

	CHAIR – Activities	PAST CHAIR - Activities	TREASURER – Activities	CHAIR ELECT – Activities	VICE-CHAIR – Activities
Section	<ul style="list-style-type: none"> Take over as Chair of Section At Banquet - present outgoing chair with Past Chair pin and plaque, give short speech about upcoming year Develop agenda and presentation for Orientation meeting. Invite AWWA Section Services Representative to October meeting (currently Susan Francheschi) Finalize details for Orientation Dinner. Winter Planning Meeting initiate planning efforts for meeting location and logistics. 1 week prior to October meeting, send out final agenda/committee reports. Need final count for dinner. 	<ul style="list-style-type: none"> Congratulations, your term as Chair has come to an end. Work with outgoing/ingoing Chairs re: Handbook for October meeting Past Chair is head of the next Nominations Committee; should help with updating Bylaws (every 3 years) 	<ul style="list-style-type: none"> Business Luncheon: Present the Mid-Year Financial report and summarize the Section activities. Distribute copies to Board members. Reading the list of nominated Officers (obtained from the nominating committee). Annual Conference Reconciliation: For the years you are responsible for the annual conference, work with the Conference Coordinator to reconcile all the expenses and revenues. Orientation Meeting Preparation: Prepare to discuss the Treasurer responsibilities and explain the budgeting process, request reimbursements, event reporting forms, other items as requested. Review contract for Orientation Dinner Member Appreciation Week: Work with Membership Chair for contract reviews, budgeting and planning efforts. 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> If previously treasurer, transition financial records to new Treasurer. Assist Treasurer with transition issues.
October	<ul style="list-style-type: none"> Orientation Dinner – complete contractual obligations. If responsible for Winter Planning Meeting, begin making arrangements (dates, locations) Initiate budget process. Send out draft agenda and blank committee reports 2 weeks prior to next month’s meeting and finalize 1 week before. Rumbles article—due Nov. 1 	<ul style="list-style-type: none"> Responsible for Nominations Committee If part of Audit Committee, review Mid-Year financial report. 	<ul style="list-style-type: none"> Annual Conference Reconciliation: Finalize and present with Conference Coordinator at Nov. JGB meeting. Attend and present at Orientation Meeting (see Sept). Initiate the budgeting process: Send out budget worksheets and compile information for Nov meeting. AWWA Information Post-Conference: Update the following items with AWWA: http://www.awwa.org/Sections/FormDocs/01ConferenceForms.cfm <ul style="list-style-type: none"> Fuller Award recipient biography. Complete the Insurance Form. Submit the following to Sharon Phillips: <ul style="list-style-type: none"> New Board Members and contact information. Financial Reports, Previous Year 990 tax forms and recent Board meeting minutes Taxes: Ensure taxes completed and submitted to IRS. Quarterly Budget Status Report: Submit budget status report. 	<ul style="list-style-type: none"> Assist Chair with developing training topics at Winter Governing Meeting. 	<ul style="list-style-type: none"> Continue transition of financial information, if previously treasurer.
November	<ul style="list-style-type: none"> November meeting agenda should include: <ul style="list-style-type: none"> Activities for Winter Planning meeting. Update on budget process AWWA membership appreciation Send out draft agenda and blank committee reports 2 weeks prior to next month’s meeting and finalize 1 week before. 	<ul style="list-style-type: none"> Attend AWWA Membership Appreciation Event Assist on Bylaws Committee that updates the Bylaws (every 3 years). Submit Nominations article to Rumbles (due Jan 1st) 	<ul style="list-style-type: none"> Budgets: Submit draft budget to the Board and JGB at Nov. meeting. State of Colorado Memorandum of Understanding: Coordinate with Small Systems or Education Chair to complete the annual CDPHE MOU for small systems funding. Rumbles Advertising Rates: Request advertising rates for the next year and approve at JGB (per JGB policies). Tax Deadline: Our deadline for submitting previous year's taxes is typically ~November 15th. WFP Transfer: Reconcile the RMSAWWA WFP tracking line item and the WFP check account. 	<ul style="list-style-type: none"> Strategic Plan Updates: Present update on strategic plan activities to Board. Attend RMSAWWA Membership Appreciation event. Review draft budget and coordinate with liaisons. 	<ul style="list-style-type: none"> Attend RMSAWWA Membership Appreciation event. Review draft budget and coordinate with liaisons.
December	<ul style="list-style-type: none"> December meeting agenda should include: <ul style="list-style-type: none"> Final budget plans for Winter Meeting AWWA’s Fly-In held in April Bylaws update (every 3 years) Order RMSAWWA pins if needed, before RMSO Send out draft agenda and blank committee reports 2 weeks prior to next month’s meeting and finalize 1 week before. Write Rumbles article—due January 1 Send out letter of encouragement (as desired) 	<ul style="list-style-type: none"> Review budget . 	<ul style="list-style-type: none"> Rumbles Paid Staff Contracts: Request copies of publications agreements and submit to JGB for review. Teams Contracts: As needed, coordinate with paid staff (Teams) to begin negotiations on new agreements. Budgets: Finalize the budgets and submit to RMSAWWA and JGB Board for the January meeting. WFP Project Donation: Ensure donation to WFP donation submitted before December 25th. New Files: Create new file labels and file folders. 	<ul style="list-style-type: none"> Finalize the Winter Planning Meeting training events or meeting agenda with Chair. 	
January	<p><u>Meeting agenda items:</u></p> <ol style="list-style-type: none"> Director’s meeting voting, 2) final plans for Winter Meeting, 3) approve budget, 4) info on RMSO (usually held in late February), 5) Bylaws update (every 3 years) <ul style="list-style-type: none"> Turn in names for AWWA Fly-in to Sharon Phillips sphillips@awwa.org and Tommy Holmes tholmes@awwa.org of AWWA Inform Director to make ACE Section lunch details and send to Sharon Phillips by mid-Jan. Use the free ACE registration (Chair or Chair-Elect). Send out draft agenda and blank committee reports 2 weeks prior to next month’s meeting and finalize 1 week before. 	<ul style="list-style-type: none"> If member of Audit Committee, review the Annual Financial Reports when available. 	<ul style="list-style-type: none"> Financial Report: Complete financial report and submit to Audit Committee. The Financial Report shall be adopted either at the February meeting. Reconcile joint accounts with RMWEA. Taxes – 1099 Misc Forms for Payees: Complete the 1096 and 1099-MISC forms for individuals receiving income from Section. The 1099-MISC has to be sent to the employee by January 31st and the 1096 (with attached 1099-MISC forms) has to be submitted to the IRS by February 28th. Services for Accounting Services: Contact Section Accountant and negotiated audit and tax filing services for year. Approved Budgets: Enter approved budgets in Quicken and distribute to Board and committees. Winter Governing Board Meeting Preparation: At this meeting we will typically discuss the Annual Report, the Budgets as needed, and any 		

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			other items that might be impacting the Section, approve Teams contracts.		
F e b	<ul style="list-style-type: none"> February meeting is Winter Meeting, provide training or strategic planning, coordinate dinner and evening plans Meeting agenda items: <ul style="list-style-type: none"> Training. Director’s report from AWWA BOD meeting. RMSO information. Bylaws update (every 3 years). AWWA Fly-In attendees. Confirmation of who will attend ACE. Judges for State Science Fairs. Annual Report for previous year. Strategic planning efforts. Register and Attend RMSO participation Register for ACE, if budget available Write Rumbles article—due March 1 	<ul style="list-style-type: none"> Attend Winter Planning Meeting. For Nominations Committee, look for potential people who may be interested in serving on the Board. Register for RMSO 	<ul style="list-style-type: none"> <u>Winter Governing Board Meeting Reconciliation</u>: You will need to coordinate with RMWEA and reconcile the expenses associated with the Winter Governing Board meeting events, which includes costs for meeting spaces, training if joint, and meals. <u>Conference Coordinator</u>: When the Conference Coordinator has been selected for even numbered years, you will need to look in the files (probably in the critical items (brown) folder) and provide the new conference coordinator a copy of the Contract for the Conference for that year. <u>Access to State of Colorado Filing Website</u>: If this is your first year as the Secretary Treasurer, you will need to go to the State of Colorado website (www.sos.state.co.us) and request an username and password to login to the State’s website for filing our annual report. You need a new username and password otherwise all the information will continue to be addressed to the past Secretary Treasurer. 	<ul style="list-style-type: none"> Attend Winter Planning Meeting. Present update on strategic planning efforts to Board. Use the complimentary ACE registration. 	<ul style="list-style-type: none"> Attend Winter Planning Meeting.
M a r	<ul style="list-style-type: none"> <u>Agenda Items</u> - 1) RMSO report on RMSO, 2) AWWA Fly-in, 3) State Science Fairs, 4) Annual Report for previous year, 5) abstract submission for annual conference, 6) Student conference <u>Student Chapter Conference</u> – Need for RMSAWWA booth, sponsorship programs, Send out draft agenda and blank committee reports 2 weeks prior to next month’s meeting and finalize 1 week before. In odd number years, conduct self-assessment survey provided by AWWA. 	<ul style="list-style-type: none"> Talk to potential Board candidates and solicit their responses to questionnaire. 	<ul style="list-style-type: none"> <u>Regional Officers Meeting</u>: The Secretary-Treasurer is encouraged to attend this meeting, but it is not mandatory. <u>Section Assessment</u>: In odd number years, conducted a self-assessment survey completed by AWWA National. Discuss with the Chair and Past Chair to complete the self-assessment survey. <u>Year-End Taxes</u>: Compile information for accountant to complete taxes provide copies of all the bank and investment statements, copies of 1099-Misc and 1096 Forms, submitted in January, list of Directors and other pertinent information. 	<ul style="list-style-type: none"> Attend RMSO. 	<ul style="list-style-type: none"> Begin thinking about Strategic Planning at Summer Meeting. Attend RMSO.
A p r	<ul style="list-style-type: none"> <u>Meeting Agenda Items</u>: 1) Start to plan July Summer Meeting, 2) Plans for Drinking Water Week (first week of May), 3) support of Student conference. Determine process for selecting Lyle D Herman Distinguished Service Award. Initiate planning efforts for Summer meeting. Send out draft agenda and blank committee reports 2 weeks prior to next month’s meeting and finalize 1 week before. Write Rumbles article—due May 1 	<ul style="list-style-type: none"> Talk to potential Board candidates and solicit their responses to questionnaire. 	<ul style="list-style-type: none"> <u>Quarterly Budget Status Report</u>: Submit budget status report to Board at meeting. 		<ul style="list-style-type: none"> <u>Annual Report for Public Distribution</u>: If required, develop the Sections’ color annual report or assist with Committee Highlights report.
M a y	<ul style="list-style-type: none"> <u>Agenda Items</u>: 1) Section Lunch at ACE, 2) AWWA Summer Workshop 4) Nominations Update Finalize arrangements for Summer Governing Meeting. Send out draft agenda and blank committee reports 2 weeks prior to next month’s meeting and finalize 1 week before. Sign Leadville Contracts, if necessary 	<ul style="list-style-type: none"> For Nominations Committee, meet with committee and select nominations for the next year. 	<ul style="list-style-type: none"> <u>Tax Extensions</u>: Taxes are due on May 15th, contact our Accountant and make sure they submit a tax extension with the IRS. Also, you will need to an extension with the State of Colorado www.sos.state.co.us. 	<ul style="list-style-type: none"> Present Strategic Plan update to Board on strategic plan activities 	<ul style="list-style-type: none"> <u>Strategic Planning</u>: Begin planning for strategic planning session at Summer mtg. Attend NMIC’s Water Week activity.
J u n	<ul style="list-style-type: none"> <u>Agenda Items</u>: 1) Summer Strategic Meeting plan and agendas. If in charge of the Summer Governing Board send out registration information and get RSVPs. Send out draft agenda and blank committee reports 2 weeks prior to next month’s meeting and finalize 1 week before. Attend ACE, if possible Write Rumbles article—due July 1 	<ul style="list-style-type: none"> For Nominations Committee, write letter and send to Chair with names selected as nominations for the next year. Send information to web master to get nominations onto the website. 	<ul style="list-style-type: none"> <u>AWWA Donations</u>: Submit AWWA donations for Abel Wolman and AWWARF to Director attending ACE. WFP donation should be given to RMSAWWA – WFP committee. <u>AWWA Information Pre-Conference</u>: Before the Annual Conference you will need to provide the following items to AWWA National: <ul style="list-style-type: none"> Section Award Form – Order Section Chair Award and Pin, and the Fuller Award Pin. Conference Information – Complete information at link (may as Director for assistance) http://www.awwa.org/Sections/FormDocs/01ConferenceForms.cfm 	<ul style="list-style-type: none"> Attend AWWA Annual Conference. 	
J u l	<ul style="list-style-type: none"> <u>Agenda Items</u>: 1) Nominations Committee, 2) Awards discussion, 3) Identify outgoing/new committee chairs/new committee chairs, 4) Handbook updates Submit officers & committee chair lists for Annual Conference program, usually due August 1 Summer Planning Meeting. Review Annual Conference Meeting Agendas Submit nominations for Chair designated awards 	<ul style="list-style-type: none"> Start working on updates for the Handbook. Plan to print by end of September. Attend RMSAWWA Summer Planning Meeting. Attend AWWA Summer Workshop 	<ul style="list-style-type: none"> <u>Quarterly Budget Status Report</u>: For the July or August Board Meetings (RMSAWWA and RMWEA) submit a budget status report for all activities up through June 31st. There is a report function in Quicken called ‘Budget Report’. Attend RMSAWWA Summer Planning Meeting. Attend AWWA Summer Workshop 	<ul style="list-style-type: none"> Determine outgoing and new committee chairs. Submit to Conference Committee for program by Aug 1. Begin plans for October orientation meeting. Attend RMSAWWA Summer Planning Meeting. Attend AWWA Summer Workshop 	<ul style="list-style-type: none"> Attend RMSAWWA Summer Planning Meeting. <ul style="list-style-type: none"> Attend AWWA Summer Workshop Conduct RMSAWWA Strategic Planning session.
A u	<ul style="list-style-type: none"> Meeting agenda: 	<ul style="list-style-type: none"> Collect information from Chair and next Chair and all 	<ul style="list-style-type: none"> <u>Tax Extensions</u>: File tax extension as necessary by August 15th contact our Accountant and make sure they submit a tax extension with the IRS. Also, 	<ul style="list-style-type: none"> <u>Rumbles Article</u> – Submit article and photos to Rumbles by Sept 1st. 	

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g	<p>1) awards and national awards, 2) Outgoing and new committee chairs 3) Handbook updates for publication in October, 4) Orientation meeting/dinner</p> <ul style="list-style-type: none"> • Mail out thank you letters to officers and committee chairs. • Prepare agenda for Section Business Lunch during the Joint Annual Conference. • Prepare/review agendas for Opening Session and Banquet during the Joint Annual Conference. • Coordinate Conference Coordinator gift with RMWEA. • Develop employer recognition letter. 	<p>committee chairs for the Handbook. Request all updates to be submitted by September 1.</p> <ul style="list-style-type: none"> • <u>Handbook Updates</u>: Review the Handbook for any changes that may need to be incorporated into the new Handbook, which will be issued at the October Board meeting. • 	<p>complete extension with the State of Colorado www.sos.state.co.us.</p> <p><u>Mid-Year Financial Report</u>: Complete mid-year financial support (through July 31st) and submit to the audit committee before the Annual Conference.</p>	<p>Meeting Schedule – establish meeting dates and locations for next year and liaison list.</p> <p><u>Orientation Dinner</u> – Negotiation contract with venue for meeting and publish information. Distribute meeting announcement.</p> <ul style="list-style-type: none"> • Distribute next year meeting schedule and liaison list. • Order RMSAWWA pins if needed. • Speech at September Banquet • Rumbles article due Sept. 1 	
Section President	<ul style="list-style-type: none"> • Meeting normally held at breakfast during Annual Conference • Meeting agenda should include: 1) Director introduce National Guest to Annual Conference, 2) Thank you to outgoing committee chairs and welcome to new committee chairs, 3) Information about October officer/committee chair orientation meeting/dinner • Preside over Section Business Lunch during the Joint Annual Conference. • If responsible, preside over Opening Session and Banquet during the Joint Annual Conference. • Start celebrating and appreciating a job well done. 	<ul style="list-style-type: none"> • Work with outgoing/incoming officers and committee chairs to finalize Handbook updates. • Prepare Handbooks for October meeting and coordinate distribution. • Update Handbook on Section website. • Copy Handbook files onto CD and give to Chair. 	<ul style="list-style-type: none"> • Attend Joint Annual Conference. • Summarize and present the Mid-Year Financial Report at the Section Business Lunch during the Joint Annual Conference. • Read the list of nominated Officers (obtained from the nominating committee) during the Section Business Lunch and ask for a vote of the membership. 	<ul style="list-style-type: none"> • Attend Joint Annual Conference. • Prepare transition speeches. • Get gift for outgoing Chair. • Attend RMSAWWA and JGB breakfast meetings during the conference and present calendar of meeting dates for upcoming year. • Attend RMSAWWA Business Lunch and give short speech about upcoming year. <ul style="list-style-type: none"> • At Banquet sit at head table, present outgoing chair with Past Chair pin and plaque, and gift, give short speech about upcoming year. 	<ul style="list-style-type: none"> • Attend Joint Annual Conference.