2015 Orientation
For
Board Members
Council Chairs & Trustees
Board Responsibilities
Setting Direction

- Determine the organization’s mission and strategic goals
- Plan for the future – Ensure effective organizational planning
- Organize the Board Structure
Board Responsibilities

Ensure & Protect Resources

- Ensure Section’s Revenue Sources are Stable
- Make certain that Income is managed properly
- Learn key financial drivers
- Ensure legal & ethical integrity
- Safeguard staff, volunteer, members, and stakeholders
- Select the “Executive”
- Support the executive and assess his/her performance
Board Responsibilities

Engage in Outreach

- Be an ambassador for the Section
- Communicate AWWA’s Mission & Activities
- Define Board Positions and Advocate
- Enhance IMS AWWA’s public standing
- Protect the Intermountain Section from outside forces
Board Responsibilities
Provide Oversight

- Focus on what is most important
- Determine, monitor, and strengthen the Section’s programs and services
- Establish nominations and election practices
- Recruit and orient new board members
- Assess board performance
Board Meetings

• On Thursdays this Year
  – Executive Committee Meeting 8:00 am to 9:00 am
  – Full Board (Council Chairs & Executive Committee) 9:00 am to 11:00 am
  – Jordan Valley Water Conservancy District Administration Building

• Five Board Meetings Each Year
  – December
  – February
  – May
  – August
  – September – At Annual Conference
Council & Committee Retreat

- In January each Year
  - Thursday, January 21, 2016
  - Jordan Valley Education Center

- For Executive Committee, Council Chairs, Committee Chairs

- Invite Key Committee Members (Vice Chairs)

- Various Topics
  - Coordination with Council
  - Tools for Success – The Website
  - Strategic Planning
Regional Meeting of Section Officers (RMSO)

• Gain updated information on AWWA and AWWA Sections
• Opportunity to meet with a national representative, AWWA staff and other Section leaders
• Section Sharing – Education, Membership, & Finance
• 2-Day Meeting in Spring
• Moves to different Sections each year – Nebraska??
Summer Workshop

- Provides training and skills to run the business of the Section more effectively
- Topics include a variety of association and volunteer management topics
- Interactive short sessions in tracks
- Exhibit hall
- Networking Opportunities
- 2-Day Workshop
- In Summer near July 24th
Draft Budget Preparation
Heavy Council & Committee Input (October)

• Board Budget Review and Planning Session
• Program & Budget Worksheets Distributed to Council Chairs
• Council Chairs communicate with Committee Chairs
• Executive Committee Check in with Council Chairs
• Committee Chairs forward draft Committee program and budgets to Council Chair
• Council Chairs prepare draft summary submit to Treasurer
Draft Budget Preparation
Board Actions (November)

• Draft Budget prepared and distributed to Board

• BUDGET REVIEW MEETING - Individual meetings will be held with each Council Chair to review draft budgets and programs.

• Revisions from Budget Review meeting incorporated into Draft Budget
Finalize Budget
Board Actions (December)

• Final Draft Budget prepared – Treasurer, E.D., and Chair

• Executive Committee and Council Chairs final review

• Final Budget prepared for approval for December Board meeting

• Board Meeting: Budget Approval and Contract with Executive Director
Budget
Important Budget Considerations

• Align products and services with the Mission
• Plan for 5% to 8% for Reserves
• Separate Administrative and Program Services
• Committees are allocated a portion of the Executive Director Contract
• Practice income-based budgeting
• Analyze and understand the revenue concentrations and timing
Contract with Executive Director

- Annual Contract January 1 to December 31 – Lump Sum, No Benefits
- ED can execute or enter into any contracts on behalf of the SECTION - $5,000 Limit
- Allowed to hire personnel or contract with others (staff)
- Results in a more efficient operation and enhances the quality of the services
- Direct expenses for the E.D. and staff are estimated and itemized within the Section’s annual budget per committee.
- Protects the Section and the Executive Director
- The Section does not have employees. All Section Staff is contracted through E.D. Contract
Questions?

Any more questions?

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