



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



The Website



Questions?

