

# COMMITTEE CHAIR

## *Quick Reference Guide*

### WELCOME

The Chair of a CA-NV Section AWWA Committee is proudly responsible for the leadership, guidance and implementation of the mission of each specific committee. The Chair typically ascends from the Vice Chair position gaining experience and building relationships. Committee chairs often show interest and skills in that specific area to help bring other members and non-members with like interest together for sustaining professionally efficient committees in the water industry.

### Responsibilities:

- Guide, monitor, and coordinate activities of the Committee.
- Work with incoming Committee vice Chair on required responsibilities.
- Solicit and educate new committee members on the goals and mission of the Committee
- Coordinate with the Committee vice Chair and the Division Chair on all Committee activities and programs.
- Develop agendas and conduct Committee meetings at Fall and Spring Conference and other possibly Committee meetings as needed.
- Submit a yearly budget for the Committee, if needed.
- Develop plan to ensure the work of the Committee is carried out between meetings.
- Report to Division Chair on planning activities particularly ones that require 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.
- Promote Committee functions through workshops, conference sessions as well as writing articles on Committee specialty for SOURCE Magazine.

Leadership is the capacity to translate vision into reality.

Warren Bennis

### Estimated Time Commitment

Minimum Days away from work: 4 days; Minimum additional days: 2 days

## Successful Committee Chair Practices:

For many members the Committee meeting may be the only time members meet together to discuss their interest, relevant topics or even concerns. Committees are fertile ground to stay abreast of future hot issues that could be developed into topics for conference presentation, special workshops, and articles in SOURCE or even special working groups to develop guidance documents or white papers. Chairs can help facilitate this with regular well organized meetings:

Develop an agenda which can be sent out prior to conference - committees who email agendas ahead of time often see double attendance.

Have a sign-in Sheet at each meeting and compare to Section generator member list - sign in sheets give you the emails you need to keep committee members in touch.

Keep track of Action Items, interesting ideas or follow up items to send out in post meeting minutes – follow up is what distinguishes professionally relevant committees from simple brainstorming sessions. (These responsibilities can be delegated as long as the Chair is accountable for their completion.)

The supreme quality  
of leadership is  
integrity.

Prepare for new members: everyone loves to be welcomed and this can be done by developing a simple packet of info which could include your committee mission/goals, an agenda, previous meeting minutes, a list of other members and even a SOURCE magazine (can be obtained by Section Staff).

Go over conference presentation proposals with the group so Vice Chair can help put together strong track of topics related to your committee at following conference – committees should take advantage of members to strategize a relevant topic area and solicit presentations instead of simply waiting to see what arrives.

Work with Vice Chair to Solicit Topics/Presentations for following conference at least 6 weeks before upcoming conference so that proposed ideas can be discussed. Send thank you notes/emails following presentations to speakers.

Depending on your Committee needs, it is common for many Committees to hold a Committee Meeting Call in between conferences which is a good time to discuss solicitation of upcoming presentations.

Keep your Committee Website up to date with relevant contact information and upcoming agendas, meetings, or solicitations. Committees with robust updated sites experience greater participation. Section staff can help coordinate these efforts.

Develop stand-alone workshops with the help of your Division Chair or Trustee if the Committee generates an interesting relevant topic.

Nominate with your committee someone in our industry for one of the many awards given out by the Section and AWWA.

Promote the strength of your Committee by finding experts to write articles for SOURCE. An interesting article can do wonders to recruit more Committee members.

Succession planning should include a Vice Chair and Secretary at minimum that can share your delegated duties and be ready to fill your shoes when you retire to out-going Chair responsibilities.

Remember you are the Chair, the leader, a representative of the Section, AWWA, your business, and the water industry. Always conduct yourself – and request the same of your co-leaders - with the same professional standard demanded of you.

Ask your Section Trustee for the CA-NV AWWA Leadership Guide for more details and guidance.

Be creative and share your ideas – we are ALL part of the village that makes these committees run well and run better!

## The Committee Meeting:

The Committee Chair is very visible and leads all meetings (and conference or other intermittent calls/meetings). Running a successful meeting is Key:

1. Open the meeting on time.
2. Have an agenda prepared – better if emailed to committee ahead of time and confirm room numbers, etc in advanced.

\*Note Section can no longer furnish call in numbers but many committees do have call in numbers utilizing private cell phone devices.

3. Recognize members who are entitled to talk; diplomatically discourage breaking in.
4. Put all issues to a fair vote; don't make assumptions about how committee members feel.
5. Announce the results of actions taken and explain the follow-through to be taken and by whom.
6. Stay with the agenda. Seek the full committee's agreement to change the agenda once it has been announced or defer items to possible mid-term committee call or even subcommittee development.
7. Provide Committee roster (obtained from Division Chair) for members to update info and allow additions of new members to share back with Division Chair. Sign in Sheet should also be provided for attendance.
8. **GO TO Meeting** arrangements for interim conference meetings are available by contacting Section staff.
9. Close the meeting on time; seek the committee's agreement on next meeting.
10. Follow up via Email with members on any action items and thank all attendees. You are the ambassador to your Committee!

A great leader's courage to fulfill their vision comes from passion, not position.

### Resources-

Always feel free to contact your section Trustee and Division Chair for assistance with ANY questions. This Section strives to serve its committees, its members and the water industry through all of us!

Earn your leadership every day.

Michael Jordan