



## **SECTION GUIDELINES**

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# RMSAWWA SECTION GUIDELINES

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## **RMSAWWA GOVERNING BOARD**

### 1. Organization:

Membership: Chair, Chair-Elect, Vice Chair, Treasurer, Secretary, Trustees (6), Past Chair, and Director.

Term: See individual officer guidelines for duration of terms.

Reports To: Section membership.

### 2. Responsibilities:

2.1. Ensure that the Section functions in conformance with all prescribed guidelines and applicable constraints of the Bylaws of the Section and AWWA.

2.2. Acceptance of an appointment to the Governing Board presumes willingness by the appointee to contribute time, effort and knowledge to advance the Section's objectives.

2.3. Attend all Section meetings.

2.4. Act in an advisory and advocacy capacity to the committee he/she is a liaison, including:

- Meet with new Committee Chairs within the first month after their appointment or annually before the October Board Meeting to provide training on Section practices and policies, including a detailed review of information included in the Section Handbook.
- Support/assist with committee activities including development of the committee's budget.
- Report committee activities to the Governing Board in the absence of the Committee Chair.
- Communicate Board actions to Committee Chairs.
- Assist in obtaining members for each assigned committee.

2.5. Recommend candidates to the Chair for the Outstanding Committee Chair Award and Volunteer Excellence Award.

2.6. Decide all questions coming before the Board by majority vote; seven (7) members constitute a quorum.

2.7. Meet and transact business at least twice a year; once at the Winter Governing Board Meeting, and the other during the Annual Conference. Additional meetings may be held at the Section Chair's discretion, traditionally monthly.

2.8. Members of the RMSAWWA Governing Board are voting members of the Joint Governing Board with RMWEA.

### 3. Written Reports/Communications:

3.1. As requested by the Section Chair or membership.

## **DIRECTOR**

1. Organization:
  - Term: Three (3) years commencing after the annual AWWA Conference.
  - Reports To: RMSAWWA Governing Board.
  - Succession: All Past Chairs are eligible. Nomination made by the Nominating Committee. Elected by vote of the general membership.
  
2. Responsibilities:
  - 2.1. Attend all Section meetings.
  - 2.2. Represent RMSAWWA on the AWWA Board.
  - 2.3. Represent AWWA on the RMSAWWA Board.
  - 2.4. Assist in coordinating Rocky Mountain Section and AWWA actions, activities, and functions.
  - 2.5. Voting member of RMSAWWA Governing Board.
  - 2.6. Voting member of the Joint Governing Board.
  - 2.7. Provide assistance to and coordination of AWWA Officers during visits to Section activities, especially the Annual Conference.
  - 2.8. Perform liaison duties to assigned Committee Chairs as described for RMSAWWA Governing Board members in this document.
  
3. Written Reports/Communications:
  - 3.1. As required by Section Chair and/or Governing Board.
  - 3.2. On-going reports to RMSAWWA Board and membership regarding AWWA activities.
  - 3.3. Resolutions presented in conjunction with RMWEA at the banquet during the Annual Conference.

## **CHAIR**

1. Organization:

Term: One (1) year commencing after the Annual Conference.

Reports To: RMSAWWA Governing Board.

Succession: Current Chair-Elect elected by vote of the general membership.

2. Responsibilities:

- 2.1. Supervise and coordinate affairs of the Section.
- 2.2. Administer Section policy as outlined in the Bylaws or as directed by the Board.
- 2.3. Preside at all meetings of the Section and the Board.
- 2.4. Preside over the Joint Governing Board in even-numbered years.
- 2.5. Assign special projects and duties to Section Officers, Trustees and Committee Chairs.
- 2.6. Appoint all Committee Chairs, except as provided in the Bylaws.
- 2.7. Perform liaison duties to assigned Committee Chairs as described for RMSAWWA Governing Board members in this document.
- 2.8. Represent the Section in an official capacity, as required.
- 2.9. Coordinate selection of the Outstanding Committee Chair -Award and Volunteer Excellence Award winners.
- 2.10. Voting member of the RMSAWWA Governing Board.
- 2.11. Voting member of the Joint Governing Board.
- 2.12. Conduct orientation meeting for new Committee Chairs and Officers.
- 2.13. Attempt to rectify the situation if a committee is not adequately functioning or a Committee Chair is not discharging their duties (along with the RMWEA President if a joint committee). If unsuccessful, replace the Committee Chair, or if necessary, dismiss the entire committee and/or reactivate it.

3. Written Reports/Communications:

- 3.1. Prepare draft agendas for all Section and/or Joint Governing Board meetings approximately 2 weeks prior to the meeting date.
- 3.2. Distribute final agendas approximately one week prior to next meeting.
- 3.3. Select the winner of the Lyle D. Herman Distinguished Service Award and report it to the Secretary.
- 3.4. Prepare an article for each edition of *Rumbles*. Highlight committee and volunteer excellence as appropriate.

- 3.5. Disseminate information as required to keep the membership knowledgeable of Section activities.

## **CHAIR-ELECT**

1. Organization:
  - Term: One (1) year commencing after the Annual Conference.
  - Reports To: Section Chair.
  - Succession: Current Vice Chair elected by vote of the general membership.
2. Responsibilities:
  - 2.1. Attend all Section meetings.
  - 2.2. In the absence of the Chair, the Chair-Elect will preside over Section functions.
  - 2.3. Voting member of the RMSAWWA Governing Board.
  - 2.4. Voting member of the Joint Governing Board.
  - 2.5. Perform liaison duties to assigned Committee Chairs as described for RMSAWWA Governing Board members in this document.
  - 2.6. Responsible for updating and furthering the Section's Strategic Plan. Procedure to follow is outlined in the Strategic Plan.
  - 2.7. Represent RMSAWWA at the annual AWWA Conference.
  - 2.8. Other duties as assigned by the Section Chair.
3. Written Reports/Communications:
  - 3.1. Provide quarterly updates to the Governing Board regarding the status of the Section's Strategic Plan.
  - 3.2. As required by Section Chair and/or Governing Board.

## VICE CHAIR

1. Organization:
  - Term: One (1) year commencing after the Annual Conference.
  - Reports To: Section Chair.
  - Succession: Nomination made by the Nominating Committee. Elected by vote of the general membership.
2. Responsibilities:
  - 2.1. Attend all Section meetings.
  - 2.2. Voting member of the RMSAWWA Governing Board.
  - 2.3. Voting member of the Joint Governing Board.
  - 2.4. Perform liaison duties to assigned Committee Chairs as described for RMSAWWA Governing Board members in this document.
  - 2.5. Manage the Strategic Planning portion of the Summer Board Meeting.
  - 2.6. Attend the New Mexico Involvement Committee's annual Water Week meeting.
  - 2.7. Other duties as assigned by the Section Chair.
3. Written Reports/Communications:
  - 3.1. Provide meeting materials and the final report for the strategic planning session conducted at the Summer Planning meeting. Procedures to follow are outlined in the Strategic Plan.
  - 3.2. As required by Section Chair and/or Governing Board.

## **PAST CHAIR**

1. Organization:
  - Term: One (1) year commencing after the Annual Conference.
  - Reports To: Section Chair.
  - Succession: Current Section Chair elected by vote of general membership.
2. Responsibilities:
  - 2.1. Attend all Section meetings.
  - 2.2. Chair of the Nominating Committee.
  - 2.3. Review and update Section Handbook to be distributed at the October Orientation Meeting.
  - 2.4. Voting member of the RMSAWWA Governing Board.
  - 2.5. Voting member of the Joint Governing Board.
  - 2.6. Perform liaison duties to assigned Committee Chairs as described for RMSAWWA Governing Board members in this document.
  - 2.7. Other duties as assigned by the Chair.
3. Written Reports/Communications:
  - 3.1. Present a tentative list of people to be considered for Board nominations at the Winter Governing Board Meeting.
  - 3.2. Submit Nominating Committee reports to Section Chair at least four months before the Annual Conference.
  - 3.3. Finalize slate of new officers at Summer Governing Board Meeting.
  - 3.4. Update and oversee production and distribution of the Section Handbook prior to the orientation meeting typically held in October.

## **TREASURER**

1. Organization:

Term: Two (2) years commencing after the Annual Conference.

Reports To: Section Chair.

Succession: Nomination made by the Nominating Committee. Elected by vote of the general membership.

2. Responsibilities:

2.1. Attend all Section meetings.

2.2. Maintain the Section's necessary records, minutes, and files in accordance with the Section's Record Retention Policy.

2.3. Carry on necessary correspondence not specifically the responsibility of others.

2.4. Establish and maintain the Section's checking and investment accounts.

2.5. Promptly pay all proper amounts owed by the Section and account for all income and disbursements in an approved accounting manner.

2.6. Develop the Section's annual budget.

2.7. Annually determine the minimum amount of the Reserve Fund and report that amount to the Audit and Finance Committee.

2.8. Serve as Annual Conference Registration and Finance Chair (in even numbered years). Specifically, handle all matters of finance with regard to the conference.

2.9. Maintain 501(c)(3) designation and tax exempt status as appropriate in Colorado, Wyoming and New Mexico.

2.10. Assist in the annual external review of the Section's finances.

2.11. Voting member of the RMSAWWA Governing Board.

2.12. Voting member of the Joint Governing Board.

2.13. Perform liaison duties to assigned Committee Chairs as described for RMSAWWA Governing Board members in this document.

2.14. Manage the contractual obligations of the Administrative Manager and execute other contracts as required in the Contract Negotiations Policy.

3. Written Reports/Communications:

3.1. Prepare internal mid-year actual versus budget (January 1 – June 30) and year-end financial reports for the Board and the Audit & Finance Committee.

3.2. File Section income tax reports and all required tax forms.

3.3. Submit quarterly budget status reports to the Board showing actual versus annual budget.

## **SECRETARY**

1. Organization:

Term: Two (2) years commencing after the Annual Conference.

Reports To: Section Chair.

Succession: Nomination made by the Nominating Committee. Elected by vote of the general membership.

2. Responsibilities:

2.1. Attend all meetings of the Section and document proceedings. Attend all Joint Governing Board meetings and document proceedings in even numbered years.

2.2. Develop meeting minutes and provide copies to Board members and Committee Chairs.

2.3. Assist Awards Committee in the coordination of Section Awards to be distributed at the Annual Conference.

2.4. Coordinate with AWWA on the Gold Drop and Lifetime awards.

2.5. Request approval of the nominated slate at the annual section meeting.

2.6. Oversee any ballots and voting by the general membership.

2.7. Voting member of the RMSAWWA Governing Board.

2.8. Voting member of the Joint Governing Board.

2.9. Perform liaison duties to assigned Committee Chairs as described for RMSAWWA Governing Board members in this document.

2.10. Other duties as assigned by the Chair.

3. Written Reports/Communications:

3.1. Prepare draft summaries of Section and/or Joint Governing Board meetings within 2 weeks following date of meeting.

3.2. In the case of monthly Section and/or Joint Governing Board meeting minutes, distribute final meeting minutes at least one week prior to next meeting.

## TRUSTEES

### 1. Organization:

**Membership:** At least one Trustee from each State provided there are members willing and able to serve; remaining Trustees from any of the three states, for a total of six (6) Trustees.

**Term:** Three (3) years on a rotating basis, commencing after the Annual Conference.

**Reports To:** Section Chair.

**Succession:** Nomination made by the Nominating Committee. Elected by vote of the general membership.

### 2. Responsibilities:

2.1. Attend all Section meetings.

2.2. Liaison with members within Trustee's state, including assisting the Membership Committee (i.e. visiting potential members, calling past due members, discussing AWWA membership with appropriate groups).

2.3. Perform liaison duties to assigned Committee Chairs as described for RMSAWWA Governing Board members in this document.

2.4. Assist the Vice Chair and Chair-Elect in planning the following year's program and structure by suggesting committee assignments and special programs needed by his/her state.

2.5. Voting member of the RMSAWWA Governing Board.

2.6. Voting member of the Joint Governing Board.

2.7. Assist the Awards Committee in selecting the recipient of the James B. Warner Scholarship.

2.8. Other duties as assigned by Section Chair.

### 3. Written Reports/Communications:

3.1. Report selected winner of the James B. Warner Scholarship to the Governing Board and the Awards Committee.

3.2. As required by Section Chair.

# COMMITTEE CHAIRS

## 1. Organization:

**Term:** Committee Chairs serve at the discretion of the Section Chair (or the Section Chair and RMWEA President if a joint committee), usually for a term of three (3) years, commencing after the Annual Conference. Exceptions are noted in the specific committee descriptions.

Committee Chairs must be members of the Section. In the case of joint committees with Co-Chairs, at least one of the Committee Chairs must be a member of the Section.

**Reports To:** Governing Board (Joint Governing Board if a joint committee).

**Succession:** Appointed by Section Chair (Section Chair and RMWEA President if a joint committee).

## 2. Responsibilities:

- 2.1. Ensure that the objective of committee functions is to implement the goals and purposes of the Section in conformance with all prescribed guidelines and applicable constraints of the Bylaws of the Section and AWWA.
- 2.2. Acceptance of a Committee Chair appointment presumes willingness by the appointee to contribute time, effort and knowledge to advance the objectives of the committee and attain its goals.
- 2.3. Recruit additional members to their committees to assist them in carrying out their responsibilities.
- 2.4. Recommend a person to be appointed Committee Chair by the Section Chair (or Section Chair and RMWEA President if a joint committee) prior to stepping down. Preferably, the person shall be a senior committee member.
- 2.5. Prepare and submit annual program and budget to Treasurer.
- 2.6. Work with the committee's assigned liaison as necessary.

## 3. Written Reports/Communications:

- 3.1. Committee meetings are held as deemed necessary and called by the Committee Chair. The number of meetings varies with the purpose and function of the committee.
- 3.2. Electronic reports of committee activities and accomplishments submitted to the Section Chair (or RMWEA President in the case of joint committees in the years that RMWEA is responsible for conducting the Joint Governing Board meetings) prior to the monthly board meetings. Committee Chairs are encouraged to attend all board meetings.

- 3.3. Work with Communications Committee to highlight committee activities on website.
- 3.4. Ensure that the committee's web page is kept current and that all events and announcements are posted on the electronic calendar. The process by which web pages are updated is detailed in the Section's Communications Plan.
- 3.5. ***All contracts for training events should be submitted for review and execution by the RMSAWWA Treasurer (and/or RMWEA Treasurer if it is a Joint Committee). Contracts cannot be signed by Committee Chairs.***

## **ACTION NOW COMMITTEE**

1. Purpose: To provide information, educational workshops and training on operations, maintenance, and management of water systems to operators and other water system personnel.
2. Organization:
  - Membership: Committee Chair appointed by Section Chair.
  - Term: Three (3) years commencing following the Annual Conference.
  - Reports To: RMSAWWA Governing Board.
  - Succession: Senior committee member appointed Committee Chair by Section Chair.
3. Responsibilities:
  - 3.1. To carry out programs to assist the water utilities in the Rocky Mountain Section to evaluate and improve their utilities operations and/or operating practices.
  - 3.2. The Committee Chair shall comply with the duties and responsibilities previously outlined in this document.
4. Written Reports/Communications:
  - 4.1. Provide revenue and expense receipts to the RMSAWWA Treasurer following each event, along with number of attendees.
  - 4.2. Work with Communications Committee to highlight committee activities on website.
  - 4.3. Submit monthly reports of committee activities to the Governing Board.
  - 4.4. Annually submit a proposed program and budget to the Treasurer for approval by the Governing Board.

## **AUDIT AND FINANCE COMMITTEE**

1. **Purpose:** To verify the financial transactions of the Section, assist with bookkeeping procedures, and to assist with development of financial policies and guidelines for the Section.
  
2. **Organization:**
  - Membership:** Committee Chair shall be the Past Treasurer. Other committee members include Past-Past Treasurer, and current Treasurer. Section Chair will appoint additional committee members as necessary to carry out assigned responsibilities.
  - Term:** Two (2) years.
  - Reports To:** RMSAWWA Governing Board.
  - Succession:** Current Treasurer.
  
3. **Responsibilities:**
  - 3.1. Review annual budgets submitted by Committee Chairs to the Treasurer.
  - 3.2. Review quarterly budget status reports provided by Treasurer.
  - 3.3. Oversee implementation of the Investment Policy and the Reserve Policy. Review the Investment Policy and Reserve Policy annually. Recommend revisions as appropriate.
  - 3.4. Review the mid-year and end-year reports of the Section's financial activities and accounts submitted by the Treasurer. The Past-Past Treasurer will be responsible for reviewing the reports for odd years and the Past Treasurer will be responsible for reviewing the reports for even years.
  - 3.5. Ensure the Section is meeting the fund raising requirements for all three States.
  - 3.6. Coordinate an external review of Section funds annually.
  - 3.7. Evaluate the financial review completed by an outside accountant and implement recommended changes as necessary.
  - 3.8. Assist with contract review as needed.
  - 3.9. Assist with year-end tax filings in Colorado, New Mexico and Wyoming, as needed.
  
4. **Written Reports/Communications:**
  - 4.1. Submit monthly reports of committee activities to the Board as necessary.
  - 4.2. Present results of the mid-year and year-end reviews to the Governing Board at the Annual Winter Board Meeting and the Annual Conference.

## **AWARDS COMMITTEE**

1. **Purpose:** To acknowledge outstanding work by utilities and individuals in providing safe drinking water.
2. **Organization:**

**Membership:** Committee Chair appointed by Section Chair. Committee Chair shall appoint additional committee members as necessary to carry out assigned responsibilities. If possible, this should include representation from all three states.

**Term:** Three (3) years.

**Reports To:** RMSAWWA Governing Board.

**Succession:** Senior committee member appointed Committee Chair by Section Chair.
3. **Responsibilities:**
  - 3.1. Solicit and review nominations for the annual Section awards listed below:
    - Ralph M. Leidholdt Water Treatment Plant Operator Award
    - Outstanding Distribution System Operator Award
    - Outstanding Water Treatment Plant Award
    - Outstanding Water Laboratory Award
    - Outstanding Water Treatment Plant Maintenance Award
    - Outstanding Research Award
    - Alice Darilek Conservation Award
    - Small System Management Scholarship
    - James B. Warner Scholarship
  - 3.2. Recommend awardees after review by appropriate committee and/or Board members. One award winner will be named from the entire Section for each award with the exception of the James B. Warner Scholarship, for which an awardee is selected from each state in the Section's geography.
  - 3.3. Assist in presenting the awards at the Annual Conference. Utility awardees shall receive a one-day registration and lunch at the conference, a plaque, a one-year complimentary affiliated membership in AWWA (or a \$50 credit for the AWWA Bookstore), and some other commemorative item (jacket, trophy, etc.). Scholarship awardees shall receive a one-day registration and lunch at the conference in addition to the scholarship money.
  - 3.4. Annually evaluate whether the Section and/or its members are eligible for any AWWA awards. If so, the committee will prepare and submit the necessary information to apply for the award. AWWA awards are listed at [www.awwa.org](http://www.awwa.org).

- 3.5. Assist the Board with any special awards or recognition including the Committee Chair Excellence Award.
- 3.6. The Committee Chair shall comply with the duties and responsibilities previously outlined in this document.
4. Written Reports/Communications:
  - 4.1. Advertise/solicit award nominations in *Rumbles*, *e-Rumbles*, and on the RMSAWWA website.
  - 4.2. Develop award nomination forms.
  - 4.3. Draft and send letters to the awardees and/or awardees' employer (City Council, Manager, Water Board, etc.) advising them of the award.
  - 4.4. Follow-up with the award winner to confirm conference attendance, guests, clothing size, etc.
  - 4.5. Communicate with the Secretary and Joint Conference Committee for publication of award winners and coordination of plaques and conference registration.
  - 4.6. Update the award winners in the Section Handbook.
  - 4.7. Work with Communications Committee to highlight committee activities on website.
  - 4.8. Submit monthly reports of committee activities to the Governing Board.
  - 4.9. Annually submit a proposed program and budget to the Treasurer for approval by the Governing Board.

## BYLAWS COMMITTEE

1. Purpose: Review Section Bylaws and current practices. Propose changes to reconcile the two and keep the Section in conformance with the Articles of Incorporation and the Bylaws of AWWA.
2. Organization:
  - Membership: Committee Chair and two (2) committee members appointed by the Section Chair. Committee members should be current or recent Board members with a familiarity with current operation of the organization.
  - Term: One (1) year.
  - Reports To: RMSAWWA Governing Board.
  - Succession: Senior committee member appointed Committee Chair by Section Chair.
3. Responsibilities:
  - 3.1. Review the section Bylaws on a triennial basis (to be approved by the AWWA Board in years with the last two digits divisible by 3) and see that current practices conform with requirements of the Bylaws.
  - 3.2. Propose changes as necessary, and as needed to conform to the Articles of Incorporation and Bylaws of AWWA.
4. Written Reports/Communication:
  - 4.1. Submit monthly reports of committee activities to the Governing Board as necessary.
  - 4.2. Submit proposed Bylaws changes to the Governing Board and AWWA Section Services for review.
  - 4.3. In accordance with the requirements of the current Bylaws, make the proposed changes available for review by the Section membership at least 30 days prior to the annual meeting. Proposed changes should be published in the *July Rumbles* (with an editorial deadline of May 1<sup>st</sup>) and on the Section website.
  - 4.4. At the annual meeting, a vote of the attending membership shall be held to approve the proposed changes. If approved by the membership, proposed changes should be submitted to AWWA for review and acceptance at the next Director's Meeting (generally the following January).

## **COLORADO WATER UTILITY COUNCIL**

1. **Purpose:** Develop programs to initiate, evaluate, respond, and comment within the framework of the Rocky Mountain Section and the Association policies on legislative, regulatory, and other matters which directly affect water utilities of Colorado.
  
2. **Organization:**
  - Membership:** Any water purveyor located in Colorado that is a member of AWWA is eligible to become a member of the Colorado Water Utility Council. The Council's Executive Committee consists of Chair, Vice Chair, Secretary/Treasurer, and Past Chair. The Council also has a six-member Board of Directors.
  - Term:** Officers serve two-year terms, with rotation through the chairs. Board members serve two-year terms.
  - Reports To:** RMSAWWA Governing Board.
  - Succession:** Officers and Board of Directors elected by council membership and approved by Section Chair.
  
3. **Responsibilities:**
  - 3.1. Develop policy positions among its members so as to affect the state and federal legislative and administrative processes. The Council works closely with individual member entities, as well as with the AWWA Water Utility Council.
  - 3.2. Ensure that RMSAWWA is listed in the Colorado Water Congress directory.
  - 3.3. The Committee Chair shall comply with the duties and responsibilities previously outlined in this document.
  
4. **Written Report/Communications:**
  - 4.1. The Colorado Water Utility Council meets monthly, and sends out an agenda and appropriate materials to each member on a monthly basis.
  - 4.2. Work with Communications Committee to highlight committee activities on website.
  - 4.3. Submit monthly reports of committee activities to the Governing Board.
  - 4.4. Annually submit a proposed budget to the Treasurer for approval by the Governing Board.

## COMMUNICATIONS COMMITTEE

1. Purpose: To enhance the credibility of water professionals in the Rocky Mountain Section states by promoting RMSAWWA activities and events, assisting water providers with their public information activities, maintaining and updating the RMSAWWA web site, and providing content for conferences and publications.
2. Organization:

Membership: Committee Chair appointed by Section Chair. Committee Chair shall appoint additional committee members as necessary to carry out assigned responsibilities.

Term: Three (3) years.

Reports To: RMSAWWA Governing Board.

Succession: Senior committee member appointed Committee Chair by Section Chair.
3. Responsibilities:
  - 3.1. Enhance the Section website to make it more usable by members and visitors.
  - 3.2. Maintain current information and post new information to the website as it becomes available.
  - 3.3. Provide a variety of technical resources linked to the website.
  - 3.4. Promote use of the website for information exchange.
  - 3.5. Communicate events and issues on behalf of the Section not only to the public but also to general membership and the water industry at large.
  - 3.6. Contribute articles, anecdotes, reports and photographs to *Rumbles*.
  - 3.7. Assist in coordinating publicity for the annual meeting.
  - 3.8. Assist water utilities in enhancing their image with their customers.
  - 3.9. Educate utilities regarding public relations techniques.
  - 3.10. Annually update Section's Communication Plan.
  - 3.11. The Committee Chair shall comply with the duties and responsibilities previously outlined in this document.
4. Written Reports/Communications:
  - 4.1. Work with Communications Committee to highlight committee activities on website.
  - 4.2. Submit monthly reports of committee activities to the Governing Board.
  - 4.3. Annually submit a proposed budget to the Treasurer for approval by the Governing Board.

## **CONSERVATION COMMITTEE**

1. **Purpose:** To share information about and enhance the value of water conservation and efficiency, provide opportunities for education and training for section membership, and to provide a network for conservation professionals.
2. **Organization:**
  - Membership:** Committee Chair appointed by Section Chair. The Committee Chair shall appoint additional committee members as necessary to carry out activities and assigned responsibilities.
  - Term:** Three (3) years each. The Vice Chairs shall serve staggered terms so that turnover is not in the same year.
  - Reports To:** RMSAWWA Governing Board.
  - Succession:** Senior committee member appointed Committee Chair by Section Chair.
3. **Responsibilities:**
  - 3.1. To advance and disseminate knowledge and information on water conservation.
  - 3.2. To coordinate applicable projects and activities such as workshops or training courses useful to the Section membership and interested utilities.
  - 3.3. Provide guidance in the development of water conservation programs, practices, and research as they meet the needs of the Section membership.
  - 3.4. Coordinate with the Awards Committee to review applications and select a winner for the Alice Darilek Conservation Award.
  - 3.5. The Committee Chair shall comply with the duties and responsibilities previously outlined in this document.
4. **Written Reports/Communications:**
  - 4.1. Work with Communications Committee to highlight committee activities on website.
  - 4.2. Submit monthly reports of committee activities to the Governing Board.
  - 4.3. Annually submit a proposed program and budget to the Treasurer for approval by the Governing Board.
  - 4.4. Provide revenue and expense receipts to RMSAWWA Treasurer following each event, along with number of attendees.

## **CUSTOMER SERVICE ACTIVITIES COMMITTEE**

1. **Purpose:** Sharing information and best practices with utility customer service professionals, to create outstanding customer service experiences.
2. **Organization:**
  - Membership: Committee Chair or Co-Chairs appointed by Section Chair. Committee Chair shall appoint additional committee members as necessary to carry out assigned responsibilities.
  - Term: One (1) year with option for appointment to two (2) additional terms.
  - Reports To: RMSAWWA Governing Board.
  - Succession: Senior committee member appointed Committee Chair by Section Chair.
3. **Responsibilities:**
  - 3.1. Take lead role in establishing, providing, and promoting excellence in customer service within the Rocky Mountain Section.
  - 3.2. Coordinate four quarterly meetings and two networking events each year that provide content in accordance with the committee's purpose.
  - 3.3. Conduct monthly committee meetings to establish goals and objectives for the committee and facilitate long-range planning for the committee.
  - 3.4. Committee Chair will attend and participate in Section meetings and activities.
  - 3.5. The Committee Chair shall comply with the duties and responsibilities previously outlined in this document.
4. **Written Reports/Communications:**
  - 4.1. Work with Communications Committee to highlight committee activities on website.
  - 4.2. Submit monthly reports of committee activities to the Governing Board.
  - 4.3. Annually submit a proposed program and budget to the Treasurer for approval by the Governing Board.
  - 4.4. Provide revenue and expense receipts to RMSAWWA Treasurer following each event, along with number of attendees.

## **GEORGE WARREN FULLER AWARD COMMITTEE**

1. **Purpose:** In accordance with the Award Terms and conditions, consider annually the selection of a Section member to receive the George Warren Fuller Award.
2. **Organization:**
  - Membership: Five most recent recipients with the senior recipient serving as Chair. If senior recipient is unable to serve as Committee Chair, the Section Chair selects a Committee Chair from the remaining recipients.
  - Term: One (1) year.
  - Reports To: Section Chair.
  - Succession: Most senior award recipient.
3. **Suggested Ceremony for Presentation of the George Warren Fuller Award:**
  - 3.1. As the most important of the Section awards, the Fuller Award should be the final presentation at the Section's Banquet during the Annual Conference.
  - 3.2. To add prestige to the affair, the AWWA officer who is the official AWWA representative at the Section meeting should make the announcement.
  - 3.3. To lend further stature to the occasion, the AWWA officer should ask all former recipients of the Award, regardless of Section, to come forward and stand either behind or in front of the podium.
  - 3.4. To recall the purpose of the Award and its dedication, the AWWA officer should then present a brief statement on the character and accomplishments of George Warren Fuller and the AWWA officer's reflection of the criteria for the Award.
  - 3.5. To add drama to the occasion, the AWWA officer should then read a biographical sketch of the nominee for the Award, prepared so as to hide the identity of the nominee as long as possible.
  - 3.6. The Committee Chair should then escort the nominee to the podium.
  - 3.7. The AWWA officer should then read the citation for the Award, congratulate the nominee, and permit him to acknowledge the honor.
  - 3.8. The Fuller Award Certificate is presented at an Awards Breakfast at the Association's Annual Conference, following which the Awardees are officially inducted into the George Warren Fuller Award Society.
4. **Written Reports/Communications:**
  - 4.1. Proceedings of the Committee are confidential. The Committee transmits the award recipient's name to the Secretary after presentation of award.

## **JOINT CONFERENCE MANAGEMENT COMMITTEE**

1. **Purpose:** To plan and conduct the Joint Annual Conference of RMSAWWA and RMWEA.
2. **Organization:**
  - Membership:** Committee Chair appointed by RMSAWWA Chair and RMWEA President. Committee Chair shall appoint additional committee members as necessary to carry out assigned responsibilities.
  - Term:** One (1) year.
  - Reports To:** Joint Governing Board.
  - Succession:** Senior committee member appointed as Chair by RMSAWWA Chair and RMWEA President.
3. **Responsibilities:**
  - 3.1. The Joint Conference Management Committee guidelines and requirements are detailed in the Joint Conference Management Handbook.
  - 3.2. The Committee Chair shall comply with the duties and responsibilities previously outlined in this document.
4. **Written Reports/Communications:**
  - 4.1. Work with Communications Committee to highlight committee activities on website.
  - 4.2. Submit monthly reports of committee activities to the Joint Governing Board.
  - 4.3. Annually submit a proposed program and budget to the Joint Governing Board for approval by the RMSAWWA and RMWEA Governing Boards.
  - 4.4. Other written reports and communication requirements are detailed in the Joint Conference Management Handbook.

## **JOINT EDUCATION COUNCIL**

1. **Purpose:** To establish, coordinate, and advance the education goals of RMSAWWA and RMWEA. Provide guidance and coordination in development of programs, materials, and methods to meet the education and training needs of the two organizations.
  
2. **Organization:**  

Membership: Joint Education Council Chair and Vice Chair are appointed by the RMSAWWA Chair and RMWEA President. Members of the Education Council include the RMSAWWA Chair and Chair-Elect, RMWEA President and President-Elect, and Chairs of any committee that are involved in or responsible for education and training activities.

Term: Two (2) years.

Reports To: Joint Governing Board.

Succession: Vice Chair.
  
3. **Responsibilities:**
  - 3.1. Promote the mission and vision of both RMSAWWA and RMWEA as it relates to education activities and goals.
  - 3.2. Provide coordination, guidance, consultation and steering for all education and training needs.
  - 3.3. Serve as a clearing house for all activities to ensure education and training goals are met and redundancy and duplication minimized.
  - 3.4. Participate in the RMSAWWA Education Business Plan.
  - 3.5. Prepare plan and strategy for fulfilling all education and training goals.
  - 3.6. Meet twice a year at a minimum and provide written recommendations and plans to Joint Governing Board as necessary.
  - 3.7. The Committee Chair shall comply with the duties and responsibilities previously outlined in this document.
  
4. **Written Reports/Communications:**
  - 4.1. Work with Communications Committee to highlight committee activities on website.
  - 4.2. Submit monthly reports of committee activities to the Joint Governing Board.
  - 4.3. Annually submit a proposed budget to the RMSAWWA Treasurer for approval by the RMSAWWA and RMWEA Governing Boards.

## JOINT LEADVILLE SCHOOL COMMITTEE

1. Purpose: To provide training for Colorado operators to assist them in successfully passing the State of Colorado's water, wastewater, biosolids, wastewater collection and water distribution exams.
2. Organization:

Membership: Committee Chair appointed by RMSAWWA Chair and RMWEA President. Committee Chair shall appoint additional committee members as necessary to carry out assigned responsibilities.

Term: Three (3) years.

Reports To: Joint Governing Board.

Succession: Senior committee member appointed as Chair by RMSAWWA Chair and RMWEA President.
3. Responsibilities:
  - 3.1. Coordinate the contract with the Colorado Mountain College (CMC) – Timberline Campus in Leadville.
    - Determine required classrooms and sizes based upon attendees.
    - Determine required student housing needs for on campus lodging.
    - Coordinate and specify meals at the campus cafeteria.
    - Specify break times and locations based on the number of attendees.
    - Arrange for classrooms for Certification Examinations on Friday afternoon and all day Saturday based on the number of exam participants.
  - 3.2. Submit the contract with CMC to the RMWEA President and RMSAWWA Chair for approval and signature.
  - 3.3. Coordinate training modules with RMWEA Zone Rep and other committee members from RMWEA and RMSAWWA to meet the purpose of the conference.
  - 3.4. Coordinate Certification Exam testing dates and classroom needs with OCPO.
  - 3.5. Arrange meeting hall for the Toilet Bowl on Thursday night.
  - 3.6. The Committee Chair shall comply with the duties and responsibilities previously outlined in this document.
4. Written Reports/Communications:
  - 4.1 Work with Communications Committee to highlight committee activities on website.
  - 4.2 Submit monthly reports of committee activities to the Joint Governing Board.

- 4.3 Annually submit a proposed budget to the RMWEA Treasurer for approval by the RMSAWWA and RMWEA Governing Boards.
- 4.4 Provide revenue and expense receipts to the RMWEA Treasurer following each event, along with number of attendees.

## **JOINT NEW MEXICO INVOLVEMENT COMMITTEE**

1. **Purpose:** To promote the exchange of information between RMSAWWA and RMWEA members in New Mexico through educational and networking opportunities. The Joint NMIC is dedicated to carrying out the missions of RMSAWWA and RMWEA in the State of New Mexico.
2. **Organization:**
  - Membership: Committee Chair appointed by RMSAWWA Chair and RMWEA President. Committee Chair shall appoint additional committee members as necessary to carry out assigned responsibilities.
  - Term: One (1) year.
  - Reports To: Joint Governing Board.
  - Succession: Senior committee member appointed as Chair by RMSAWWA Chair and RMWEA President.
3. **Responsibilities:**
  - 3.1. Maintain and update the NMIC Handbook and member database.
  - 3.2. Conduct monthly professional development lunch programs.
  - 3.3. Where appropriate, coordinate efforts with other associations such as the New Mexico Water and Wastewater Association.
  - 3.4. Support local student chapters.
  - 3.5. Participate annually in the New Mexico Science Fair.
  - 3.6. Participate in local water fairs/festivals.
  - 3.7. Sponsor one or two social events annually.
  - 3.8. In years when the Joint Annual Conference is in New Mexico, identify a potential conference coordinator and help support conference planning activities.
  - 3.9. The Committee Chair shall comply with the duties and responsibilities previously outlined in this document.
4. **Written Reports/Communications:**
  - 4.1. Work with Communications Committee to highlight committee activities on website.
  - 4.2. Submit monthly reports of committee activities to the Joint Governing Board.
  - 4.3. Annually submit a proposed program and budget to the RMWEA Treasurer for approval by the RMSAWWA and RMWEA Governing Boards.
  - 4.4. Provide revenue and expense receipts to the RMWEA Treasurer following each event, along with number of attendees.

## JOINT PUBLICATIONS COMMITTEE

1. Purpose: To publish joint publications for RMWEA and RMSAWWA. Presently, those publications consist of *Rumbles*, a color magazine approximately 40 pages each issue that is published six times a year beginning with January and then every other month thereafter, and *e-Rumbles*, an electronic newsletter that goes out via e-mail to the members of both organizations on or about the first of every month. The primary audience for both publications is the members of RMWEA and RMSAWWA.
2. Organization:
  - Membership: Committee Chair or Co-Chairs appointed by RMSAWWA Chair and RMWEA President. The Committee Chair(s) shall appoint additional committee members as necessary to carry out assigned responsibilities. Two key positions include the editors of *Rumbles* and *e-Rumbles*.
  - Term: Three (3) years.
  - Reports To: Joint Governing Board.
  - Succession: Senior committee member appointed as Chair by RMSAWWA Chair and RMWEA President.
3. Responsibilities:
  - 3.1. Utilize *Rumbles* to:
    - Provide news and information of importance in the water supply, water reuse, and water quality segments of the water industry.
    - Provide an outlet for the various committees of RMWEA and RMSAWWA to publicize their work and generate support for such efforts.
    - Serve as an industry showcase to persons outside the water industry such as students, government leaders, and the like.
  - 3.2. Utilize *e-Rumbles* to provide timely notification of upcoming events and items of potential interest to members of the served organizations.
  - 3.3. Assist the Joint Annual Conference Committee in publishing materials such as the conference brochure and the conference program.
  - 3.4. The Committee Chair shall comply with the duties and responsibilities previously outlined in this document.
4. Written Reports/Communications:
  - 4.1. Work with Communications Committee to highlight committee activities on website.
  - 4.2. Submit monthly reports of committee activities to the Joint Governing Board.

- 4.3. Annually submit a proposed budget to the RMSAWWA Treasurer for approval by the RMSAWWA and RMWEA Governing Boards.
- 4.4. Submit all contracts for review by the Joint Governing Board and execution by RMSAWWA Treasurer and RMWEA Treasurer.

## JOINT SITE SELECTION COMMITTEE

1. Purpose: To analyze alternative sites for the joint annual conference and to make a formal site recommendation to the Joint Governing Board. The committee should make their recommendation to the Joint Governing Board about three (3) years prior to the conference being held at the site.
2. Organization:
  - Membership: Committee Chair appointed by RMSAWWA Chair and RMWEA President. Committee Chair shall appoint additional committee members as necessary to carry out assigned responsibilities, including one member that has previously served as a Joint Conference Coordinator. If possible, members who represent and can address the interests of all three states shall be appointed.
  - Term: One (1) year.
  - Reports To: Joint Governing Board.
  - Succession: Senior committee member appointed as Chair by RMSAWWA Chair and RMWEA President.
3. Responsibilities:
  - 3.1. Develop and send a request for proposal (RFP) potential conference sites.
  - 3.2. Analyze the proposals and make a formal recommendation to the Joint Governing Board three years in advance at the Winter Governing Board Meeting.
  - 3.3. The formal recommendation should include the following information:
    - Conference dates.
    - Location and travel access.
    - Hotel facilities including number and type of lodging rooms per night, cost per night including taxes, number of complimentary room nights, number of complimentary suites, number of rooms at a staff rate, penalty if number of room-nights is not achieved.
    - Meeting rooms including number of rooms, estimated number of people each can hold for a particular event, rental fee if any.
    - Tentative schedule and location of events.
    - Exhibit hall size, proximity to other rooms, rental fee if any, additional cost for electricity, internet access, etc.
    - Registration area location, rental fee if any, additional cost for telephone connection. Registration area should be near a secured room where computers, printers, and credit card phones may be stored nightly.

- Name and capacity of nearby golf courses, fees for golf including cart, availability and cost of luncheon.
- List of local attractions and entertainment.

3.4. The Committee Chair shall comply with the duties and responsibilities previously outlined in this document.

4. Written Reports/Communications:

- 4.1. Work with Communications Committee to highlight committee activities on website.
- 4.2. Submit monthly reports of committee activities to the Joint Governing Board.
- 4.3. Annually submit a proposed budget to the RMSAWWA Treasurer for approval by the RMSAWWA and RMWEA Governing Boards.

## JOINT SMALL SYSTEMS COMMITTEE

1. Purpose: To provide assistance to small water systems to enable them to meet the operating and management challenges of the future in providing quality water and service to the public, and to give those small systems a stronger voice in the organization.
2. Organization:
  - Membership: Committee Chair appointed by RMSAWWA Chair and RMWEA President. Committee Chair shall appoint additional committee members as necessary to carry out assigned responsibilities.
  - Term: Three (3) years.
  - Reports To: Joint Governing Board.
  - Succession: Senior committee member appointed as Chair by RMSAWWA Chair and RMWEA President.
3. Responsibilities:
  - 3.1. The Committee Chair shall comply with the duties and responsibilities previously outlined in this document.
  - 3.2. Coordinate with the Awards Committee to review applications and select a winner for the Small System Management Scholarship.
4. Written Reports/Communications:
  - 4.1. Work with Communications Committee to highlight committee activities on website.
  - 4.2. Submit monthly reports of committee activities to the Joint Governing Board.
  - 4.3. Annually submit a proposed program and budget to the RMSAWWA Treasurer for approval by the RMSAWWA and RMWEA Governing Boards.
  - 4.4. Provide revenue and expense receipts to the RMSAWWA Treasurer following each event, along with number of attendees.

## JOINT TECHNICAL ACTIVITIES COMMITTEE

1. Purpose: To promote the exchange of water and wastewater technical information among members of RMWEA and RMSAWWA located along the Colorado Front Range.
2. Organization:
  - Membership: Committee Chair appointed by RMSAWWA Chair and RMWEA President. Committee Chair shall appoint additional committee members as necessary to carry out assigned responsibilities.
  - Term: Three (3) years.
  - Reports To: Joint Governing Board.
  - Succession: Senior committee member appointed as Chair by RMSAWWA Chair and RMWEA President.
3. Responsibilities:
  - 3.1. Hold up to 10 educational seminars per calendar year to promote water-related topics.
4. Written Reports/Communications:
  - 4.1. Provide revenue and expense receipts to the RMSAWWA Treasurer following each event, along with number of attendees.
  - 4.2. Coordinate contract reviews with RMSAWWA Treasurer.
  - 4.3. Work with Communications Committee to highlight committee activities on website.
  - 4.4. Submit monthly reports of committee activities to the Joint Governing Board.
  - 4.5. Annually submit a proposed program and budget to the RMSAWWA Treasurer for approval by the RMSAWWA and RMWEA Governing Boards.

## JOINT UTILITY MANAGEMENT COMMITTEE

1. Purpose: To identify and address the current and future management issues facing water and wastewater utility managers and other professionals serving communities in Colorado, Wyoming, and New Mexico. To be the source of information and knowledge on utility management issues and importantly, a gathering point and sounding board for meaningful discussion and presentation of sustainable solutions.
2. Organization:
  - Membership: Committee Chair appointed by RMSAWWA Chair and RMWEA President. Committee Chair shall appoint additional committee members as necessary to carry out assigned responsibilities.
  - Term: Three (3) years.
  - Reports To: Joint Governing Board.
  - Succession: Senior committee member appointed as Chair by RMSAWWA Chair and RMWEA President.
3. Responsibilities:
  - 3.1. Development and delivery of educational programs on relevant and timely utility management issues.
  - 3.2. Development and dissemination of knowledge on utility management issues through articles, white papers, op/ed pieces, etc. – with specific priority to contribute articles, anecdotes, and reports to *Rumbles*.
  - 3.3. Conduct discussions and presentations on utility management issues and practices, both at the RMSAWWA/RMWEA Joint Annual Conference and at conferences and meetings of other organizations in the region.
4. Written Reports/Communications:
  - 4.1. Work with Communications Committee to highlight committee activities on website.
  - 4.2. Submit monthly reports of committee activities to the Joint Governing Board.
  - 4.3. Annually submit a proposed program and budget to the RMWEA Treasurer for approval by the RMSAWWA and RMWEA Governing Boards.
  - 4.4. Provide revenue and expense receipts to the RMWEA Treasurer following each seminar, along with number of attendees.

## **JOINT WATER FOR PEOPLE**

1. **Purpose:** Water For People (WFP) helps people in developing countries improve their quality of life by supporting the development of locally sustainable drinking water resources, sanitation facilities and health and hygiene education programs. The goal of the Rocky Mountain Section of Water For People (RMSWFP), composed of members from Wyoming, Colorado, and New Mexico, is to become a resource for communicating the needs of people in developing countries and the values of WFP's solutions and experience at the local level. To achieve this goal the committee aims to: 1) provide local support for the WFP organization; 2) increase awareness of water issues in developing countries; and 3) raise funds to further drinking water and sanitation projects in developing countries.
  
2. **Organization:**
  - Membership:** Committee Chair appointed by RMSAWWA Chair and RMWEA President. Committee Chair shall appoint additional committee members based on the committee's organizational structure to carry out assigned responsibilities.
  - Term:** Three (3) years.
  - Reports To:** Joint Governing Board.
  - Succession:** Committee Chair appointed by RMSAWWA Chair and RMWEA President. Traditionally, the recommended successor to the role of Committee Chair is determined through a nomination and voting process by the WFP committee members.
  
3. **Responsibilities:**
  - 3.1. Schedule, organize and facilitate monthly committee meetings.
  - 3.2. Schedule and facilitate additional meetings for board members, as needed.
  - 3.3. Engage and coordinate activities with New Mexico and Wyoming sub-committee chairs.
  - 3.4. Plan fundraising events and community relations projects.
  - 3.5. Coordinate with RMSAWWA Treasurer regarding income, expenses and disbursements.
  - 3.6. Attend monthly Joint Governing Board meetings and coordinate activities.
  - 3.7. Coordinate with WFP staff, as needed.
  - 3.8. Attend annual WFP summer workshop.
  - 3.9. Encourage participation in World Water Corps and Country Tours.

- 3.10. Receive new committee members (provide information, direct to website, and add to contact list).
4. Written Reports/Communications:
  - 4.1. Compose correspondence to committee and other participants for meetings and events.
  - 4.2. Work with Communications Committee to highlight committee activities on website.
  - 4.3. Submit monthly reports of committee activities to the Joint Governing Board.
  - 4.4. Annually submit a proposed program and budget to the RMSAWWA Treasurer for approval by the RMSAWWA and RMWEA Governing Boards.
  - 4.5. Provide revenue and expense receipts to the RMSAWWA Treasurer following each event, along with number of attendees.

## **JOINT WATER REUSE COMMITTEE**

1. **Purpose:** To support and promote the safe use of reclaimed water in Colorado, New Mexico, and Wyoming. The committee works in conjunction with the Colorado Chapter of the WaterReuse Association.
  
2. **Organization:**
  - Membership:** Committee Chair appointed by RMSAWWA Chair and RMWEA President. Committee Chair shall appoint additional committee members as necessary to carry out assigned responsibilities.
  - Term:** Three (3) years.
  - Reports To:** Joint Governing Board.
  - Succession:** Senior committee member appointed as Chair by RMSAWWA Chair and RMWEA President.
  
3. **Responsibilities:**
  - 3.1. Develop and coordinate updates to Colorado reuse regulations.
  - 3.2. Promote and educate about the benefits of water reuse.
  - 3.3. Sponsor water reuse workshop.
  - 3.4. Develop education materials.
  
4. **Written Reports/Communications:**
  - 4.1. Work with Communications Committee to highlight committee activities on website.
  - 4.2. Submit monthly reports of committee activities to the Joint Governing Board.
  - 4.3. Annually submit a proposed program and budget to the RMWEA Treasurer for approval by the RMSAWWA and RMWEA Governing Boards.
  - 4.4. Prepare and distribute committee meeting agenda and minutes.
  - 4.5. Provide revenue and expense receipts to the RMWEA Treasurer following each event, along with number of attendees.

## **JOINT YOUNG PROFESSIONALS**

1. **Purpose:** The purpose of the Rocky Mountain Young Professionals Committee (RMYPs) is to increase involvement of Young Professionals (YPs) in RMSAWWA and RMWEA activities, events, and committees. RMYPs are members who are under age 35 and/or have less than 5 years of professional experience.
2. **Organization:**
  - Membership: Two Committee Co-Chairs appointed by RMSAWWA Chair and RMWEA President. Committee Co-Chairs shall appoint additional committee members as necessary to carry out assigned responsibilities.
  - Term: Three (3) years.
  - Reports To: Joint Governing Board.
  - Succession: Senior committee member appointed as Chair by RMSAWWA Chair and RMWEA President.
3. **Responsibilities:**
  - 3.1. Visit, at a minimum, two of the regional universities and/or colleges annually to promote the joint organizations, promote student membership and involvement, and support or assist the formation of student chapters.
  - 3.2. Organize the annual March Madness Water for People Fundraiser.
  - 3.3. Assist in the organization and implementation of the annual Girls Exploring Science and Technology (GESET) Workshop.
  - 3.4. Organize and implement the annual 9-Cares Colorado Shares food drive.
  - 3.5. Organize and support the annual Student Design Competition.
  - 3.6. Generally support student chapters and students interested in becoming more involved in either organization.
  - 3.7. Organize social and networking events and facility tours throughout the year in accordance with Section policy.
4. **Written Reports/Communications:**
  - 4.1. Work with Communications Committee to highlight committee activities on website.
  - 4.2. Submit monthly reports of committee activities to the Joint Governing Board.
  - 4.3. Annually submit a proposed program and budget to the RMSAWWA Treasurer for approval by the RMSAWWA and RMWEA Governing Boards.
  - 4.4. Provide revenue and expense receipts to the RMSAWWA Treasurer following each event, along with number of attendees.

## MEMBERSHIP COMMITTEE

1. Purpose: To recruit new members to the organization, retain members, and get current members actively involved in RMSAWWA.
2. Organization:

Membership: Committee Chair appointed by Section Chair. The Committee Chair shall appoint two (2) representatives, who shall reside in and represent the states the Chair does not reside in.

Term: Three (3) years.

Reports To: RMSAWWA Governing Board.

Succession: Senior committee member appointed Committee Chair by Section Chair.
3. Responsibilities:
  - 3.1. Establish and carry out programs throughout the Section to obtain new members, and retain existing members in AWWA.
  - 3.2. Disseminate and process membership applications.
  - 3.3. Select and recommend to the Governing Board the recipients of the following Section membership awards:
    - Dana E. Kepner Award - Given annually to the section member who contributes most to the overall section membership achievement goals.
    - Annual State Membership Contest (Traveling Trophy Award) - Awarded to one of the three member states that shows the greatest annual percentage increase of new members in that state. The award is received by a representative of the State as recommended by the committee and approved by the Section Chair.
  - 3.4. Present the award winners at the Annual Conference.
  - 3.5. Maintain records of Section membership award recipients.
  - 3.6. Plan and hold an annual membership appreciation event to coincide with AWWA Membership Appreciation Week.
  - 3.7. Man the membership booth at the Annual Conference.
  - 3.8. Update the volunteer list based on feedback from committee reports and post on the Section website and quarterly in *Rumbles*.
  - 3.9. Prepare a list of committee openings for dissemination at the Annual Conference.
  - 3.10. Develop and send out a welcome letter to new members.
4. Written Reports/Communications:

- 4.1. Work with Communications Committee to highlight committee activities on website.
- 4.2. Submit monthly reports of committee activities to the Joint Governing Board.
- 4.3. Annually submit a proposed program and budget to the Treasurer for approval by the Governing Board.

## **NOMINATING COMMITTEE**

1. **Purpose:** To select new Board members to fill vacancies.
2. **Organization:**
  - Membership: Committee Chair shall be the current Past Chair. Committee shall be composed of up to six (6) Section members including Chair-Elect, Past-Past Chair, the most recent past Section Director, and two at-large members. At-large members shall be appointed by the Committee Chair to assure representation from all states.
  - Term: One (1) year.
  - Reports To: Section Chair.
  - Succession: Current Section Chair.
3. **Responsibilities:**
  - 3.1 At least sixty (60) days prior to the Annual Conference, the Committee shall arrange for the selection of one (1) eligible candidate for each office to be filled, and shall present these nominations to the Section Chair for action by the membership. Eligible candidates shall be:
    - AWWA members in good standing.
    - Have appropriate experience for the position.
4. **Written Reports/Communications:**
  - 4.1. Present a list of potential candidates to Officers for discussion at the Winter Governing Board Meeting.
  - 4.2. Prepare a list of final nominations for inclusion in the Annual Conference program.
  - 4.3. Submit monthly reports of committee activities to the Governing Board as necessary.

## **WATER DISTRIBUTION COMMITTEE**

1. Purpose: Provide information to personnel responsible for water distribution systems that will help them avoid acute and chronic delivery problems and to maintain water quality in the system.
  
2. Organization:
  - Membership: Committee Chair appointed by Section Chair. Committee Chair shall appoint additional committee members as necessary to carry out assigned responsibilities
  - Term: Three (3) years.
  - Reports To: RMSAWWA Governing Board.
  - Succession: Senior committee member appointed Committee Chair by Section Chair.
  
3. Responsibilities:
  - 3.1. To advance and disseminate knowledge and information regarding design, operation and maintenance of water distribution systems.
  - 3.2. To help the water industry focus on water quality in the distribution system.
  - 3.3. Contribute articles to *Rumbles*.
  - 3.4. Hold at least one training event annually.
  - 3.5. Coordinate with the Awards Committee to review applications and select a winner for the Outstanding Distribution System Operator Award.
  
4. Written Report/Communications:
  - 4.1. Work with Communications Committee to highlight committee activities on website.
  - 4.2. Submit monthly reports of committee activities to the Governing Board.
  - 4.3. Annually submit a proposed program and budget to the Treasurer for approval by the Governing Board.
  - 4.4. Provide revenue and expense receipts to the Treasurer following each event, along with number of attendees.

## **WATER TREATMENT COMMITTEE**

1. **Purpose:** Provide technical information to personnel responsible for water treatment systems.
2. **Organization:**
  - Membership: Committee Chair appointed by Section Chair. Committee Chair shall appoint additional committee members as necessary to carry out assigned responsibilities.
  - Term: Three (3) years.
  - Reports To: RMSAWWA Governing Board.
  - Succession: Senior committee member appointed Committee Chair by Section Chair.
3. **Responsibilities:**
  - 3.1. Advance and disseminate knowledge and information regarding design and operation of water treatment plants.
  - 3.2. Help the water industry focus on emerging water quality issues associated with water treatment.
  - 3.3. Hold at least one training event annually.
  - 3.4. Coordinate with the Awards Committee to review applications and recommend a winner for the Outstanding Water Treatment Plant Maintenance Award, Outstanding Water Treatment Plant Award, and the Ralph M. Leidholdt Award.
4. **Written Report/Communications:**
  - 4.1. Work with Communications Committee to highlight committee activities on website.
  - 4.2. Submit monthly reports of committee activities to the Governing Board.
  - 4.3. Annually submit a proposed program and budget to the Treasurer for approval by the Governing Board.
  - 4.4. Provide revenue and expense receipts to the RMSAWWA Treasurer following each event, along with number of attendees.

## **YOUTH EDUCATION & OUTREACH COMMITTEE**

1. Purpose: To provide a vehicle for the RMSAWWA to educate and outreach to youth (K-12 grade) about the water profession and the importance of water treatment. The committee shall do this by having member participation with local school events as well as supporting AWWA initiatives that involve Youth Education and Outreach (i.e. Model Water Tower Contest etc.).
2. Organization:
  - Membership: Committee Chair appointed by Section Chair. Committee Chair shall appoint additional committee members as necessary to carry out assigned responsibilities.
  - Term: Three (3) years.
  - Reports To: RMSAWWA Governing Board.
  - Succession: Senior committee member appointed Committee Chair by Section Chair.
3. Responsibilities:
  - 3.1. To carry out education programs that allows the RMSAWWA Membership to interact with local students (K-12) about the Water Profession.
  - 3.2. The Committee Chair shall comply with the duties and responsibilities previously outlined in this document.
4. Written Report/Communications:
  - 4.1. Work with Communications Committee to highlight committee activities on website.
  - 4.2. Submit monthly reports of committee activities to the Governing Board.
  - 4.3. Annually submit a proposed budget to the Treasurer for approval by the Governing Board.
  - 4.4. Provide revenue and expense receipts to the RMSAWWA Treasurer following each event, along with number of attendees.