NC AWWA-WEA
POLICIES AND PROCEDURES
SURVEY POLICY

Date: March 17, 2011
Approved By: Board of Trustees
Policy Title: Survey Policy
Number:
Revisions:

PURPOSE

Association Committees are more frequently requesting that NC AWWA-WEA sponsor, assist with, or authorize Committees to separately conduct surveys of all or selected Association members. While surveys can be a valuable research tool, there are a number of issues surrounding the design, distribution, collection, and data analysis of surveys that affect quality and validity of data. Also, surveys are resource-intensive activities with regard to staff and volunteer time. Staff time represents a cost for the Association. Surveys also impact members in terms of the time and attention they are asked to donate in order to complete surveys, and multiple requests from multiple committees and from the Association itself can represent a significant burden to members and diminishes the likelihood that members will participate. Therefore, because the Association and its members do not have unlimited resources the Board has developed the following survey policy in order to ensure that all surveys conducted by Committees are authorized by the Board of Directors, and that they will conducted in a manner that represents value to the Association and protects the members and the Association from waste of resources.

PROCEDURE

1. NC AWWA-WEA does not assist with or sponsor surveys from non-NC AWWA-WEA organizations or individuals.
2. All NC AWWA-WEA sponsored surveys must further the mission and goals of the Association.
3. Only those surveys that directly address an objective specifically assigned to a committee or task force for that particular year (current year objective) will be considered appropriate for Committee surveys.
4. A survey project proposal must be submitted to the Executive Director for all proposed Committee surveys. The proposal should describe:
   a. The goals of the survey.
b. How the goals of the survey relate to the specific objectives the Committee has been charged with accomplishing in the current Committee year.
c. The target audience.
d. A copy of the survey must be provided and the design of the survey must be described, along with the intended data objectives.
e. The proposed mechanism of distribution (mailing list, use of listserv, website posting, etc.)
f. How data analysis will be accomplished.
g. How data is intended to be used.
h. A budget for any cost associated with the design, distribution, conduct, analysis and data report distribution. The budget should include estimates of staff time required and the number of volunteers who will be involved and an estimate of their time.

5. The Board will review proposed Committee surveys with regard to how well the survey fits the objectives of the Committee or task force, the appropriateness and perceived ability of the survey tool to accomplish the stated objectives, as well as the resource requirements for implementation.

6. The Board meets in January, March, May, July, September and November. Survey requests must be submitted at least 21 days prior to any regularly scheduled Board meeting to allow time for it to be placed on the Board agenda for consideration. Committees will be notified of the Board’s decision within 7 days following the Board meeting at which a request is considered.

7. Any survey that is approved by NC AWWA-WEA becomes the property of NC AWWA-WEA with all rights reserved. To be approved, the NC AWWA-WEA Board may request revisions in the survey. Changes made to the survey after approval by the Board are required to be resubmitted before the survey is distributed.

8. Results of any survey and any reports that result from any survey must be reviewed and approved by the NC AWWA-WEA Board before they can be generally distributed or published.

9. A summary of the findings of all approved surveys shall be submitted to the Board within 30 days of completion, along with a summary of proposed actions based on the survey results.

10. A Committee may survey the members of that Committee with regard to relevant topics without submitting a proposal to the NC AWWA-WEA Board.