NC AWWA-WEA
POLICIES AND PROCEDURES
APPOINTMENT OF AUTHORIZED REPRESENTATIVE

Date: January 20, 2011
Approved By: BOARD OF TRUSTEES
Policy Title: Appointment of Authorized Representative
Number: 
Revisions:

PURPOSE:

From time to time, NC AWWA-WEA is asked by regulatory, governmental, or other associations, to appoint a designated representative to that entity for the purpose of representing NC AWWA-WEA on that entity. In establishing this policy, it is the intent of the Board of Trustees to establish a procedure for selection of appropriate representatives to such outside entities, and to describe the responsibilities of any person selected to fulfill the role as NC AWWA-WEA’s designated representative.

PROCEDURE:

1. Upon receipt of a request for appointment of an NC AWWA-WEA representative, the Chair of the Association will seek nominations from the appropriate Committee(s) of NC AWWA-WEA.
2. The Chair shall then review qualifications of nominees suggested by the Committee(s) and shall make a selection and shall also select an alternate.
3. The Chair shall speak with the persons selected as representative and alternate, and confirm
   a. Membership status
   b. Willingness to serve, subject to ratification by the Board of Trustees
   c. Absence of any current or potential conflict of interest
   d. Responsibilities to NC AWWA-WEA, as described in this policy
4. Thereafter, the Executive Director shall forward to the Board of Trustees, the nomination of a representative for ratification by the Board. Such ratification may take place by electronic vote, which vote shall then also be ratified by vote for the purpose of recording the action of the Board in the Minutes of the next meeting of the Board of Trustees.
5. Responsibilities for any person appointed as a representative of NC AWWA-WEA shall include:
   a. Maintaining current membership in NC AWWA-WEA;
   b. Careful review of NC AWWA-WEA’s position on any matter before the entity on which the representative is to serve;
c. Careful review of all materials prepared by or for the entity on which the representative is to serve;
d. Attendance at all meetings of the entity, and communication to the Chair of that entity and the Chair of NC AWWA-WEA if attendance at a particular meeting is not possible;
e. Performance of all duties as required;
f. Resignation if duties cannot be fulfilled;
g. Regular communication to the Board of Trustees of all action proposed and/or taken by the entity on which the representative is to vote;
h. Upholding at all times, the Code of Conduct of NC AWWA-WEA and its policies.

6. All appointments are for a period of time not to exceed 12 months, and are subject to review and revision or reappointment by the Board of Trustees.