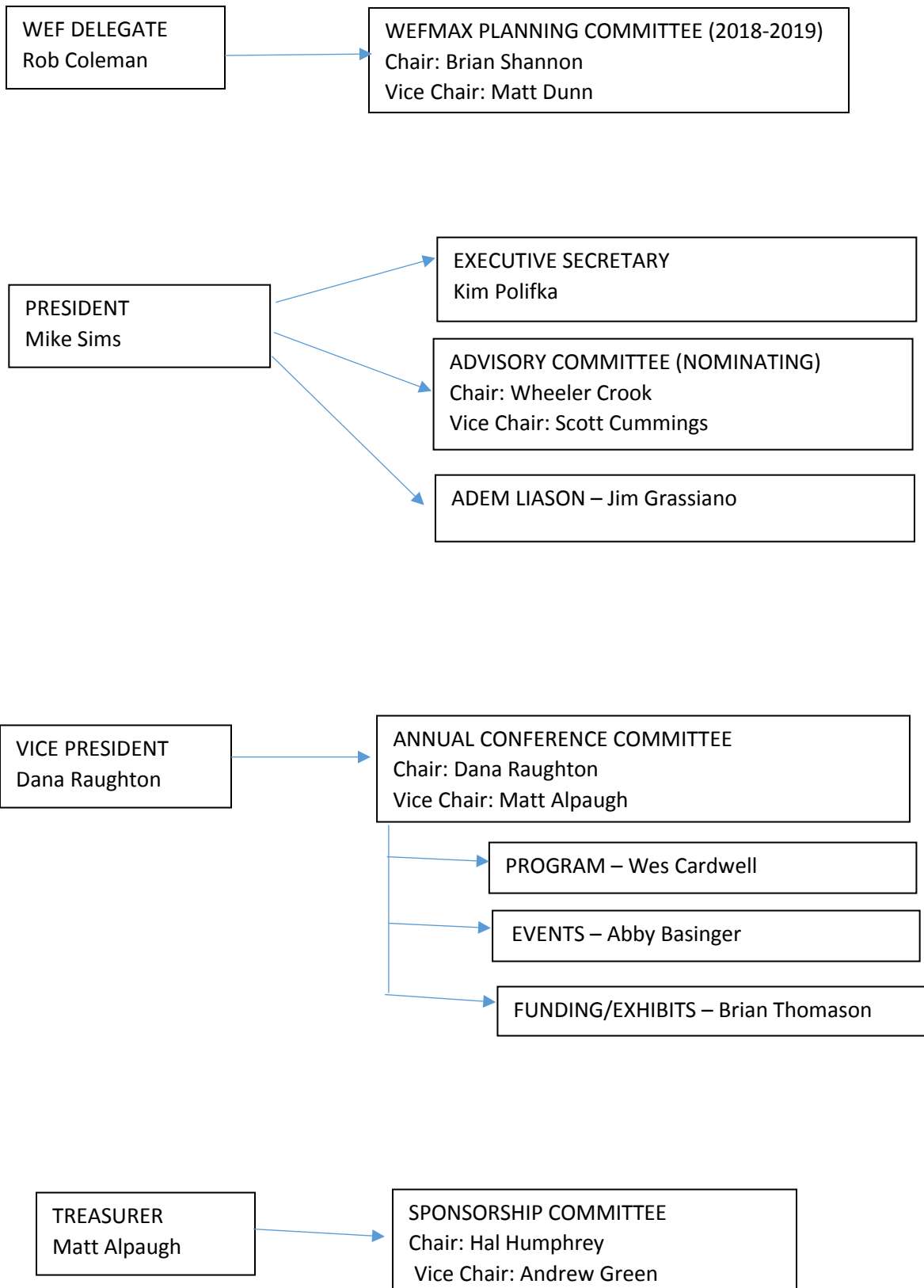
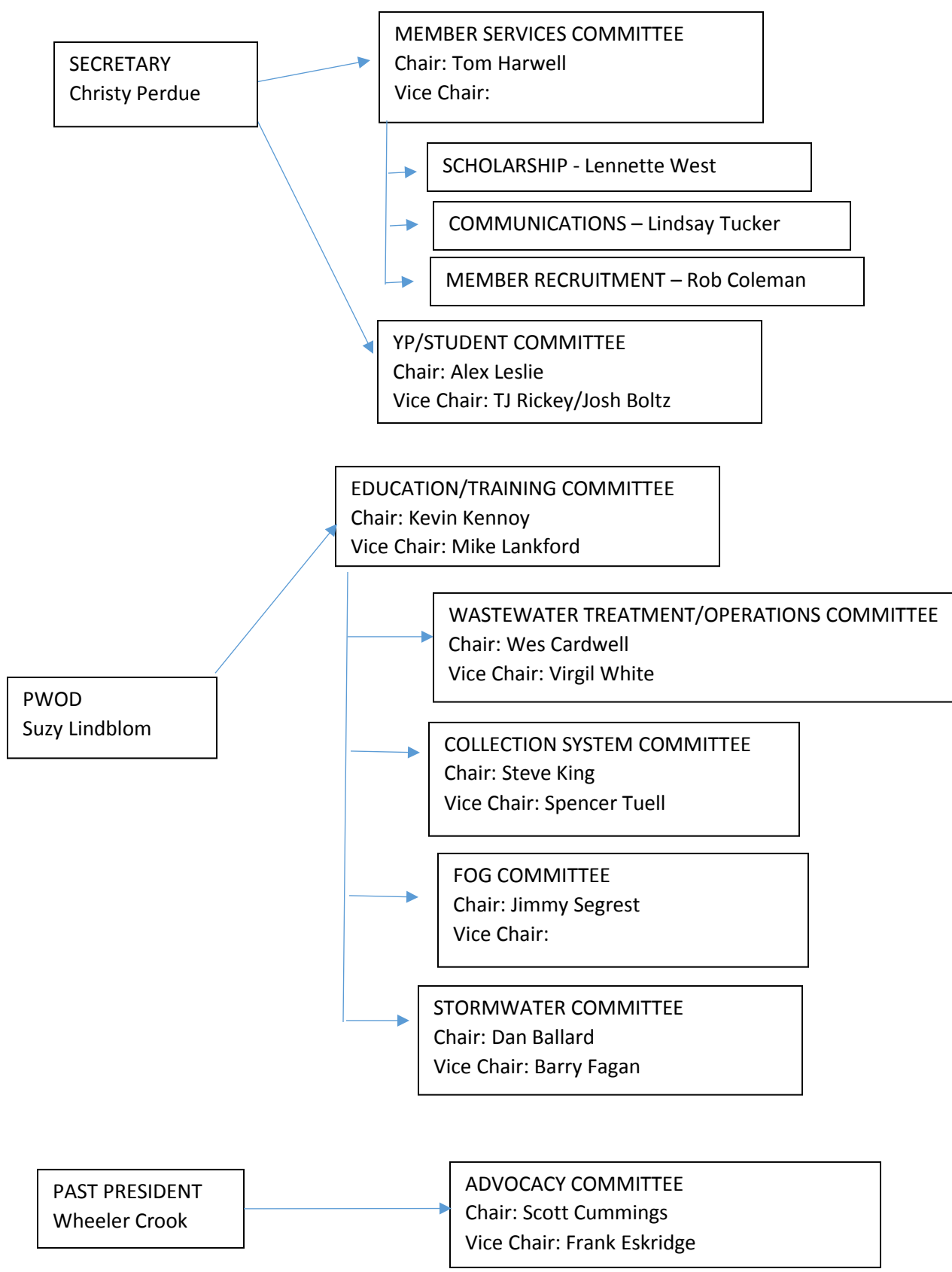


# 2017 AWEA EXECUTIVE BOARD AND COMMITTEES





# Alabama Water Environment Association

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The purpose of this document is to define the Alabama Water Environment Association's (AWEA) Executive Board (board) and responsibilities of committees that serve the Association. The AWEA Executive Board consists of the following members:

- President
- Vice President
- Treasurer
- Secretary
- PWOD
- WEF Delegate
- Past President

# **Alabama's Water Environment Association Committee Guidelines**

The purpose of this document is to summarize the committee guidelines and offer each committee officer and member an overview of the general guidance and expectations of that committee in relation to the activities of Alabama's Water Environment Association (AWEA).

Committees and committee officers will be appointed by AWEA's current president and receive concurrence from the AWEA Executive Board members.

All committees shall have a minimum of two members with ideally three members actively involved: a chairperson, a vice-chair, and a committee member or co-chairs and a committee member. All committee members must be members in good standing of AWEA. Past chairs are encouraged to remain on the committee for 1 year after serving as chair and are encouraged to limit serving 3 years as chair.

All committees are assigned an officer liaison for reporting purposes and to ensure that the goals of the AWEA are met through the activities of the specific committees.

## **Responsibilities of Committee Chairpersons**

1. Submits written communication prior to each board meeting (normally conducted during alternate months) detailing plans, activities, projects, needs, requests, etc., being undertaken by the committee to reach the annual goal. Attends board meetings when necessary.
2. Recommends to the President a vice-chair and other members of AWEA to serve as committee members.
3. Recommends to the President activities to meet current needs in the specific interest area of the committee.
4. Works with the Vice President and the Annual Conference Planning Committee to recruit those willing to participate in the Annual Technical Conference.
5. Drafts or solicits at least one paper per year to be submitted for the AWEA Quarterly Newsletter.
6. Develops a plan for obtaining the goal of the committee, including budgetary needs.
7. Provides a contact person to respond to questions pertaining to issues in the specific interest area of the committee. Assists with coordination and execution of education and/or training events.

## **Advisory Committee**

The Advisory Committee provides additional insight to the AWEA Executive Board. The committee serves the board by ensuring that decisions are made with the strategic plan in mind. The committee provides the slate of officers for the next year, as well as the candidate(s) for induction into 5S.

### **Primary Activities**

The Advisory Committee shall serve to advise the board in a discretionary manner. This includes, but is not limited to, the following:

1. Reviews organizational plans to ensure it is in line with the strategic plan.
2. Provides information from experience and communications with other MAs.
3. Works with the President and Vice President to determine the outline for strategic planning events.
4. Serves as directed by the board in the advisory position.
5. Serves the Association in a policy advisory role. Recommendations shall be presented to the board to be implemented by the respective committees.
6. Meets as often as necessary to nominate the slate of officers and presents the names of the nominees to the board by written report no later than the board meeting at the Annual Conference, and no later than the board meeting immediately preceding the Water Environment Federation Annual Conference for nomination of the Delegate. The committee will strive to nominate at least one newcomer each year, and all nominees shall be capable and willing to serve if asked.
7. Recommends to the board candidates for Water Environment Federation Awards.
8. Advises the board to ensure consistency with the By-Laws of the Association.
9. Reviews proposed policy for conformance with By-Laws and Articles of Incorporation.
10. Reviews changes in Federation By-Laws for incorporation on the Association level, if appropriate.

### **Officer/Director Liaison**

The President will serve as the Officer/Director Liaison for the Advisory Committee. The Past President shall serve as chairman of the Advisory Committee.

## **Advocacy Committee**

The Advocacy Committee keeps the board informed of impending federal, state, and local legislation that may be introduced, or that is being actively considered, in the various legislative bodies that could influence the water quality industry. The committee advocates for collaboration with other entities that have similar missions. The committee promotes AWEA.

### **Primary Activities**

The Committee Chairman will recruit committee officers and members as appropriate to carry out the duties of this committee. Other activities include the following:

1. Submits written reports to the board summarizing impending legislation, with a recommendation for further action by the Association, if appropriate.
2. Serves as a liaison for federal, state, and local legislators who may require technical information for impending legislation that may affect the water quality industry.
3. Serves as the principal contact to federal and state legislators for the Association.
4. Serves as the principal contact to federal and state legislators for any Association Government Affairs Seminars, workshops, and other meetings that may require the legislators' attendance, and encourages their attendance by writing letters and making phone calls or personal visits.
5. Serves as a liaison for AWEA with AWWI.

### **Officer/Director Liaison**

The Past President will serve as the Officer/Director Liaison for the Advocacy Committee.

## **Annual Conference Committee**

The purpose of this committee is to plan the Annual Conference, which consists of the technical program, social functions, exhibits, funding and other activities related to the annual conference.

### **Primary Activities**

The Vice-President shall chair the committee. The committee shall organize the Annual Conference. This includes, but is not limited to, the following:

1. Submits written reports to the board summarizing committee activities.
2. Solicits proposals from venues for hosting the annual conference. Reviews proposals and makes recommendation to the board for proposal acceptance.
3. Develops conference program and schedule, including scheduling WEF representative and keynote speaker, as well as format of opening session.
4. Secures commitments from speakers and communicates with speakers regarding requirements for presentations, such as length and format, hardware and software requirements, etc.
5. Coordinates exhibits.
6. Coordinates social activities including sports, entertainment, and other programs for registrants and guests.
7. Recommends fees for attendees and exhibitors.
8. Maintains records of the conference. Provides summary evaluation of conference activities, including income and expenditures, to the incoming Vice-President.
9. Develops roles for board and Annual Conference Committee.

### **Officer/Director Liaison**

The Vice President, as the Committee Chairman, will also serve as the Officer/Director Liaison for the Annual Conference Committee.

# **Sponsorship Committee**

The purpose of the Sponsorship Committee is to coordinate the sponsorship money collected annually which is utilized for various activities, such as education and training, workshops, annual conference, operations, etc.

## **Primary Activities**

The Sponsorship Committee shall coordinate the solicitation of sponsorship money annually. This includes, but is not limited to, the following:

1. Reviews sponsorship monies collected from prior years.
2. Sets sponsorship goals for the upcoming year based on budgetary needs.
3. Reviews and updates the master sponsorship contact list including contact name, email, phone, and address.
4. Reviews and updates the sponsorship form in preparation for distribution.
5. Sends out a sponsorship letter (signed by AWEA Pres) and form to each potential sponsor on list.
6. Determines cut-off date for receipt of sponsorships so that T-shirts, signs, etc. can be printed prior to event/conference.
7. Tracks receipt of sponsorships, provides information to the board prior to meetings regarding status of sponsorship monies received, and places logos of sponsors in appropriate folders on AWEA OneDrive account. Coordinates printing of signs for annual conference.
8. Requests board/committees to make calls/emails to past sponsors thanking them for past participation and alerting them of cutoff date.

## **Officer/Director Liaison**

The Treasurer will serve as the Officer/Director Liaison for the Sponsorship Committee.



## **Member Services Committee**

The purpose of the Member Services Committee is to provide services that enhance the experience of participating in the Association. The committee shall provide member support and foster communication.

### **Primary Activities**

The Committee Chairman will recruit committee officers and members as appropriate to carry out the duties of this committee. Other activities that shall be the responsibility of this committee are as follows:

1. Develops and implements plans to engage water professionals. Develops and implements methods to effectively recognize the achievements of water professionals, businesses, and innovation in the water sector in our state.
2. Oversees the Scholarship Program, including but not limited to, the funds, notification of universities/schools, and recipients of scholarships. This shall operate as a subcommittee to the Member Services Committee.
3. Provides membership accountability and member recruiting. This shall operate as a subcommittee to the Member Services Committee.
4. Provides a communications plan and implements internal and external communication tactics for the organization. Communications shall include but not be limited to email, web presence, social media, publications, etc. Responsible for the AWEA publication content and coordination efforts. This shall operate as a subcommittee to the Member Services Committee.

### **Officer/Director Liaison**

The Secretary will serve as the Officer/Director Liaison for this committee.

# **Young Professionals/Student Committee**

The purpose of the Young Professionals/Student Committee is to recruit, engage, and retain young professional and student members for the AWEA.

## **Primary Activities**

The Committee Chairman will recruit committee officers and members as appropriate to carry out the duties of this committee. Other activities that shall be the responsibility of this committee are as follows:

1. Develops and implements plans to engage young water professionals and students, including collaboration with colleges and universities.
2. Develops and implements methods to effectively recognize the achievements of young water professionals and students in our state.
3. Assists with the Scholarship Program, including but not limited to, the funds, notification of universities/schools, and recipients of scholarships.
4. Organizes YP and student events throughout the year, including at the Annual Conference.

## **Officer/Director Liaison**

The Secretary will serve as the Officer/Director Liaison for this committee.

## **Education and Training Committee**

The purpose of the Education and Training Committee is to coordinate and assist in planning seminars or workshops in conjunction with other committees to meet the needs of AWEA and anyone concerned with water quality management.

### **Primary Activities**

The Committee Chairman will recruit committee officers and members as appropriate to carry out the duties of this committee. Other activities include the following:

1. Submits written reports to the board summarizing committee activities.
2. Conducts programs and distributes information to the Association and the general public regarding the water environment.
3. Contacts committee chairs routinely to determine needs of the individual committees in educational outreach (e.g., selection of meeting sites and distribution of program announcements).
4. Maintains calendar of events of additional outreach activities (i.e. One Drive Calendar) and provides summary of upcoming events to the board prior to meetings.
5. Oversees and provides internal communication between all committees that provide outreach, education and training, including but not limited to, the Collection System Committee and Wastewater Treatment Operations Committee.
6. Assists the treasurer with collecting data from training events to develop models for generating revenue where desirable, or at minimum, meeting cost neutral objectives.
7. Plans and directs a mid-year technical conference in a dynamic location for outreach.

### **Officer/Director Liaison**

The PWOD will serve as the Officer/Director Liaison for this committee.

# **Wastewater Treatment Operations Committee**

The purpose of the Wastewater Treatment Operations Committee is to provide information to the membership regarding improvements and current issues in the areas of wastewater treatment and operations.

## **Primary Activities**

The Committee Chairman will recruit committee officers and members as appropriate to carry out the duties of this committee. Other activities include the following:

1. Submits written reports to the board summarizing committee activities.
2. Sponsors workshops, conferences, and technical sessions.
3. Coordinates events with the Education and Training Committee Chair.
4. Identifies speakers and topics pertaining to collection systems for use in the annual conference technical program.
5. Sponsors programs for continuing education credits when applicable.
6. Gathers, prepares, and disseminates information through the Member Association.
7. Submits at least one article for publication in *The Wave*, annually.

## **Officer/Director Liaison**

The PWOD will serve as the Officer/Director Liaison for this committee.

## **Collection Systems Committee**

The purpose of the Collection Systems Committee is to provide information to the membership regarding improvements and current issues in the areas of collection systems, such as asset management, sanitary sewer overflows, management, operations, maintenance, etc.

### **Primary Activities**

The Committee Chairman will recruit committee officers and members as appropriate to carry out the duties of this committee. Other activities include the following:

1. Submits written reports to the board summarizing committee activities.
2. Sponsors workshops, conferences, and technical sessions.
3. Coordinates events with the Education and Training Committee Chair.
4. Identifies speakers and topics pertaining to collection systems for use in the annual conference technical program.
5. Sponsors programs for continuing education credits when applicable.
6. Gathers, prepares, and disseminates information through the Member Association.
7. Submits at least one article for publication in *The Wave*, annually.

### **Officer/Director Liaison**

The PWOD will serve as the Officer/Director Liaison for this committee.

## **Stormwater Committee**

Recognizing the importance of a broad analysis of the water environment, the Stormwater Committee was formed to provide information to the AWEA membership regarding current issues related to the watershed and water quality.

### **Primary Activities**

The Committee Chairman will recruit committee officers and members as appropriate to carry out the duties of this committee. Other activities include the following:

1. Submits written reports to the board summarizing committee activities.
2. Sponsors workshops, conferences, and technical sessions.
3. Coordinates events with the Education and Training Committee Chair.
4. Identifies speakers and topics pertaining to stormwater issues for use in the annual conference technical program.
5. Sponsors programs for continuing education credits when applicable.
6. Gathers, prepares, and disseminates information through the Member Association.
7. Sets goals and seeks to utilize WEF resources to promote stormwater within the organization.
8. Seeks to partner and collaborates with other organizations regarding stormwater when beneficial to AWEA.
9. Submits at least one article for publication in *The Wave*, annually.

### **Officer/Director Liaison**

The PWOD will serve as the Officer/Director Liaison for this committee.

## **FOG Committee**

The purpose of the FOG Committee is to provide information to the membership regarding improvements and current issues in the areas of FOG.

### **Primary Activities**

The Committee Chairman will recruit committee officers and members as appropriate to carry out the duties of this committee. Other activities include the following:

1. Submits written reports to the board summarizing committee activities.
2. Sponsors workshops, conferences, and technical sessions.
3. Coordinates events with the Education and Training Committee Chair.
4. Identifies speakers and topics pertaining to collection systems for use in the annual conference technical program.
5. Sponsors programs for continuing education credits when applicable.
6. Gathers, prepares, and disseminates information through the Member Association.
7. Submits at least one article for publication in *The Wave*, annually.

### **Officer/Director Liaison**

The PWOD will serve as the Officer/Director Liaison for this committee.

## **WEFMAX Planning Committee**

The purpose of the WEFMAX Planning Committee is to plan the WEFMAX event when scheduled for Alabama. The next Alabama WEFMAX is scheduled for 2019 and occurs approximately every 10 years.

### **Primary Activities**

The Committee Chairman, as appointed by the President, will recruit committee officers and members as appropriate to carry out the duties of this committee. Other activities include the following:

1. Submits written reports to the board summarizing committee activities.
2. Coordinates the WEFMAX with the appropriate committees, the WEF Delegate and WEF representatives.
3. Identifies speakers and topics pertaining to the WEFMAX.
4. Determines venue and setting for all WEFMAX activities.
5. Develops a budget such that the board does not incur losses.
6. Attends WEFMAX conference calls and disseminates information provided during calls to the board.
7. Attends one WEFMAX event each year prior to hosting for two years.
8. Attends one Leadership training event at WEFTEC.

### **Officer/Director Liaison**

The WEF Delegate will serve as the Officer/Director Liaison for this committee.