed \$500.00). This party must be completed within 60 days of the closing of the conference/event.

## **RESPONSIBILITIES OF THE LOCAL ARRANGEMENTS COMMITTEE**

- Provide volunteers for the Technical Program (monitor audio visual and/or electric scanning equipment and maintain control over Contact Hour sign-In sheets); oversee the Speaker Ready Room; Set up signage for each day; assist CA-NV Section Staff with registration; set-up volunteer assignments for each day; and coordinate all LAC functions with other Section committees and personnel.
- **Spring Conference: General Information**
  - a. The dinner (or another type of social event including dinner) is held the second evening.
  - b. There is two or three technical tours conducted on the first, second and/or third day of the conference.
  - d. The Speaker Ready rooms are open each day of the conference.
  - e. Three volunteers are needed to assist with registration on each day of conference.
  - f. Two volunteers are needed to be available to answer questions concerning the local area at the information booth.
  - g. Four volunteers are needed daily to assist with conference special events including, but not limited to, Opening Session, Keynote Luncheon, and the Golf Tournament.
  - h. Three volunteers are needed to assist with the exhibitor activities.
  - i. Two volunteers are needed each day for signs
  - j. The Top Ops Competition is on the first day of Conference and four volunteers are needed to assist with these activities. The Pipe Tapping, Meter Madness, Hot

Flares Competition occurs on the second day and ten volunteers are needed to assist with these activities.

### **Fall Conference: General Information**

- a. There is two or three technical tours conducted on the first, second and/or third day of the conference.
  - b. Annual banquet, (or equivalent social event) Second evening.
  - c. The Section Chair's reception is the First evening.
  - d. The Speaker Ready rooms are open each day of the conference.
  - e. Three volunteers are needed to assist with registration on each day of conference.
  - f. Two volunteers are needed to be available to answer questions concerning the local area at the information booth.
  - g. Four volunteers are needed daily to assist with conference special events including, but not limited to, Opening Session, Keynote Luncheon, and the Golf Tournament.
  - h. Three volunteers are needed to assist with the exhibitor activities.
  - i. Two volunteers are needed each day for signs.
- Invite the mayor or corresponding city official for welcoming remarks.

The LAC will coordinate the day and time the invitee will be present. The Executive Director will prepare a letter of invitation to the mayor or other city official, including an offer of complimentary registration, and an invitation (together with his/her spouse) to be our guest(s) at the appropriate functions. Section Staff will make the necessary arrangements for complimentary registration and tickets.

- Room Monitors are essential to the success of the event. Their duties are broad and require appropriate staffing power. Section Staff will review the details for each conference with the LAC Chair and member responsible for the monitors. Section Staff will provide Room Monitor and Registration training prior to the conference.
- General volunteer assignments are as follows:
  - a. Supplying room monitors for all technical sessions.
  - b. Providing and placing directional signs.
  - c. Registration and information booth assistance.
  - d. Special Event Assistance
  - e. Exhibitor Assistance
  - f. Competition Assistance
  - g. Tech Tour Assistance
- The LAC Chair should expect to attend at least two to three meetings prior to their scheduled conference to become familiar with conference activities, arrangements, physical layouts, rooms, etc.
- No commitments can be made by the LAC without prior approval of the Section Staff and the Conference Director. All contracts must be signed by the Executive Director.



## **RESPONSIBILITIES OF THE SECTION OFFICE**

- Collect fees associated with the meetings/conferences, prepare Conference budgets, execute all contracts, disperse all checks, provide the LAC with attendee rosters for all special activities, and perform accounting for all meeting/conference functions.
- Maintain documents, vouchers, letter files, and similar data for reference and audit purposes as well as improvement of future events, and review them with the Conference Director and Assistant Conference Director.
- Arrange and approve all catering orders for conference and related events.
- Arrange all Special Events for Conference including, but not limited to, golf tournament, opening session, conference dinner and keynote luncheon.
- Arrange for a telephone at the registration desk; a nearby bulletin board on which to post messages for attendees.
- Ensure that an official photographer is available throughout the event.
- Furnish copies of the onsite program to the hotel, conference facility and convention bureau.
- Negotiate a contract with the hotel(s)/convention center.
- Procurement of adequate hotel/convention center space for programs and committee meetings.
- Administer Exhibit program at the Fall and Spring conferences.
- Ensure that the hotel assigns suitable accommodations for the Section Chair, Chair-Elect, Vice Chair, AWWA representative, LAC Chair, Treasurer, Secretary, Conference Director, Section employees and any VIPs as necessary.

- **ONLY THE EXECUTIVE DIRECTOR MAY ENTER INTO AND SIGN CONTRACTUAL AGREEMENTS** on behalf of the Section.
- Section staff handles all graphic design, printing and mailing of announcements (conference logo, flyers, newsletters, fax cover sheets, event tickets, keycards, exhibitor prospectus, registration notice, signage, onsite program and registration forms). Section Staff also handles all promotion and publicity for the conference.
- Section staff will mail the Registration Notice ninety (90) days prior to each conference to each member.
- Order and obtain all necessary insurance for each Conference.
- Section staff creates and provides all promotional material for the Conference, i.e. conference pins and shirts.
- Work with the Technical Programs Director, Conference Director, and Section Executive Committee to identify and schedule the Opening Session and Keynote Luncheon Speakers.
- Order and obtain the decorator services for the Conferences.
- Work with the competitions committees to set-up the competitions programs at Conference.
- Work with the awards committee to set-up the awards program at Conference.
- Work with the Young Professionals (YP) Committee to set-up YP activities at Conference.
- Work with the Membership and Water for People Committees to set-up their activities at Conference.

- Develop, create and obtain partnerships and sponsorships at Conference.
- Register all attendees for Conference and prepare all necessary registration materials for attendees and exhibitors.
- For additional detail, on which Section Staff is responsible for which task, please see the Conference Checklist.

## **RESPONSIBILITIES OF THE CONFERENCE DIRECTOR**

**Selection Process:** Appointed by the Executive Committee.

**Term of Office:** Three years, commencing and ending at the close of Fall Conference.

**Qualifications:** Experienced member with a record of continued interest in the water supply industry and AWWA in particular with the willingness and ability to participate.

**Reports To:** Chair of CA-NV Section AWWA

### **Responsibilities:**

- Work closely with the Section staff and Executive Director to ensure that the Conference site are satisfactory to the Board and are selected and reserved no less than three years in advance of the Conference. The Conference Director will travel to potential sites with the Executive Director.
- Arrange and coordinate with Section Staff on all meeting room requests, meeting room set-ups and scheduling needs. Such arrangements shall include committee meeting rooms, banquet facilities space, hospitality room requests, exhibits space, and such special tours as may be appropriate.
- Have the responsibility for assigning committee, division and examination meeting rooms and times in accordance with the present detailed schedules, and for notifying the Technical Programs Chair, at least eighteen months in advance, of the maximum space available for such programs. The Technical Programs Committee shall not schedule more meetings than such space allows. The Conference Director shall assign rooms for special programs, banquets, lunches, etc.
- Guide and assists the LAC as needed in the pre-planning and administration of the event.

- Maintain communication with the Section Chair, Chair Elect, Treasurer and Executive Director to ensure that the policies of the Section are carried out before, during and after each meeting and conference.
- At least annually review and amend the "Conference Procedures" with review and approval of Section Staff and Executive Committee.
- Be "on call", as needed, as a "Resource Person" and/or advisor to the Strategic Planning Committee.
- The Conference Director shall maintain communication with the Section Staff to ensure that adequate exhibit space and associated facilities are provided for the exhibits at conferences.
- Attend with Section Staff all pre and post Conference meetings with host facilities.
- The Conference Director is responsible for all conference activities and reports to the Governing Board.
- Keeps the Executive Director, Section Chair, and Chair-Elect informed of progress and difficulties with Conference in a timely manner.
- Arranges and coordinates all audio visual requirements and similar data. Continuously review and acquire bids from outside audio visual companies and Conference facilities.
- Reports to the Section Governing Board final attendance and room attendance counts for each conference event. This information can be obtained from the Section office.
- Working with Section Staff, recruit and assign the LAC Chair for each conference.

- Acts as the on-site facilitator for each conference. Duties for this include ensuring that all meeting requests, room set-up, and audio visual needs are orchestrated for the Conference.
- Review conference budget
- Arrange internet service for internet café
- Arrange radios for conference
- Assist in the selection of keynote luncheon and opening session speakers
- Arrange all conference committee meeting times at the conference
- Arrange for all conference call phones for Conference meetings.
- Directs approval of all contracts to the Executive Director, who has the authority to enter into contracts. All agreements must be submitted to the Section office for review and approval.

**Written Reports/Communications:** Provide written and/or oral report at each Governing Board meeting.

**Estimated Time Commitment:**

Minimum Days away from work: 16 days

Minimum additional days: 6 days

## **RESPONSIBILITIES OF THE ASSISTANT CONFERENCE DIRECTOR**

**Selection Process:** Appointed by the Executive Committee.

**Term of Office:** Three years as Assistant, then ascending to Conference Director for three years.

**Qualifications:** Experienced member with a record of continued interest in the water supply industry and AWWA in particular with the willingness and ability to participate.

**Reports To:** Conference Director and Chair of CA-NV Section AWWA

### **Responsibilities:**

- Assist the Conference Director in the performance of their duties.
- Act as the Conference Director in their absence.
- Assist the Conference Director with conference activities.
- Work with the Conference Director, to guide and assist the LAC as needed in the pre-planning and administration of the event.
- Assist the Conference Director on arranging and coordinating all meeting room requests, meeting room set-ups and scheduling needs.
- Assist the Conference Director on arranging and coordinating all audio visual requirements and similar data.
- Be "on call", as needed, as a "Resource Person" and/or advisor to the Strategic Planning Committee.
- Act as the assistant on-site facilitator at each Conference to ensure that conference arrangements are being adequately carried out and any on-site problems are appropriately

solved. Duties for this include ensuring that all meeting requests, room set-up, and AV needs are orchestrated for the Conference.

- The Assistant Conference Director must submit any contract to the Executive Director, who has the authority to enter into contracts. All agreements must be submitted to the Section office for review and approval.

**Written Reports/Communications:** Provide written and/or oral report at each Governing Board meeting on behalf of the Conference Director in their absence.

**Estimated Time Commitment**

Minimum Days away from work: 16 days

Minimum additional days: 6 days



## **RESPONSIBILITIES OF OTHER SECTION OFFICIALS**

1. The Section Chair and the Executive Director are kept informed of the progress and any major problems throughout the conference preparations and the event. He/she may be called upon if no one else is available to assist with, or make a decision regarding, critical and urgent matters.

CALIFORNIA-NEVADA SECTION

American Water Works Association

***Technical Program Procedures***

The following procedures describe the duties and responsibilities for volunteers and Section staff as they relate to the planning and development of the conference technical programs.

Numerous people are involved and the timeline is critical in order for all materials to be ready for publication. Please pay attention to the various deadlines and submit your programs and abstracts on time. Missed deadlines result in delays, which affect the quality of the entire Technical Program.

**I. Roles and Responsibilities**

Technical Program Director

See also position description. The main function of the Technical Program Director is to coordinate, schedule, monitor and administer the technical programs for the Spring and Fall conferences. The Technical Program Director is the liaison to the Section staff and all Program information and questions should go through the Technical Program Director or their delegate.

Assistant Technical Program Director

The Assistant Technical Program Director assists the Technical Program Director in the performance of their duties and may act as the Technical Program Director in their absence.

Division Chair

Each Division Chair is responsible for the review and timely submittal of their Division's technical program information.

Division Vice Chair

The Division Vice Chair coordinates with the committees in their Division to assemble a technical program track. They are responsible for gathering abstracts from each committee and determining time slots for each presentation. The Division Vice Chair provides to the Technical Program Director a draft of the Division's full program in the approved format, along with a completed abstract for each presentation, by the deadline established. The Division Vice Chair is responsible for communicating with his/her Division Chair and Committee Chairs to resolve conflicts and also to seek review and feedback on the final program. The Division Vice Chair or his/her designee is responsible for sending out Speaker Confirmation letters and assembling the list of requested speaker registration comps.

Committee Chair and Committee Members

Each Committee has an opportunity to assemble a series of presentations within their Division's track for each Spring and Fall conference. The Committee Chair should communicate with their Division Chair and Vice Chair early about how many time slots or presentations they have available or wish to plan for.

The Committee should review any received abstracts. Any abstracts provided to a committee that are not used in the committee's program should be returned promptly to the Technical Program Director. It is important that the committee returns the abstract as soon as possible so that it may be forwarded to another interested committee.

Many committees develop programs around topics where the speakers must be solicited. It is absolutely critical that an abstract form in word format is filled out completely for each presentation. The respective Division Vice Chairs cannot send speaker acceptance letters and important information without the speaker's contact and other information which is included in the abstract form. Additionally, the Section cannot issue contact hours to the presentation attendees without a completed abstract form.

The Committee Chair is responsible for submitting all of the Committee's technical program information, including abstracts, to the Division Vice Chair within the time frame set by the Division.

#### Section Staff

Section Staff work closely with the Technical Program Director to manage the technical program information received from the Divisions. The Technical Program Director provides a single word document with the entire Technical Program to the Director of Events and Marketing (or designee) within the timeframe specified.

A Section staff person is the liaison with the printer. Section staff will incorporate the Technical Program and coordinate the layout of the pre-registration, on site program and other conference materials.

## **II. Developing Your Program**

You, as a Committee or Division leader, have a wonderful opportunity as you begin preparing your Program for an upcoming conference. Be creative!

Review your Committee charge, consider abstracts that you have received and talk in your committee meetings about current issues that are important to your committee members. Consider topics that are important to the industry in general and where your Committee members have important information or knowledge to share (or have contacts with those that do). Each committee has an opportunity to work with other committee(s) to develop a joint program. This is encouraged for topics that are broad in nature, with aspects that fall under the purview of multiple committee charters.

The next step is to discuss your ideas and plans with your Division leadership. Typically, each Division has a full two-and-a-half day track (30 presentation slots) and divides that evenly among the committees. But this is not always the case. Some committees have conducted a full day's program at

conference or even more, and some committees occasionally opt out of the Technical Program. A Division can request more than one track, so if this is something you are interested in, just ask!

The Conference and Technical Program Directors want to accommodate you to develop the best program possible so please don't hesitate to ask for more time slots, but do it early. Planning is everything, as the constraint on the total number of programs is typically the number of rooms available for the conference as a whole.

Once your Committee has agreed on the type of program you want to deliver, it is time to select and confirm your speakers. Please talk with each of your speakers ahead of time and get a verbal commitment. If you are soliciting a presentation from them, provide them with an abstract form (can be found on the Section website) and let them know when you need it completed by. Follow up with your speakers to ensure they submit abstracts in a timely fashion.

Committees should work through their Division on all matters. Submit all programs and abstracts to your Division Vice Chair in a timely manner and communicate any changes and direct any questions to them as well. Other volunteers are available to help you but it is critical that the Division Vice-Chair is kept in the loop at all times. The Vice-Chair will communicate directly with the Technical Program Director.

Once your program has been submitted, you can breathe easy for a bit, but you are not done yet! Committees that stay in contact with their speakers have an overall better experience than those that do not.

Unless you have designated someone else as the session moderator, you will be expected to be at your committee's sessions and introduce your speakers. If a Bio was included in the abstract, it will be available to you, together with the speaker appreciation certificate and table tent, at conference. They are usually made available in the Local Arrangements Committee room on the first day of conference or passed out at the Monday morning Board Meeting to the Division Chairs; you can coordinate pickup with your Division Chair or Vice Chair.

Moderators are expected to gather presentations in pdf format from their speakers, and upload all the presentations on a designated Section computer with the assistance of the LAC.

### III. Approximate Timeline of Events

Actual dates and instructions will be provided for each conference. The tasks and times below are only to provide you an understanding of the process. A draft schedule of deadlines will be passed out at the beginning of each conference, or if possible, sent out in advance of the conference to Division Vice-Chairs.

4 weeks prior to conference	Deadline for receiving non-solicited abstracts
At conference	Received abstracts are distributed
At conference	Deadlines and program information is communicated
At conference or by email	Template is provided to Divisions for submittal of their Technical

within one week of conference	Program
Approx 3-4 weeks after conference	All Technical Programs and abstracts are due to the Technical Program Director
Approx 7 weeks after conference	Technical Program Director merges the Programs, checks for conflicts, and formats for publication in the pre-registration program.
As soon as Program is complete	Division Vice Chair sends an email acceptance notification to all speakers (if contact information is available!) with time of presentation, deadlines for receiving a copy of the presentation, etc.
Approx 12 weeks before conference	Changes are managed and the Technical Program Director provides an updated copy of the Program to Section staff for the on-site Program. Vice-Chairs send an email to speakers reminding them that a copy of the presentation is due by the pre-set date. Vice-chairs upload the presentations to a ftp site or other previously agreed upon location.
4-6 weeks prior to conference	Conference Program CD (with abstracts and presentations) is created and produced. In advance, speakers must submit presentations.
One week before conference	Speaker Bios are put together, speaker certificates are produced



## Technical Program Guidelines for Committees and Divisions

### Abstract Guidelines:

- Typewritten abstracts are to be received at the Section office approximately 6 months prior to the conference.
- The abstract submission form is available on-line by visiting the Section website [www.ca-nv-awwa.org/conferences](http://www.ca-nv-awwa.org/conferences)
- An abstract must be submitted for the technical session to be reviewed for contact hour credit. Abstracts should provide a clear title that indicates the nature of the proposed session as well a brief description of the proposed session. The information provided in the abstract submission will be used in the conference registration notice.
- Once abstracts are received by the **Technical Programs Director** they are forwarded to the appropriate **Committee Chair** and the **Division Vice-Chair**.
- It is the responsibility of the **Committee Chair** to review the written abstracts for technical accuracy and to ensure that the proposed presentation meets the intent of the technical session forums. That is, the presentation must provide timely, technical information that is applicable to the water industry. Technical session presentations should never be sales-based or be centered on a proprietary interest of the speaker in any way. Speakers may not advertise, promote, endorse, or market their own business interests at any time during the presentation.

### Program Guidelines:

- Speakers are allotted a 30-minute time slot (including time for Q&A). More time may be allotted if requested or necessary.
- Each division is given a total of 30 slots to fill. The breakdown is as follows:  
1<sup>st</sup> day of conference: 6  
Sessions run from 1:30 pm- 5:00 pm  
2<sup>nd</sup> day of conference: 12  
Sessions run from 8:15 am- 5:00 pm.  
3<sup>rd</sup> day of conference: 12  
Sessions run from 8:15 am- 5:00 pm
- If your division requires more space please notify the current **Technical Programs Director** and **Conference Director** so that proper accommodations can be made. Some divisions are now running multiple tracks.
- The **Division Vice-Chair** is to submit a final program to the **Technical Programs Director** approximately five months prior to the conference.
- Each **Committee Chair** should confer with their **Division Vice-Chair** to determine how many slots they have been given and/or assigned.
- The **Technical Programs Director** must receive a copy of all abstract forms at least 4 weeks prior to conference for contact hour record management.
- The **Technical Programs Committee** may send out confirmation letters to your presenters if the committee has the appropriate documentation and contact information for your speakers. If the committee does not have the appropriate

documentation on file it will be the responsibility of the **Committee Chair** to notify their presenters.

- Please note that the standard AV package provided by the Section is an LCD projector and screen. Arrangements for laptop computers will need to be provided by the session presenter, session moderator, or the appropriate committee. Special AV requests are to be requested thru the **Technical Programs Director** and the **Conference Director**.

**Moderator Guidelines:**

- The conference technical sessions are being provided for educational purposes. As stated above, technical session presentations should never be sales-based or centered on a proprietary interest of the speaker in any way. Speakers may not advertise, promote, endorse, or market their own business interests at any time during their presentation.
- During the presentation, if the technical session speaker does not follow the guideline prohibiting proprietary promotion or sales-oriented interests, it is the responsibility of the session moderator to stop the presentation and redirect the speaker. If efforts to redirect the speaker are ineffective, the moderator should end the presentation and dismiss the speaker.
- Following a presentation, if the open discussion/question period of the session becomes inappropriate, offensive, or otherwise unproductive for those in attendance, it is the responsibility of the moderator to step in to redirect the discussion. If the efforts to redirect the session are ineffective, the moderator should end the session.
- Moderators must keep speakers on track to adhere to the schedule and their allotted time slot.
- Moderators are to distribute speaker certificates and appropriate items to their presenters following their presentation.
- Moderators are to introduce speakers that are presenting. If the presenter submitted a bio with their abstract form, a copy of the bio will be in the moderator packet. If a bio is not in the packet, moderators should request a short introduction bio from speakers prior to the technical session.
- Moderators should be available to greet all speakers presenting in the listed session (ie: make your self available in the room so that they have a point of contact)
- At the end of the session, moderators should bring electronic copies of all presentations to the LAC room for upload to the Section website. A volunteer will be present in the LAC room to assist with uploads.

### Technical Program Development Sequence & Time Line

Action	Time Line *	Div. Chair	Div Vice Chair	Com Chair	Program Committee
1. Teleconference with Program committee, Section and Division Chairs prior to kick off of conference preparation	-5	x	x		x
2. Prior to Division Meeting send reminder email to division committee chairs as to their need to start preparation prepare for next conference technical program	-4		x		
3. Remind committee members to attend committee meeting, bring speaker leads and abstracts to meeting	-3			x	
4. Send Abstracts to Division Vice chairs 1 week before conference and provide any special instructions needed before the conference committee meetings so vice chairs can forward to appropriate committee chairs	-1				x
5. Prior to committee meetings send abstracts to committees if you receive them from the Program Committee chair, or distribute at committee meetings if obtained later	-1		x		
6. Attend your Divisions committee meetings and Division meeting	0	x	x	x	
7. At Division meeting determine number of presentations each committee will have and set order of the technical presentations	0		X	X	
8. At Division meeting set order of committee meetings	0		X	X	
9. After Conference notify Section of order and time of Committee Meetings for next conference, also remind of need for conference phone at committee meetings	+3		x		
10. Send program template to Division Vice Chairs	+2				x
11. After Conference send program template to committee chairs	+3		x		



and follow up to complete program template and obtain abstracts for each presentation.					
12. complete program template with title, speaker, company and return to Division Vice Chair, obtain abstract for each presentation and forward to Division Vice chair	+4			x	
13. Continue to prompt committee chairs to complete template and provide abstracts by deadline			x		
14. Submit Draft template to Program Committee chair by due date, usually 3-4 weeks after conference	+4		x		
15. Resolve ongoing presentation program issues in trying to fill vacant TBD items on program template			x	x	x
16. Send final draft of program template to Division vice chairs for last minute review	+6				x
17. Review final draft of program template when/if received from Program Committee Chair – send to the committee chairs for review, if there is sufficient time. Check for errors, and ensure all time slots are filled. Send updates to Program Chair	+7		x		
18. Request speaker email addresses from committee chairs	+8		x		
19. Send letter template of speaker acceptance notification to Division Vice chairs	+8				x
20. Committee chair coordinates speaker complimentary registration requests through the Division vice chair to the Program committee chair	+8		X	x	
21. Coordinate notification of acceptance of Speakers between Committee Chairs and Program Committee Chair. <ul style="list-style-type: none"> <li>• This needs to be individualized for each speaker, and then emailed to the speaker, with a copy to the committee chair.</li> <li>• A separate email should then be sent to each committee chair, requesting that they follow up with a phone call to each speaker.</li> </ul>	+10		x	x	

<ul style="list-style-type: none"> <li>• If the committee chair fails to provide speaker email addresses, forward all speaker letters for that committee to the committee chair,</li> <li>• Committee chair then emails the notifications (as well as follow up with a phone call).</li> </ul>					
22. If a speaker cancels, notify the committee chair. The committee chair is responsible for locating a substitute speaker, if possible.			x		x
23. Committee chairs are responsible for moderating their sessions, or finding a substitute moderator				x	
24. Committee chairs/moderators are also responsible for providing a laptop for their session, downloading the presentations onto the laptop.				x	
25. Committee Chairs/moderators upload presentations in LAC room.				x	
26. At Fall meeting transition spring program preparation to new Vice Chair					

\* Time line is weeks before (-) or after (+) the conference

## CA-NV Section AWWA Leadership Guide

### Education Extravaganzas and Symposiums

Education Extravaganzas and Symposiums can easily be equated to “mini-conferences.” The programs for each event are planned approximately 6 months before the event (the planning process for the summer extravaganza starts 8 months before). The key planning committee for these events is the Education Committee; however, **each of the Section’s committees are encouraged to commit to providing speakers for at least one Extravaganza or Symposium.** Speakers are asked to donate their services.

#### Extravaganzas

One day events which have between 8-13 tracks, broken down to six, 50 minute sessions (attendees can earn up to 6 contact hours). Extravaganzas are geared towards operators or those who need contact hours in short blocks of time, but perhaps are unable to come to our conferences. The Extravaganzas are extremely popular (over 500 people registered for the Summer Extravaganza) and are a great place for committees to discuss hot topics, industry trends, etc. Currently, we have the following Extravaganzas scheduled:

Summer (August) – Santiago Canyon Community College, Orange, CA  
Winter (December) – College of the Canyons, Santa Clarita, CA

#### Symposiums

Two day events which have 3-6 tracks/day. Attendees have more opportunities to get in-depth training on each topic and can earn up to 16 contact hours (over the course of 2 days). Tracks can last anywhere from 4-8 hours/day. Each Symposium usually has between 100-125 attendees (depending on the location) and are scheduled in areas we do not reach with conferences and Water College offerings.

Symposium locations have included: Napa, Vacaville, Monterey and Bakersfield.

## **CA-NV Section AWWA Leadership Guide**

### **Water College**

The Water College is described in our enclosed Water College brochure. Essentially it is an opportunity to bring focused and tailored training to the doorsteps of the members. We have a pool of instructors that are available to conduct the courses. The courses are IACET approved for continuing education credit and contact hour credit.

An individual water agency (fee for service) or group of water agencies in the same geographic area can benefit from the Water College by reducing travel time and associated costs for their employees slated for training.

We are always looking for well qualified instructors for the Water College. Contact the Section office or Education Director if you are interested.

## CA-NV Section AWWA Leadership Guide

### Certification Program

The Section currently offers six certification programs:

- Water Distribution Operator Grades 1-4
- Water Treatment Operator Grades 1-4
- Backflow Assembly Tester
- Cross Connection Control Program Specialist
- Water Conservation Practitioner (Grades 1 and 2)
- Water Quality Laboratory Analyst (Grades 1-3, Grade 4 in progress)

Each discipline has a corresponding committee (see attached descriptions) and is overseen by the Certification Board, the Certification Director and the Assistant Certification Director.

In addition, each discipline has its own set of rules regarding the following:

- Application requirements and deadlines
- Renewal requirements and deadlines
- Type of exam offered (for example, Backflow Assembly Tester has a mandatory hands-on test, in addition to a written exam)

The **Backflow Assembly Tester** exam is the most “popular” and is composed of three different parts: Part A: 100 questions, Part B: 50 questions and the Hands-On test. Applicants must pass Parts A and B before taking the Hands-On test. The Section has 4 administrators, located in each of four regions - Northern/Southern CA and Northern/Southern NV, who oversee all of the proctors and administer the exams for the Section. The Backflow Certification Committee is working with a psychometrician (under contract with the Section) to facilitate validation of their exams.

The **Cross Connection Control Program Specialist** exam is a written exam only. Applicants must be a certified, active Backflow Assembly Testers before applying to take the Cross Connection Control Program Specialist exam.

Partnership with the Association of Boards of Certification (ABC) is a vital component of the Section's Certification Program because it provides the test validation service that is necessary for an exam to be legally defensible. ABC exams are used in several of the Section's programs. In addition to exam validation, ABC grades completed exams and provides a written analysis so that an individual examinee is able to determine his or her areas of weakness, especially if the examinee fails the exam.

Pending revisions to the program rules, the Section's Water Treatment and Water Distribution Operator exams (Grades 1 – 4) will be provided through the Section's partnership with ABC. These certification exams are the least "popular" of all the exams because both the states of California and Nevada have state-run certification programs.

The state of NV has a contract with the Section to administer all levels of Water Treatment and Water Distribution Operator exams. The exams provided by the Section are those created by ABC. The state of NV is responsible for qualifying individuals to take certain levels of the exam based on NV regulations (NAC 445A.617 – 652). The state of NV, working with the Section's Program Administrator, sets the examination dates and the Program Administrator requests exams from the Section and schedules applicants for exam sites located throughout NV.

The **Water Quality Laboratory Analyst** exam is in the process of being updated. The Section partners with ABC and uses ABC's Grades 1 and 2 exams.

The **Water Conservation Practitioner exam** is also under construction. The Section has contracted with a psychometrician to facilitate the creation of validated exams. Currently, the Section has exams for Grades 1 and 2 but is eventually planning to offer 4 grades.

## Updating CA/NV Section AWWA Website

Division and Committee leadership are responsible for using the Section website to communicate information about our programs to members. It is important that this information be accurate and up to date. Follow these simple steps to add information or update items on the website:

**Step 1:** Determine if a webpage already exists for your committee.

In order for the Committee page to be a part of the Section website, the Committee Chair must complete the Request for Committee form. This form is online at <http://ca-nv-awwa.org>. From the Committees tab near the top of the homepage, click on Committee Toolkit. On the Committee Toolkit page, click on the link for the “Request for Committee Page”.



Note: All requests for Committee webpages are channeled through Section Staff. Please allow time for staff to process the request and work with you to create your webpage and add content.

**Step 2:** If a webpage does not already exist, complete the “Request for Committee Page” online form.

A form will open up which allows you to enter data for your committee’s webpage. After entering your Committee name and contact information, you can begin adding content.

A screenshot of the "Request for Committee Page" form. The form has a dark blue background with white text. It includes a title "Request for Committee Page" and a note: "This form must be completed by the committee chair. Your Committee Charge information will be inserted for you." There are three input fields: "Name of Committee", "Chair Name", and "Chair Email".

**Step 3:** Add content

Use the “Request for Committee Page” form to update committee rosters, agendas, meeting notes etc. by adding content to your Committee webpage. The Committee charge will be automatically added to the Committee webpage.

Photos – Consider linking your Committee webpage to one or more online photo albums. If you choose to do this, be ready to provide the link to the photo album on the online form.

Files – Consider adding PowerPoint files, forms, and documents to your Committee webpage. Please list the names of the files you are submitting on the online form.

Other links – Consider linking your Committee webpage to one or more websites which would be useful, and related to your Committee. If you choose to do this, be ready to provide the link to the website on the online form.

At the bottom of the online form, click the SUBMIT button.

**Step 4:** Submit attachments to the Section Office.

Send PDF files of your content to [tjohnson@ca-nv-awwa.org](mailto:tjohnson@ca-nv-awwa.org). Please use the following text in the subject line “attachments for committee page”. Also include your committee name in the subject line.

**Step 5:** Follow up.

Check <http://ca-nv-awwa.org> to see if your Committee page has been added, that the links go to the correct websites, and that the content has been uploaded. If you find errors, send a follow up email to [tjohnson@ca-nv-awwa.org](mailto:tjohnson@ca-nv-awwa.org). Add screen shots and notes to help describe the requested corrections.

**Step 6:** Maintain your website

Committee website content becomes dated, and obsolete every year as committee members change. Consider updating your Committee’s webpage after each conference, or more frequently, to keep the information timely and up to date.

**If you have any questions, contact the Section’s webmaster  
Tyler Johnson at (909) 291-2114.**



## CA-NV Section AWWA Leadership Guide

### Governing Board Reports

The Governing Board meets a minimum of four times per year:

Spring Conference  
Summer Meeting  
Fall Conference  
Winter Meeting

Agendas for Board meetings are set approximately 2-weeks prior to the meeting with Board reports due approximately 3-weeks prior to the meeting.

It is important that the Board receive clear and concise reports from which to make decisions on Section business. For this reason a standard template for reports has been prepared for your use. Please see the template and report guidelines on the following pages.

Board Reports are submitted through the Section's E-Board website at: <https://sites.google.com/site/eboardcanv/>

Prepare and submit reports using the following steps:

1. Go to E-Board at <https://sites.google.com/site/eboardcanv/>
2. Locate the Governing Board Report Form in the [Forms](#) tab.
3. Upload the form to your computer.
4. Complete the information.
5. Save the report to your computer using a filename that includes your last name, title of report and date of meeting. Example:  
GrantMembershipReport10-12-11
6. Return to this web-site. Click [Submit Reports](#) tab.
7. Complete the information and click submit.
8. Email your word file to [ggrant@ca-nv.awwa.org](mailto:ggrant@ca-nv.awwa.org)

The Section's E-Board website also includes copies of Governing Board Packets and Minutes.

Please see screen shots from the E-Board website on the following pages.



## GOVERNING BOARD AND EXECUTIVE COMMITTEE REPORT GUIDELINES

### **Written report required for:**

- Consent Items
- Action Items
- Reports from Staff
- Reports from Board Members

**Meeting Date:** Date of meeting

**Agenda Category:** Use one of the following:

- Consent Items
- Action Items
- Administrative Report
- Executive Committee Reports

**Strategic Plan Element:** Use one of the following:

- Volunteer Leadership Effectiveness
- Financial Resource Management
- Membership and Program Development
- Organizational Management

**Prepared By:** Identify who is submitting the report or action item

### **SUBJECT**

- Identify the subject of the report and what action is being requested.
- This should be a short summary.
- Save the details for the Background section.
- Examples:
  - Approve Conference Rates

Financial Report  
Update on Certification Program

**BACKGROUND**

- Provide sufficient details to inform the Board regarding who, what, when, where, why, and how.
- Save Financial, Legal, and Membership items for the specific sections further in the report.

**FINACIAL IMPACTS**

- Identify current and future financial impacts (positive or negative).
- Use specific numbers when possible.

**LEGAL IMPACTS**

- Identify legal impacts that are known or anticipated.
- Indicate if a formal legal review has been completed.

**MEMBERSHIP IMPACTS**

- Identify how the action will affect members (positive/negative).

**DOCUMENTS ATTACHED**

- Identify each document attached to the report.

**RECOMMENDED ACTION**

- State in the form of a motion the action being requested.
- If the item is a report and does not require a formal action a motion is not required



## **GOVERNING BOARD REPORT**

**Meeting Date:**

**Agenda Category:**

**Strategic Plan Element:**

**Prepared By:**

**SUBJECT:**

**BACKGROUND**

**FINANCIAL IMPACTS**

**LEGAL IMPACTS**

**MEMBERSHIP IMPACTS**

**DOCUMENTS ATTACHED**

**RECOMMENDED ACTION**

# E-BOARD CA-NV

 Search this site

## Resource Center

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  - Contact Us
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  - Governing Board Minutes
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### Sitemap

# 7

days until

**Spring Conference**

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# Welcome to E-Board

*On-line Portal for the California-Nevada Section Governing Board*



## Upcoming Governing Board Meetings

### MARCH 2011

Monday, March 28th - 7:15am-8:00am  
Kick-Off Meeting  
Spring Conference Long Beach, CA

Thursday, March 31st - 8:00am-12:00pm  
Working Session & Governing Board Meeting  
Spring Conference Long Beach, CA

### JULY 2011

Thursday, July 21st - 10:00am-3:00pm  
CA-NV Section Office Rancho Cucamonga, CA

### OCTOBER 2011

Monday, October 17th - 7:15am-8:00am  
Kick-Off Meeting  
Fall Conference Reno, NV

Thursday, October 20th - 8:00am-12:00pm  
Working Session & Governing Board Meeting  
Fall Conference, Reno NV

### DECEMBER 2011

Friday, December 9th - 10:00AM - 3:00PM  
CA-NV Section Office Rancho Cucamonga, CA

# E-BOARD CA-NV

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	Board Report Form.doc	GB REPORT TEMPLATE	136k	<a href="#">v.</a> <u>2</u>	Jan 19, 2011 9:20 AM	California - Nevada American Water Works Association
	Board Report Guidelines.doc	GB REPORT INSTRUCTIONS	145k	<a href="#">v.</a> <u>8</u>	Jan 19, 2011 9:32 AM	California - Nevada American Water Works Association
	Report and Agenda Form.pdf	GB SAMPLE REPORT	160k	<a href="#">v.</a> <u>5</u>	Jan 19, 2011 9:19 AM	California - Nevada American Water Works Association

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- (2) Upload the form to your computer.
- (3) Complete the information.
- (4) Save your report to your computer. Include your last name, title of report & date of meeting; Sample: GrantMembershipReport10.12.11
- (5) Return to this web-site. Click Submit Reports tab.
- (6) Complete the information below, click submit.
- (7) Email your word file to [ggrant@ca-nv.awwa.org](mailto:ggrant@ca-nv.awwa.org)

Once form is completed, click submit.

Name

Title of Report

Date Submitted

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This report is for:

Include date of GB meeting

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<input type="checkbox"/>	 GB Packet August 5, 2010.pdf <a href="#">View</a> <a href="#">Download</a>	August 2010 Governing Board Packet	5922k	v. 1	Jan 12, 2011 11:41 AM	California - Nevada American Water Works Association
<input type="checkbox"/>	 Governing Board Packet 10.8.10.pdf <a href="#">View</a> <a href="#">Download</a>	October 2010 Governing Board Packet	4923k	v. 1	Jan 12, 2011 11:42 AM	California - Nevada American Water Works Association
<input type="checkbox"/>	 Governing Board Packet 12-10-10.pdf <a href="#">View</a> <a href="#">Download</a>	December 2010 Governing Board Packet	1939k	v. 1	Jan 12, 2011 11:43 AM	California - Nevada American Water Works Association
<input type="checkbox"/>	 Governing Board Packet 4.1.10.pdf <a href="#">View</a> <a href="#">Download</a>	March 2010 Governing Board Packet	7627k	v. 1	Jan 12, 2011 11:40 AM	California - Nevada American Water Works Association

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## Governing Board Minutes

<input type="checkbox"/>	 10.5.2010 GB Minutes Approved.doc	10.5.10 GB Minutes	62k	v. 1	Jan 19, 2011 9:29 AM	California - Nevada American Water Works Association
	<a href="#">View</a> <a href="#">Download</a>					
<input type="checkbox"/>	 10.8.2010 GB Minutes Approved.doc	10.8.10 GB Minutes	74k	v. 1	Jan 19, 2011 9:29 AM	California - Nevada American Water Works Association
	<a href="#">View</a> <a href="#">Download</a>					
<input type="checkbox"/>	 3.29.2010 GB Minutes Approved.doc	3.29.10 GB Minutes	58k	v. 1	Jan 19, 2011 9:28 AM	California - Nevada American Water Works Association
	<a href="#">View</a> <a href="#">Download</a>					
<input type="checkbox"/>	 4.1.2010 GB Minutes Approved.doc	4.1.10 GB Minutes	76k	<a href="#">v. 2</a>	Jan 19, 2011 9:30 AM	California - Nevada American Water Works Association
	<a href="#">View</a> <a href="#">Download</a>					
<input type="checkbox"/>	 GB Approved Minutes 8.5.10.docx	8.5.10 GB Minutes	119k	<a href="#">v. 2</a>	Jan 19, 2011 9:30 AM	California - Nevada American Water Works Association
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<input type="checkbox"/>	 2010-2011 GB Roster.pdf <a href="#">View</a> <a href="#">Download</a>	2010-2011 GOVERNING BOARD ROSTER	77k	<a href="#">v. 3</a>	Jan 19, 2011 9:05 AM	California - Nevada American Water Works Association
<input type="checkbox"/>	 2011 GOVERNING BOARD SCHEDULE.pdf <a href="#">View</a> <a href="#">Download</a>	2011 EXECUTIVE COMMITTEE & GOVERNING BOARD SCHEDULE	25k	<a href="#">v. 2</a>	Jan 19, 2011 9:05 AM	California - Nevada American Water Works Association
<input type="checkbox"/>	 Bylaws BOD.PDF <a href="#">View</a> <a href="#">Download</a>	BY-LAWS	306k	<a href="#">v. 2</a>	Jan 13, 2011 1:11 PM	California - Nevada American Water Works Association
<input type="checkbox"/>	 CA-NV AWWA Leadership Guide (2010).pdf <a href="#">View</a> <a href="#">Download</a>	LEADERSHIP GUIDE	8038k	<a href="#">v. 2</a>	Jan 13, 2011 1:11 PM	California - Nevada American Water Works Association

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# SOURCE GUIDELINES

FOR SOURCE ARTICLE WRITERS

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## WELCOME!

On behalf of the California-Nevada Section, I want to thank you for volunteering to write an article for our *Source Magazine*.

Source Magazine is an integral part of our Association and our readers rely on the knowledge and expertise of individuals like you for learning, research and to keep on the pulse of our growing industry.

Source Magazine accepts articles of general interest to the water industry from various sources. Articles should be generic in nature. Articles may be reviewed and edited for technical accuracy and clarity. Source also publishes dates for educational events in its industry calendar, as well as news from the CA-NV Section Divisions and Committees.

**We would also ask if you have the time and resources, to consider helping us stock pile articles for future issues. If you would like to submit multiple articles on various subjects, we welcome the opportunity to use them at a later time.**

Respectfully,

Millie Castellanos-Rodriguez  
Source Editor  
California-Nevada Section

## FORMATS:

All articles, announcements, and other text should be submitted in ASCII text (.TXT) or Microsoft Word format (.DOC). Any charts or tables should be sent in either Microsoft Excel or PowerPoint. Feature articles should be **between 500-1000 words**. Photographs and illustrations may be submitted in Windows TIFF or JPEG format.

A JPEG is recommended for email attachments due to its small file size, however there can be a loss in quality. Any photos sent electronically should have a resolution of **600 dots per inch (dpi)**. Emailed files should be no larger than 2MB.

## RESTRICTIONS:

The CA-NV Section, AWWA will not publish any content that is illegal, misleading, in violation of Federal Copyright Law, or otherwise deemed inappropriate for the Section. This includes but is not limited to: articles submitted without consent of the author(s), articles taken from other publications without consent, and content promoting products and/or services. If you have any questions about content submission, please contact the Section office.

## Please send all submissions to either:

**Millie Castellanos-Rodriguez**  
City of Garden Grove, Public Works Dept.  
millier@ci.garden-grove.ca.us  
TEL 714.741.5399

**Maria Moncayo-Huerta**  
California-Nevada Section AWWA  
mhuerta@ca-nv-awwa.org  
TEL 909.291.2109

## 2012 Editorial plan for Source

Note: Topics listed below are examples; specific articles used in each issue may vary.

### Spring (April)

#### Business Administration: Utility Management

- Utility Management metrics
- HR/Workforce development—Training a new generation of managers
- Effective Utility Management
- Capital investment

**DEADLINE FOR FINAL COPY: JANUARY 30, 2012**

### Summer (July)

#### Water Resources: Alternative Water Sources

- Storm water management
- Water loss control
- Desalination
- FEATURE: Spring Conference highlights

**DEADLINE FOR FINAL COPY: APRIL 16, 2012**

### Fall (October)

#### Operations / Engineering: Asset Management

- Pipeline repair and replacement
- Automated Metering Infrastructure / Smart Water Grid
- Workforce retooling for analysis and prevention vs. repair
- Energy management

**DEADLINE FOR FINAL COPY: JULY 13, 2012**

### Winter (January 2013)

#### Water Quality: Safe Drinking Water Act / Clean Water Act

- Small system compliance and assistance
- Current EPA regulatory philosophy
- Regulating hydraulic fracturing (“fracking”)
- Source water quality and watershed management; NPDES and MS4 permitting

**DEADLINE FOR FINAL COPY: OCTOBER 12, 2012**

## Introduction

The California-Nevada Section is the largest AWWA Section and includes some of the water industry's most prestigious organizations and many of the "best and brightest" individual contributors. It is the Section's desire to recognize, to the fullest extent, the excellent work and service provided by its members. An important way to honor these exceptional members is through the nomination and presentation of Section and National Awards.

There is much that the membership can do to make sure that your California- Nevada colleagues are recognized for their excellence. As everyone can appreciate, the effectiveness of the Section's awards program is especially dependent upon a broad base of nomination support. With over 8,000 members in our Section, we can easily miss truly deserving candidates. Therefore, the committee is asking that you take the time to nominate people that you know and work with in your agency or company. As you review the various National and Section Awards, if you see one that especially fits, consider nominating yourself. Self-nominations are certainly encouraged, so don't miss this opportunity.

A summary of the National and Section Awards is presented in this flyer and are available on the Section website ([www.ca-nv-awwa.org](http://www.ca-nv-awwa.org)), with the application forms and deadlines for nominating individuals for these awards. To nominate an individual or organization, simply go to the website, print the nominating form and submit it to the Section office. Official deadlines for the National award nominations vary, but as a general rule, the deadline for submitting all nominations to the Section Office is June 1. The Section will collect and submit the forms to the Section Awards Committee.

It often takes years of hard work and dedication to achieve excellence, but it only takes a few minutes to nominate someone for an award. Please help to recognize the people that contribute so much to the California-Nevada Section.

## AWWA National Awards Program

Annually there are more than 30 awards given by the National AWWA to recognize members and non-members who have provided outstanding effort in our industry, National AWWA or its Sections. Some of the National Awards, such as the Fuller Award or the Operators Meritorious Service Award, allow considerable Section discretion in how these awards are administered. Most other National Awards have very rigid requirements for nominations. All the criteria for nomination for National Awards are shown on the Section's website at [www.ca-nv-awwa.org](http://www.ca-nv-awwa.org). Members are encouraged to submit nominations each year for the many National Awards. By submitting award nominations through the Section's National Awards Subcommittee will have the written support of the Section's Governing Board for particular Awards. The deadline for submitting for most awards to the Section office for consideration by the Section is June 1. Several National Awards such as the Heroism Award, the recognition by AWWA for service to the water profession, and the American Canadian Mexican Water Landmark Award, have open deadlines, so nominations requesting Section support can be submitted to the Section office at anytime.



### CA-NV Section Awards Committee Charter

*"To administer the Section's Awards Program and coordinate the notification, publication and presentation of the individual award recipients to the Section Membership. The committee facilitates the identification of potential candidates for all current national and section awards and any future awards that may be established. The committee and its sub-committees review the purpose and eligibility requirements of each national and section award and select nominees who best meet the spirit and intent of each award. "*

## The Awards Program Success Depends on You

The awards committee is charged with the responsibility of conducting the Awards program. But it can only succeed with the support of you and our other members. Here are things you can do to help the Awards program flourish:

1. Nominate someone from our Section service area for one of the 38 different national or local awards. Look at our website at [www.ca-nv-awwa.org](http://www.ca-nv-awwa.org) and click on Awards. All kinds of awards opportunities exist. Self nominations are also encouraged.
2. Attend our awards program at each conference to help recognize the many outstanding men and women in this Section. Stop our new awardees in the hall and around the conference and congratulate them.
3. Make written or verbal suggestions to members of the awards committee in how to improve the program. Stop by the awards information table and share your ideas.

With all of us helping a little bit, we're sure to have great success.

### **For more information:**

Delite Young  
Event and Marketing Manager  
CA-NV AWWA  
10574 Acacia St. Suite D6  
Rancho Cucamonga, CA 91730

Phone: (909) 481-7200  
Fax: (909) 481-4688  
E-mail: [dyoung@ca-nv-awwa.org](mailto:dyoung@ca-nv-awwa.org)

**Visit our website:** [www.ca-nv-awwa.org](http://www.ca-nv-awwa.org)

**Visit the AWWA website:** [www.awwa.org](http://www.awwa.org)



# CA-NV Section Awards Information

The California-Nevada Section is committed to its vision of  
"Overseeing Water for the 21st Century."

	Award	Eligibility	Award Description	Due to Section Office
<b>CA-NV Section Awards</b>	Bernard A. Miller Jr. Outstanding Operator Award		Outstanding performance by an operator at a treatment plant or distribution system.	Jan. 5
	Chair Awards	Any AWWA member	Recognizes up to ten members for outstanding or unusual service to the Section during the term as current chair	June 1
	Don Kaiser Volunteerism Award	Volunteer working w/ staff of a CA/NV section	Exemplary effort of volunteerism activities with the Section during the previous year.	June 1
	Education Award	19 years old or younger	Those who have created a water-related project of superior quality	June 1
	Energy Management Award	*	Outstanding energy management in operation of the system; Nominations are scored for innovation, significance, and transferability to other utilities.	May 1
	George A. Elliot Award	Any CA/NV Section member	Outstanding service to the Section, for unusual contribution to committee activity, improving member & public relations, or innovation in the water works field.	June 1
	Host Award	*	Recognizing the host agency for the Spring or Fall Conference, including the individual who chairs the local agency group coordinating the conference.	June 1
	Larry C. Larson Safety Award	*	A utility with a commitment to make health and safety a main priority, bring employees together with high moral results by achieving a proficient and productive work force through training, education, and receiving savings by reducing or eliminating the potential for lost time accident.	June 1
	Operator's Meritorious Service Award	Must hold valid state certification	An award (up to six can be given) to recognize that special leadership or performance of either a treatment plant or distribution system operator.	Jan. 5
	Outstanding Associate Member (MAC Award)	Must be associate member	Award given by our MAC committee documenting outstanding, specific service event(s) rendered by an Associate member during the last year.	June 1
	Walter O. Weight Award	Any active member	Above and beyond performance in overall recruiting and retention of AWWA members within the Section	June 1
<b>National Awards</b>	Abel Wolman	Members w/ 20 yrs experience	Recognizes careers that exemplify the vision, creativity, and excellent professional performance of members with at least 20 years experience	June 1
	Academic Achievement	M.S. or PhD grad. students	Recognizes M.S. or PhD graduate students with outstanding contributions in water field	June 1
	A.P. Black Research Award	Member of AWWA	Outstanding research contributions to science and water supply over an appreciable amount of time	June 1
	Archie E. Becher, Jr. Award	*	Outstanding accomplishments by members of AWWA, the AWWA Research Foundation, or Water for the People	June 1
	Amer./Canadian/Mexican Water Landmarks Award	*	Water landmarks that are at least fifty years old and that have had a direct and significant relationship with water supply, treatment, distribution, or technical detail	Open
	Award of Merit	Individual, group, or organization	Individual, group, or organizational achievement outside the water industry who have demonstrated outstanding service in AWWA principals	June 1
	Distinguished Public Service Award	*	Recognizes distinguished public service outside the line of duty by an AWWA member, such as long term voluntary service and leadership with responsibility in one or more church, fraternal, youth, or service oriented organizations, or exceptional service to government entities.	June 1
	Diversity Award	*	Recognizes the individual or organization that promoted and maintained diversity within an organization by establishing an environment that recognizes, encourages, and effectively utilizes each individual's talents	June 1
	Division Best Paper Award	AWWA members or non-members who publish in Journal	To annually recognize the author(s) of outstanding AWWA papers from each AWWA Division published in the AWWA Journal from July through June of the previous year	June 1
	Exemplary Source Water Protection Award	*	Organizations in North America who have developed and are implementing exemplary source protection programs	June 1
	George Warren Fuller Award	Individual or representatives of organizational members	AWWA members who have performed distinguished service to the water supply field in commemoration of sound engineering skill, brilliant diplomatic talent, and constructive leadership	June 1
	Gimmicks and Gadgets Award	Any member who submits acceptable gimmick/gadget	Recognizes inventive creativity by individuals. A gimmick consists of modification of or a refinement of a manufactured item, which enhances operation. A gadget is a hand or shop made item built to perform a particular job, which is not available as a manufactured item.	June 1
	Gold Water Drop Award	50-year membership	Members who have provided valuable service and support for AWWA programs and goals to long-standing membership.	Feb. 1
	Heroism Award	Act must have occurred w/in last 12 months, on or off jobsite	Recognizes acts of heroism on the part of individual(s) in water industry wherein the rescuer, in the act of aiding some other person(s), must have placed him/herself at great potential danger	Open
	Honorary Member Award	All members	Individual members whose knowledge and accomplishments in the field of water supply entitle him/her to special recognition. Members shall be exempt from paying dues.	June 1
	Life Members Award	Members w/ 30 yrs service	Individuals who are designated representatives of organizations and who have given continuous service to AWWA	Feb. 1
	Membership - Ambassador Award	500 points w/ 250 active	Recognizes outstanding recruiters. Must have 500 total points, with at least 250 points representing active members.	Jan. 1
	Membership – Nicholas S. Hill, Jr. Award	Greatest % increase for a section	Recognizes section that achieves the greatest percentage of growth on an annual basis.	Jan. 1
	Membership – Silver Presidential Award	1000 points w/ 500 active	Outstanding recruiters who offer incentives to Ambassador Award recipients to continue their efforts.	Jan. 1
	Membership – Gold Presidential Award	1500 points w/ 750 active	Outstanding recruiters who offer incentives to Ambassador Award recipients to continue their efforts.	Jan. 1
	Membership – Platinum Presidential Award	2000 points w/ 1000 active	Outstanding recruiters who offer incentives to Ambassador Award recipients to continue their efforts.	Jan. 1
	Membership – Zenno Gorder Award	*	Recognizes the individual member who recruited more new members than anyone else on an annual basis.	Jan. 1
	Operator's Meritorious Service Award	*	Special operator performance by complying with public health standards, plant maintenance, and development of new ideas, training and outstanding achievement	June 1
	Opflow Publications Award	At least 1 author of paper must be AWWA member	Recognizes contributions of operating personnel of water utility systems in the areas of science, technology, and water supply operations as published in Opflow.	June 1
	Outstanding Service to AWWA Award	All members	Member who has rendered outstanding service to AWWA.	June 1
	Public Communications Achievement Award	AWWA individual or organization member	Recognizes AWWA members and/or organizations for significant achievements in communications.	June 1
	Publications Award	At least 1 author must be an AWWA member	Member who has made the most notable contribution, scientific or practical, to the public water supply industry (including water resources development, treatment, distribution, management, education, regulation, engineering, construction, and water quality improvement) as published in AWWA.	June 1
	Recognition by AWWA for Service to the Water Profession		Recognizes individuals, groups or organizations who may be members or non-members of AWWA and have made significant contributions to the industry.	Open
	Research Division Best Poster Award	*	Recognizes best annual conference poster.	June 1
	Safety Award	*	Recognizes outstanding accomplishment in safety by water utilities.	June 1
	Section Education Award	All sections	Recognizes AWWA sections for initiatives that educate water industry personnel, the public, students, & groups about drinking water & setting an example for other sections.	June 1
	Service to the Water Industry Award	50, 75, or 100 year membership	Recognizes organization members who have provided valuable support for AWWA programs and goals through their long-standing membership.	June 1
	Smaller Utility Award	Systems serving < 10,000 people	Recognizes the positive accomplishments of small utilities.	Jan. 5
	Water Industry Hall of Fame	*	Recognizes members living or deceased who have made the most significant contributions to the field of water supply.	June 1
Kenneth J. Miller Water For People Founders Award	AWWA members	Recognizes volunteers for their outstanding service and leadership in advancement of the Water For People mission.	Jan. 5	

## **California-Nevada Section Awards**

### **Bernard A. Miller Jr. Outstanding Operator Award**

Purpose: An Award to recognize the performance of an outstanding operator in a treatment plant or distribution system.

Eligibility: Any valid certified operator, member or non-member of AWWA in a superintendent or upper supervisor position.

Deadline: January 5th (to the Section Office)

### **Chair Awards**

Purpose: Recognize up to ten (10) members for outstanding or unusual service to the Section during the term of the current chair.

Eligibility: Any AWWA member.

Deadline: June 1st (to the Section Office)

### **Don Kaiser Volunteerism Award**

Purpose: An Award to recognize exemplary effort of volunteerism activities with the Section during the previous year(s). This award is given annually and the selection of the recipient is made by the Section Staff.

Eligibility: Member or non-member of the CA-NV Section working with Section staff in a volunteer capacity.

Deadline: June 1st (to the Section Office)

### **Education Award**

Purpose: Recognize 19 years old or younger who have created a water-related project of superior quality.

Eligibility: Any student whose project has been displayed at any local or state science fair.

Deadline: Insert: Deadline: June 1st (to the Section Office)

## **Energy Management Award**

- Purpose:** To recognize utilities for outstanding energy management in operation of the water system.
- Qualifications:** Nominations are scored for innovation, significance, and transferability to other utilities. Winners are selected in three size categories based on the number of service connections: small, medium, and large.
- Evaluation Process:** Agencies are nominated by themselves or by others. Nomination forms are gathered and distributed to the evaluation committee. Nomination form requests system data and energy usage data for the last calendar year and requests brief description of energy management techniques employed by agency.
- Deadline:** June 5th (to the Section office)

## **George A. Elliot Award**

- Purpose:** Recognize AWWA member for outstanding service to the section. By presentation of the best paper, unusual contribution to committee activity, exceptional effort to improve member and public relations, outstanding innovation in the public works field.
- Eligibility:** Any CA/NV Section member.
- Deadline:** June 1stst (to the Section office)

## **Larry C. Larson Safety Award**

- Purpose:** Recognize a utility with commitment to make employee's health and safety a main priority, bring employees together with high moral results by achieving a more proficient & productive work force through training and education, and receiving cost savings by reducing or eliminating the potential for lost time accidents.
- Eligibility:**
1. Utilities with 12 or less employees.
  2. Utilities with 13 to 50 employees.
  3. Utilities with 51 to 100 employees.
  4. Utilities with 101 to 500 employees.
  5. Utilities with over 501 employees.

**Deadline:** June 1st (to the Section office)



## **Operator's Meritorious Service Award**

**Purpose:** An Award to recognize that special leadership and performance of either a treatment plant operator or distribution system operator.

Up to six awards can be given annually. Three will be given to treatment plant operators and three will be available for distribution system operators in the categories of small, medium, and large agencies.

**Eligibility:** Any operator holding a valid state certification, member or non-member of AWWA in a non-supervisory or first line supervisory positions.

**Deadline:** January 5th (to the Section office)

## **Outstanding Associate Member (MAC Award)**

**Purpose:** Recognize a specific service event which has occurred since the last Fall Conference. Please state the time period in which this service event has occurred and the outstanding nature of the service rendered.

**Eligibility:** Any active member in the Section typically on the membership committee.

**Deadline:** June 1stst (to the Section office)

## **Walter O. Weight Award**

**Purpose:** Recognize member above and beyond performance in overall recruiting and retention of AWWA members, to include his/her demonstration of methods of an overall successful program that follow the basic membership goals of Walter O. Weight who has long been recognized as the most productive recruiter of members for the association.

**Eligibility:** Any active member in the Section typically on the membership committee.

**Deadline:** June 1stst (to the Section office)

**SEE CA-NV AWWA WEBSITE FOR AWARD APPLICATIONS**

## **National (Association) Awards**

### **Abel Wolman**

Purpose: Recognize careers that exemplify vision, creativity, and excellent professional performance.

Eligibility: Member with 20 years experience.

Deadline: June 1st (to the Section office)

### **Academic Achievement**

Purpose: Encourage academic excellence with contributions to public water supply.

Eligibility: M.S. or PhD graduate students - with outstanding contributions in water field.

Scope: International

### **A.P. Black Research Award**

Purpose: To recognize outstanding research contributions to water science and water supply over an appreciable amount of time.

Eligibility: Individual member of the AWWA.

Deadline: June 1st (to the Section office)

### **Archie E. Becher, Jr. Award**

Purpose: To recognize outstanding accomplishments by a staff member of AWWA, the AWWA Research Foundation, or Water For People.

Eligibility: Continuous dedication above and beyond. A team player and a good communicator.

Deadline: June 1st (to the Section office)

### **American/Canadian/Mexican Water Landmarks Award**

Purpose: Preserved water landmarks at least 50 years old that has had a direct and significant relationship with water's supply, treatment, distribution, or technical development.

Eligibility: Of permanent and non-expendable nature. Should have aesthetic value and recognized in its own community.

Deadline: Open

## **Award of Merit**

**Purpose:** Recognize achievement outside the water industry. Those who have demonstrated outstanding service in support of AWWA principles.

**Eligibility:** Individual, group or organization that has made outstanding contributions to the water industry.

**Deadline:** June 1st (to the Section office)

## **Distinguished Public Service Award**

**Purpose:** Recognizes distinguished public service outside the line of duty by an AWWA member.

**Eligibility:** Member with outstanding public service, long term voluntary service and leadership with responsibility in one or more church, fraternal, youth or service oriented organizations, or exceptional service to governmental entities.

**Deadline:** June 1st (to the Section office)

## **Diversity Award**

**Purpose:** Recognize the individual or organization that has created, promoted, and maintained diversity within an organization by establishing an environment that recognizes, encourages, and effectively utilizes each individual's talents.

**Eligibility:** The American Water Works Association recognizes the role of "diversity" as being essential to the growth, structure, and continued success of any organization. Diversity should be an inherent trait of any organization and is manifested by the mosaic of people in the organization who bring a variety of backgrounds, styles, perspectives, values, and beliefs as assets to a group or organization in which they interact. The recipient of this award will have demonstrated, through their activities, the establishment of an environment that recognizes, encourages, and effectively utilizes each individual's talents and will have shown major contributions to the cause of diversity. Minority recruitment and hiring is but one element in the establishment of a diverse work force and should not be weighed too heavily when selecting a diversity award recipient. The diversity award is not given to an individual or organization on the basis of who they are, but because of their achievements and accomplishments. Examples of achievements or accomplishments that exemplify the traits of an appropriate award recipient might include, but are not

limited to, the establishment and fostering of diversity programs. Some examples of diversity programs include mentoring, support networks, internship programs, coop programs, work-study, and diversity training. Commitment to diversity can be demonstrated by some form of management accountability/tracking as a means of enumerating the impact on the part of the individual or organization to increase and maintain diversity.

Deadline: October 1

### **Division Best Paper Award**

Purpose: To annually recognize the author(s) of outstanding AWWA papers from each AWWA Division Published in the "Journal" from July through June of the previous year

Eligibility: AWWA members or non members who publish papers in the AWWA "Journal"

Deadline: October 1

### **Exemplary Source Water Protection Award**

Purpose: To recognize organizations in North America who have developed and are implementing exemplary source water protection programs.

Eligibility: AWWA members or non members who publish papers in the AWWA "Journal"

Deadline: June 1st (to the Section office)

### **George Warren Fuller Award**

Purpose: Recognize AWWA members for distinguished service to the water supply field in commemoration of the sound engineering skill, brilliant diplomatic talent, and constructive leadership.

Eligibility: Individual members or representatives of organizational members.

Deadline: June 1st (to Section office)

### **Gimmicks and Gadgets Award**

Purpose: Recognize inventive creativity by individuals. A gimmick consists of modification of or a refinement of a manufactured item, which enhances operation. A Gadget is a hand or shop made item built to perform a particular job, which is not available as a manufactured item.

Eligibility: Any member who submits an acceptable Gimmick or Gadget.

Deadline: June 1st (to the Section office)

### **Gold Water Drop Award**

Purpose: Recognize members who have provided valuable service and support for AWWA programs and goals through their long-standing membership.

Eligibility: 50-year membership.

Deadline: February 1<sup>st</sup>

### **Heroism Award**

Purpose: Recognize an act of heroism on the part of an employee(s) in water industry wherein the rescuer, in the process of aiding some other person(s) must have placed himself/herself at great potential risk.

Eligibility: Rescuer must have performed act on or off the job within the last 12 months.

Deadline: Open

### **Honorary Member Award**

Purpose: Recognize individual members whose knowledge and accomplishments in the field of water supply entitle him to special recognition. Members shall be exempt from paying dues.

Eligibility: All members.

Deadline: June 1st (to the Section office)

### **Life Members Award**

Purpose: Recognize individuals who are designated representatives of organizations and who have given continuous service to AWWA.

Eligibility: Members with 30 years of service to the AWWA.

Deadline: February 1<sup>st</sup>

### **Membership - Ambassador Award**

Purpose: Recognize outstanding recruiters.

Eligibility: 500 total points, with at least 250 points representing active members.

Deadline: January 1<sup>st</sup>

### **Membership - Nicholas S. Hill, Jr. Award**

Purpose: Recognize section that achieves the greatest net percentage growth on an annual basis.

Eligibility: Greatest percent increase for a section.

Deadline: January 1<sup>st</sup>

### **Membership - Silver Presidential Award**

Purpose: Recognize outstanding recruiters who offer incentives to Ambassador Award recipients to continue efforts.

Eligibility: 1,000 points with 500 Active.

Deadline: January 1<sup>st</sup>

### **Membership - Gold Presidential Award**

Purpose: Recognize outstanding recruiters who offer incentives to Ambassador Award recipients to continue efforts.

Eligibility: 1,500 points with 750 Active.

Deadline: January 1<sup>st</sup>

### **Membership - Platinum Presidential Award**

Purpose: Recognize outstanding recruiters who offer incentives to Ambassador Award recipients to continue efforts.

Eligibility: 2,000 points with 1,000 Active.

Deadline: January 1<sup>st</sup>

### **Membership - Zenno Gorder Award**

Purpose: Recognizes the individual member who recruited more new members than anyone else on an annual basis.

Eligibility:

Deadline: January 1

### **Operator's Meritorious Service Award**

Purpose: Recognize special operator performance by compliance with public health standards, plant maintenance, development of new ideas, training, and outstanding achievement beyond normal operating responsibility.

Eligibility: At the time of meritorious activities operator must have worked in the capacity of shift supervisors or superintendents.

Deadline: January 5 (to the Section office)

### **Opflow Publications Award**

Purpose: Recognize contributions of operating personnel of water utility systems in the areas of science, technology, and water supply operations as published in Opflow.

Eligibility: AWWA members, or a paper with two authors if one is a member.

Deadline: June 1st (to the Section office)

### **Outstanding Service to AWWA Award**

Purpose: Recognize member who has rendered outstanding service to AWWA.

Eligibility: All Members.

Deadline: June 1st (to the Section office)

### **Public Communications Achievement Award**

Purpose: Recognize AWWA members and/or organizations for significant accomplishments in Communication.

Eligibility: All Members.

Deadline: June 1st (to the Section office)

### **Publications Award**

Purpose: Recognize member who has made the most notable contribution, scientific or practical, to the public water supply industry (including water resources development, treatment, distribution, management, regulation, operations, education, engineering, construction, and water quality improvement) as published in the Journal AWWA.

Eligibility: At least one of the authors must be a member.

Deadline: June 1st (to the Section office)

### **Recognition by AWWA for Service to the Water Profession**

Purpose: Recognize individuals, groups or organizations who may be members or non-members of AWWA and have made significant contributions to the Industry.

Eligibility:

Deadline: No fixed Deadline (submit to the Section anytime)

## **Research Division Best Poster Award**

Purpose: Increase interest in participating in the Research Divisions annual conference poster sessions and to improve the quality of the posters.

Eligibility:

Deadline: June 1st (to the Section office)

## **Safety Award**

Purpose: Recognize outstanding accomplishment in safety by water utilities.

Eligibility: Four (4) Utility Categories

1. Utilities with less than 10 employees
2. Utilities with 10 to 100 employees
3. Utilities with 101 to 500 employees
4. Utilities with over 500 employees

Nomination by section in which utility is located.

Deadline: June 1st (to the Section office)

## **Section Education Award**

Purpose: Recognize AWWA sections for initiatives that educate the water industry personnel, the public, students, or other groups about drinking water and to disseminate guidelines that will enable other sections to conduct comparable educational services.

Eligibility: All sections

Scope: National & Section

Deadline: June 1st (to the Section office)

## **Service to the Water Industry Award**

Purpose: Recognize organization members who have provided valuable support for AWWA programs and goals through their long-standing membership.

Eligibility: 50, 75, or 100 year membership.

Deadline: June 15th (to the Section office)

## **Smaller Utility Award**

Purpose: Recognize the positive accomplishments of small utilities.

Eligibility: Small systems serving less than 10,000 people.

Deadline: June 15th (to the Section office)



## **Water Industry Hall of Fame**

Purpose: Recognize members living or deceased who have made the most significant contributions to the field of public water supply.

Eligibility: Deceased or retired, older than the age of 60 and a member at least 15 years. Candidate's influence must still be felt in the water field (inventions/publications).

Deadline: June 1st (to the Section office)

## **Kenneth J Miller Water for People Founders Award**

Purpose: Recognize volunteers for their outstanding service and leadership in the advancement of the Water for People mission

Eligibility: AWWA members

Deadline: January 15th (to the Section Office)

**SEE CA-NV AWWA WEBSITE FOR AWARD APPLICATIONS**

## **INTRODUCTION TO AWWA MEMBERSHIP**

AWWA maintains three main individual membership categories and two organizational membership categories:

### **Individual Membership Types**

1. **Individual Active Member**—An individual such as a water utility employee, municipal official, public health professional, engineer, scientist, educator, consultant or other person interested or serving in the field of water supply.
2. **Operations/Administrative Member**—An individual employed in any operating or administrative position by a water utility that has 1,000 or fewer service connections or any employee below the supervisory level in a utility that has more than 1,000 service connections.
3. **Student Member**—A student enrolled in a minimum of 9 credit hours (or the equivalent) of accredited classes. Student memberships are valid for up to five years.

### **Organizational Membership Types**

#### **1. Utility Members**

- **Small Water Systems**—water systems that supply 5,000 or fewer customer service connections.
- **Water Supplier**—a water supply organization that continuously supplies water to the public, with greater than 5,000 customer service connections.
- **Wastewater System**—a wastewater treatment organization with any number of collection system connections.
- **Water Wholesaler**—a water supply organization that provides water to other utilities or organizations at wholesale.
- **Contract Operations Firm**—an organization contracted to operate and/or maintain a water supply system or water wholesaler.

#### **2. Service Provider Members**

- Companies engaged in the manufacturing, sales, or distribution of products or services to the water industry.
- Companies engaged in the construction of water supply and/or treatment facilities.
- Companies engaged in the contract operation of water utilities.
- Firms engaged in providing consulting/professional services to the water industry.
- Partner Agencies & Institutions are libraries, government agencies, or other organizations that do not fall into the above membership categories.

## **AWWA Membership Benefits** (by member type)

### **Individual Active Members**

- Networking with professional peers
- Member pricing for education and conference registration, Bookstore products
- Keeping up to date on industry developments
- Membership in their local AWWA section\*
- AWWA periodicals, including *Journal AWWA*, *Opflow* and *MainStream\*\**
- The Water Library®, with free online access to past articles from *Journal AWWA*

### **Operations/Administrative Members**

- Member pricing to register for training, purchase Bookstore products
- Earning CEUs for training, including online courses
- Practical operations magazine, *Opflow\*\**
- Member pricing on all AWWA Bookstore products
- Membership in their local AWWA section\*
- The Water Library, with free online access to past articles from *Journal AWWA*

### **Student Members**

- Peer networking
- Access to AWWA Career Center
- Member pricing on education and training, purchase Bookstore products
- E-periodicals, including *Journal AWWA*, *Opflow* and *MainStream\*\**
- Information on industry developments
- Membership in their local AWWA section\*
- The Water Library, with free online access to past articles from *Journal AWWA*

### **Utility Members**

- Plus+Points provided for flexible benefits (see following)
- Access to the *Only Tap Water Delivers* campaign, which is a great way to raise public awareness of the value of water
- Regulatory alerts—immediate information on proposed and final federal regulatory actions impacting utilities
- Drinking Water Week assistance—helps raise public awareness of the benefits of safe drinking water
- Public Affairs advisories—summaries of national events and news stories that impact utilities, including suggested language or tactics to assist in responding to public inquiries
- Section membership
- Career Center—the most popular water industry-specific job board for finding qualified, experienced job candidates, with member discounts to post jobs
- Sourcebook—a comprehensive directory of industry vendors
- *Journal AWWA\*\**—the world's most respected technical publication for water professionals
- *Opflow\*\**—monthly magazine covering hands-on solutions to common utility problems
- *MainStream\*\**—news and feature items about events and issues important to water professionals, as well as information on AWWA programs and conferences
- The Water Library, with free online access to past articles from *Journal AWWA*
- WATERNET—part of AWWA's vast technical library, this database includes over 50,000 article abstracts members may access through a quick phone call
- WATERWEEK—this weekly email newsletter provides the latest updates on legislative and regulatory issues

- Member discounts—Bookstore products, conference registrations are available to ALL UTILITY EMPLOYEES at substantial savings

### **Service Provider Members**

- Plus+Points provided for flexible benefits (see following)
- Preferred rates to exhibit at AWWA conferences, as well as those hosted by local sections
- Up to 10 free listings in the AWWA Sourcebook, the water industry's most comprehensive product and service directory
- Member discount for AWWA membership mailing list rentals
- Member pricing for ALL EMPLOYEES OF THE MEMBER SERVICE PROVIDER
- AWWA periodicals, including *Journal AWWA*, *Opflow*, and *MainStream*\*\*
- The Water Library, with free online access to past articles from *Journal AWWA*
- Local section membership. (Many service providers also join other AWWA sections beyond their own for face-to-face networking and sales opportunities.)

\*In addition to their own section membership, they may also join other AWWA sections.

\*\*All members outside of North America (regardless of grade), student members, and members with APO/FPO addresses will receive e-periodicals only. Print periodicals may be purchased for an additional fee

### **Plus+Points**

Both utility members and service provider members can customize their membership benefits with Plus+Points. Qualifying members are awarded a specific number of Plus+Points based on their size and can spend them on benefits that are most valuable to their organization.

### **Bonus Plus+Points**

We provide one-time "Bonus" Plus+Points to help new members stock their libraries from the AWWA Bookstore items shown below when their membership is activated. See the enclosed chart for details on products.

### **Renewal Plus+Points**

We provide "Renewal" Plus+Points to utilities and service providers every year their membership is active (including their first year) to select the number of AWWA Standards Subscriptions and/or Additional Active members they would like.

- AWWA Standards Subscriptions = 75 points each (one copy available in print; all other copies will be on CD-ROM)
- Additional Active members = 50 points each

## **WHERE TO FIND MEMBERSHIP INFORMATION**

### **1. Online Membership Guide**

[www.awwa.org/membership](http://www.awwa.org/membership)

This Guide, which is available on the AWWA Web site, was developed by the Membership Committee and is designed to assist section membership chairs, other section volunteers, and section staff with recruitment and retention. The Guide contains many resources to help sections develop membership marketing campaigns, strategize recruitment and retention goals, and find out whom to contact for more information.

NOTE: You will need your login name and password to access the information, as it is behind the Member Zone.

### **2. Online/writeable PDF Membership Applications**

[www.awwa.org/membership](http://www.awwa.org/membership)

Writeable PDF Membership Application forms are now available on the AWWA Web site. When prospects use the documents, they can type all information directly into the PDF form on the computer screen, and simply click the large "SUBMIT" button located at the end of the form. Doing so automatically forwards their application forms to AWWA to sign them up for membership!

You can print copies of the blank forms for your section's use. Prospects can also choose to fill it out by hand and either mail or fax it to AWWA at the address or fax number located at the end of the form. The new members receive membership information within two weeks of submittal.

### **3. Member Appreciation Week**

[www.awwa.org/maw](http://www.awwa.org/maw)

Visit the Web site in 2008 for updates on Member Appreciation Week. Information for the Section Toolbox will also be posted there as soon as it is available. You can also contact Laurie Nelson in Membership Marketing, 303.347.6226 or [lnelson@awwa.org](mailto:lnelson@awwa.org).

# 10 Things the Board Can Do to Help the Section Grow

1. Create a membership “culture” – action items on every Board agenda
2. Send names of prospective members to Membership Chair
3. Keep a file of successful recruitment & retention practices
4. Publicize your leadership role within the Section
5. Be ethical in recruitment strategies (no negativity about other groups)

# 10 Things the Board Can Do to Help the Section Grow

6. Make personal calls to inactive members encouraging them to participate
7. Write a “testimonial” letter that the Section can keep on file
8. Come to Membership committee meetings with suggestions
9. Contact non-renewals & encourage them to reconsider
10. Lead by example – ask a prospect to join