



## **Committee Chair Critical Information Packet**

Welcome and thank you for volunteering as a Committee Chair in the Rocky Mountain Section of the American Water Works Association (RMSAWWA), the Rocky Mountain Water Environment Association (RMWEA) or the joint associations. These organizations are local sections that work on behalf of their national organizations to fulfill the mission of each association as well as the sections. This packet contains information to help you understand the role of the Sections and accomplish committee goals.

Committee Chairs will be given an organization **Handbook** at the October Orientation Meeting. Become familiar with the handbook as it contains valuable information about the Section including Board and volunteer contact information, policies and procedures, and the Section's bylaws and strategic plan. Contact the Secretary if you need a handbook. Handbook files are also available on the appropriate website ([www.rmsawwa.net](http://www.rmsawwa.net), [www.rmwea.org](http://www.rmwea.org)). In addition, each committee is assigned a liaison who is a current Board member. The duty of a liaison is to assist Committee Chairs and they should be contacted with any questions and be kept informed of committee activities.

The following section was written with the RMSAWWA in mind but similar documentation is available in the RMWEA Handbook. Special attention should be paid to the following key sections of the Section Handbook:

- 1. Organizational Chart.** Illustrates how the section is organized and the list of Governing Board Members and Committee Chairs.
- 2. RMSAWWA and Joint Governing Board Meeting Schedule.** Lists place and time of RMSAWWA and Joint Governing Board (JGB) meetings for the year and critical deadlines for committee chairs.
- 3. RMSAWWA Board Members and Committee Chairs Roster.** This is a great place to learn the board makeup. Offices, committees and contact information for officers, support staff, and committee chairs are included in the roster. Your board liaison is also listed here.

4. **Section Guidelines.** Committee roles and responsibilities are included here.
5. **Section Bylaws.**
6. **Policies and Plans.** While it is important to become familiar with all of the policies and plans, the following summarizes some of the most applicable.
  - **Alcohol** – Describes the policy regarding alcohol at RMSAWWA sponsored events.
  - **Code of Ethics** – Includes a form that must be signed by all Governing Board Members and Committee Chairs on an annual basis.
  - **Conflict of Interest** – Includes a form that must be signed by all Governing Board Members and Committee Chairs on an annual basis.
  - **Conference Calls** – Explains how to use the Section’s conference calling service.
  - **Communications** – Describes how to advertize events among other things.
  - **Information Sharing** – Describes the policy regarding sharing member and attendee contact information as well as the procedure for sending a mass email (e-blast).
  - **Budget and Event Reporting** – Explains the policy regarding budgeting and reporting for training events and includes the Expense Reimbursement Form.
  - **Travel** – Describes the policy regarding travel to and from sanctioned events.
  - **Contracts** – All contracts that obligate the section to terms and conditions of a third party must be signed by the Secretary/Treasurer (S/T).
7. **Strategic Planning** – Results of strategic planning developed and adopted during the Summer Planning meetings are found in this section.
8. **Colorado and New Mexico Tax Exempt Form** – Used for tax exempt purchases of goods and supplies.

Each committee has a role in the Section. When planning for the year's activities committees should keep in mind the direction the Board adopted through strategic planning during the Summer Planning meeting, found in the Strategic Planning Section of the Handbook. It is the role of the committee chair to ensure committees contribute to the section vision and success.

This Packet is intended to be an overview and highlight. Prior to finalizing plans for your committee refer to the Officers & Committee Chairs Handbook 2011-2012 for policies in their entirety.

### **Time Commitment for Committee Chairs**

- Committee meetings – Frequency determined by the Committee Chair based on need.
- Monthly Board meetings – RMWEA, RMSAWWA, and Joint Governing Board (JGB) meetings are generally held monthly. The RMWEA meets two hours in the morning followed by the JGB, usually meeting for one hour. The RMSAWWA Governing Board meets for 2 hours in the afternoon. All committee chairs are encouraged to attend as many of their section board meetings as possible. Chairs of joint committees are encouraged to attend as many JGB and Section Board meetings as possible. Attending board meetings is a good way to become familiar with board members and how the section functions.
- Winter and Summer Planning Meetings – Committee Chairs are expected to attend both of the two-day meetings. Professional training is conducted during the two day Winter Planning Meeting and Strategic Planning is conducted during the two day Summer Planning Meeting.
- Joint Education Council (JEC) Meetings – Typically held during the Summer and Winter Planning Meetings. Committee Chairs who conduct educational events are expected to attend. The meetings typically last 1.5 hours.
- Event planning and execution – Time commitment depends on how many events are held and how much work is delegated.
- Reporting – Varies, but typically less than 1 hour per report. Reporting requirements include preparing minutes after each committee meeting, monthly committee reports to the Board, and an annual report.

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### **General Tips for Committee Chairs**

- Select a Vice Chair and share this document with him/her so they are prepared to fill-in in the chair's absence.
- Delegate tasks to willing committee members to ensure each member feels valued and spread the work around. (i.e. someone to apply for TUs, someone to find training locations, someone to arrange printing).

- Budget - due in November/December – refer to the previous year’s budget and confer with the committee liaison to set the annual budget being sure to take the committee goals in mind. Budgets should include anything that will not be covered by event registration fees (i.e. teleconferencing for meetings, appreciation for committee members, compensation/travel for training events) as well as expected overall event expenses.
- Attending board meetings, planning meetings and activities are great ways to get to know more about the Section functions, people in the Section, and understand the role of the committee in the Section.
- Submit monthly and annual reports as requested by Board Chair/President
- Training Committees – commit to high quality excellent training options.
- Share the Tax Exempt form with any committee members making purchases on behalf of the committee and/or Section.
- Don’t be afraid to ask for help – everyone on the Board is approachable and wants committee chairs and committees to succeed.
- Utilize paid staff where possible.

<b>Schedule of Major TO-DO's for Committee Chairs</b>	
Sep	Begin term as Committee Chair following the Annual Conference Attend breakfast Board meetings and lunch Award meetings at the Annual Conference.
Oct	Attend Orientation dinner meeting for all Committee Chairs and Board members. Begin discussions with Treasurer and/or Administrative Manager regarding next calendar year budget. Review 3rd Quarter budget to actual report provided by the treasurer.
Nov	Attend Board meeting or inform committee liaison on budget components for the Committee.
Dec	Budget for next calendar should be approved at the December Board Meeting. Budgeting period is from January 1 <sup>st</sup> to December 31 <sup>st</sup> .
Jan	Submit annual committee report as requested by the Chair.
Feb	Attend Winter Planning Meeting.
Apr	Review 1 <sup>st</sup> Quarter budget to actual report provided by the RMSAWWA Treasurer.
Jul	Attend Summer Planning Meeting Prepare for August term change (If you are retiring as Committee Chair start search for replacement and notify Chair/President. Review handbook and website for accuracy) Nominate excellent volunteers worthy of a Volunteer Excellence Award, send nominations to Chair/President. Review 2 <sup>nd</sup> Quarter budget to actual report provided by the Treasurer.
Aug	Register for the RMSAWWA Annual Conference. Update the website and handbook.
Every Month	Submit Reports and Agenda Items to Board Chair/President in a timely manner. Submit Event report as appropriate. Attend membership and fundraising events as appropriate. Volunteer to assist with conferences, award reviews, and events as appropriate when Possible.

### **Suggestions for Planning Educational Events**

Some recommendations for planning workshops or seminars are outlined below. In addition, the JEC is a good resource for sharing ideas and tips.

#### **1. Event Budgeting and Expenses**

- a. Budgeting
  - i Estimate expenses (i.e. registration, training unit (TU) approval, site fees, printing, supplies, refreshments, door prizes, speaker and attendee appreciation).
  - ii Set registration fees to meet expenses plus a little more to cover other expenses the committee may have through the year.
  - iii Offering different “member/nonmember” and “early/late” registration fees is highly recommended.
- b. Expenses
  - i **Contracts (i.e. catering, site, registration, services, etc.) can only be signed by the RMSAWWA or RMWEA Treasurer.**

- ii **Use the tax exempt certificate** when making purchases in Colorado. Inform committee members making purchases on behalf of the Section about this.
- iii Expenses that can be invoiced – an invoice can be sent directly to the Section’s Treasurer. Be sure the Treasurer knows which committee to debit/credit the expense to.
- iv All expenses incurred personally for official Section business can be reimbursed by the Section (i.e. TU approval, printing, refreshments, door prizes, tokens of appreciation).
  - The Expense Reimbursement Form should be submitted via email to the Treasurer or Administrative Manager as soon as possible following the expenditure/event. Allow 1-2 weeks for receiving reimbursement.

## 2. Scheduling and Registration

- a. Scheduling
  - i Setting a predictable training schedule is strongly encouraged whether offering one or multiple training events each year. (i.e. the second week in May in Steamboat Springs, the third week in March in the Denver Metro area).
  - ii When selecting a date to hold an event, be sure to check the Section’s web calendar as well as other training entities such as the Colorado Department of Public Health and Environment’s (CDPHE’s) Advanced Operator Training ([www.dwepttraining.org/](http://www.dwepttraining.org/)); OCPO ([www.ocpoweb.com](http://www.ocpoweb.com)); Rural Water ([www.crwa.net](http://www.crwa.net)) to avoid conflicts with other events.
- b. Event Registration
  - i Event registration can be handled by the committee or paid staff (TEAMS). Assistance from paid staff is encouraged to help reduce the workload on the volunteers.
  - ii The cost for TEAMS to handle event registration is approximately \$9.00 per registrant.
  - iii Costs associated with utilizing TEAMS must be previously budgeted and approved. If costs were not previously budgeted and approved, the Committee Chair needs to contact the Treasurer to see if a budget amendment is necessary.
  - iv If utilizing paid staff for registration, notify them of the event at least 3 months in advance; earlier if paid staff is also assisting in event site selection.
  - v Anticipate late registrations.
    - Bring a receipt book or record billing information if paid staff is handling registration
- c. Section policy allows for sharing contact information for registrants. Include an “opt-out” option for attendees on the registration form or sign in list.

## 3. Advertising

- a. RMSAWWA/RMWEA Training Calendar - All events must be posted on the Section’s calendar at [www.rmsawwa.net](http://www.rmsawwa.net) or [www.rmwea.org](http://www.rmwea.org) as early as possible.
  - i Username: 2010comm; Password: 2010
  - ii Contact RMWEA web master or Ann Hall for login username and password assistance.
  - iii Once you log in, the step-by-step directions for posting the event to the calendar are easy to follow.

- b. Website
  - i Post an announcement of the event (along with the registration form) on the Section website at least 6 weeks prior to the event.
    - (a) RMSAWWA - Contact Ann Hall
    - (b) RMWEA – Contact Greg Farmer
- c. E-Rumbles - An announcement of the event should be included in E-Rumbles (published the first day of each month).
  - i The deadline for submissions to be included in E-Rumbles is the 25<sup>th</sup> of the month before publication.
  - ii Use the link on Section website to submit E-Rumbles request.
  - iii Include the link to the appropriate website's Training and/or Calendar in the E-Rumbles announcement.
- d. Rumbles is RMSAWWA's and RMWEA's joint publication. The deadline for submissions is the end of the month two months prior to publication. Submissions should be sent to the Rumbles Editor listed on the roster.
- e. A dedicated e-blast may be sent out if registration is low or as a reminder about two weeks prior to the event. Email the E-Rumbles editors listed on the roster. No attachments can go out with the email so refer to a contact and link to the website for registration materials. USE THIS SPARINGLY
- f. If conducting training in Western Colorado, consider advertising in Utah even though they are not part of the Section (<http://www.ims-awwa.org/>).

#### 4. Training Units (TUs) – Colorado Only

- a. Whenever possible, TUs should be offered for educational events. Requests for TU approval are submitted through the Operator Certification Program Office (OCPO) ([www.ocpoweb.com](http://www.ocpoweb.com)).
- b. Staff at OCPO will issue a login script and help with posting, if needed.
- c. Posting the number of TUs awarded in the event announcement will attract Operators to register. Start early as the approval process can take up to 4 weeks.
- d. Materials needed to submit for TUs include:
  - i Event timetable (start and stop for each segment including breaks) with topics and speakers – no other details. This can be copied from a separate file or typed into the appropriate block in the submittal form.
    - No TUs will be awarded for breaks but they must be included.
  - ii Detailed outline of presentations (including speakers) attached as a file (pdf or Word).
  - iii Brief biography of each speaker attached as a file (pdf or Word).
  - iv Example of the certificate of completion attached as a file (pdf or Word)
  - v Read instructions and follow directions carefully. Several useful examples and the certification matrix is essential in determining how many and in what area TUs should be requested.
- e. TU submittal cost - \$50 per request charged to a personal account. This cost is reimbursable by the Section and should be covered by registration fee.
- f. Other notes
  - i Committee members and speakers must register to get TUs with one exception - Speakers can get TUs free once each year for each event they present at without registering.

- ii TU certificates should be given to all eligible attendees. Giving Wyoming and New Mexico participants Colorado TU certificates will help them get TUs/CEUs in their state.

## 5. Printed materials

- a. TEAMS can arrange for printed materials (slide presentations, event evaluations, etc.). They need a CD of the materials in order to provide a quote for the service. The process can take 3 weeks and you have to arrange to pick-up the materials.
- b. Other printing options include FedEx Kinko's or other printing agencies. Costs range from \$0.08 – \$0.20 per page. Remember to use tax exempt certificate (Colorado only).
- c. Remember to budget for anticipated printing expenses when setting registration fees.

## 6. Location

- a. TEAMS can help identify potential locations to hold the event.
- b. Costs associated with utilizing TEAMS must be previously budgeted and approved. If costs were not previously budgeted and approved, the Committee Chair must request a budget amendment. Contact the Treasurer for assistance.
- c. Free options to consider:
  - i Municipality with large training room.
  - ii VFW or American Legion is usually free and can cater drinks and snacks for a fee.
  - iii REI – downtown Denver.
  - iv Government agencies (CDPHE, DRCOG, Federal Center).

## 7. Door Prizes and Speaker Appreciation (a nice extra for participants and speakers)

- a. Books
  - AWWA bookstore (recommended). The RMSAWWA receives an allotment (\$600 per year) and discounts for the bookstore.
    - (a) Arrange WAY in advance (can take 8 – 10 weeks to deliver).
      - (i) Complete the order form using the price list provided by Ann Hall, send it back to Ann Hall, and she will submit it.
      - (ii) The bill will go to the Section but should be listed as a debit for the committee.
      - (iii) If not using the section options, paying by personal credit card and to get the tax exemption:
      - (iv) Make your selections and complete personal credit card information but do not submit the order.
      - (v) Print the order without paying for it.
      - (vi) Included a comment about ordering for RMSAWWA training door prizes and include tax exempt number.
      - (vii) Fax the order to AWWA (call customer service at 1.800.926.7337 to get the fax number).
- b. Restaurant gift cards (i.e. \$25 each).
- c. One committee gives participants hats.

- d. Remember to budget for door prizes when setting registration fees or include the expenses in the committee budget for approval if they won't be covered by registration fees.

## **8. Follow-up**

- a. Write a report for inclusion in the committee's monthly report to the Board.
  - i Summarize the event, including number of attendees.
  - ii Ask participants to evaluate the event and summarize responses.
  - iii Summarize financial impact, including income and expenses.

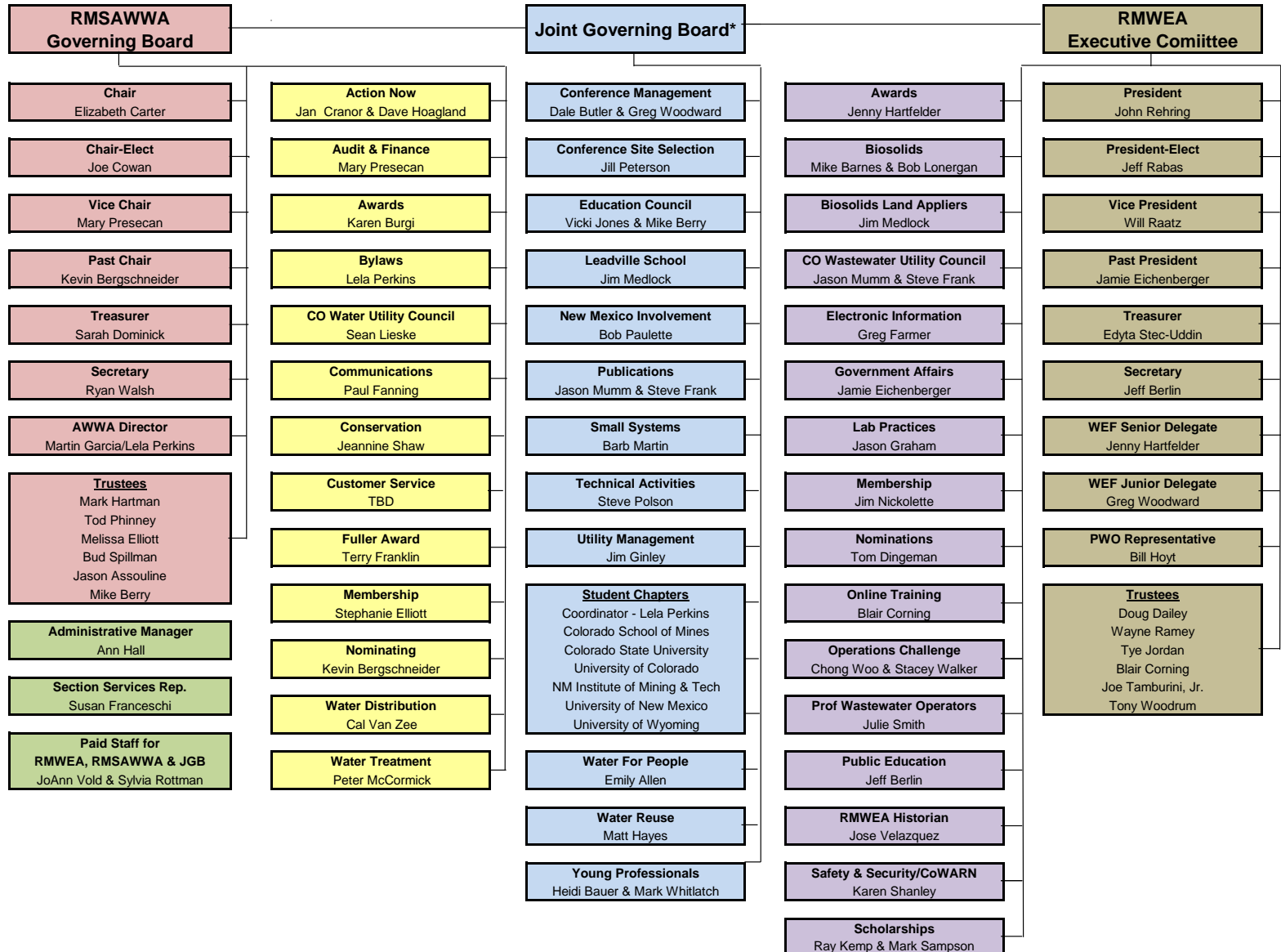
Enjoy your time as a committee chair. As previously mentioned, do not hesitate to ask your liaison, other chairs, paid staff, or even board members for assistance. The Section is committed to the success of your committee and appreciates your role as chair.



# 2011-2012 Organizational Chart



KEY
RMSAWWA Governing Board
RMSAWWA Committees
Joint Committees
RMWEA Committees
RMWEA Executive Committee
Staff and Support



\*The Joint Governing Board is comprised of RMSAWWA Governing Board and RMWEA Executive Committee members, with the exception of the WEF Junior Delegate and PWO Representative.