



American Water Works Association  
**Intermountain**Section

**2015 Orientation**  
*For*  
**Committee Chairs**



# Committee Chair Responsibilities

## Planning & Communicating

- ▶ Understand the committee's mission and objectives
- ▶ Communicate with the Council Chair who communicates to the Board
- ▶ Prepare annual Committee Program Plan & Budget
- ▶ Assign a Vice Chair

# Committee Chair Responsibilities

## Plan and Execute Meetings

- ▶ Timing will depend on Committee's activities
- ▶ Be an excellent meeting manager
- ▶ Get Committee members to follow through on assignments

# Committee Chair Responsibilities

## Solicit New Committee Members

- ▶ Consider individuals' interests
- ▶ Section Gathers Interest Forms and Emails them to Committee Chairs
- ▶ Places to solicit new committee members
  - Work
  - Other Organizations you work with
  - Annual or Midyear Conference
  - Quarterly Newsletter
  - Biweekly Email

# Committee Chair Responsibilities

## Implement Programs

- ▶ All committee activity should relate to the mission and goals of the Section.
- ▶ Assign responsibility – DELEGATE
- ▶ Set Timelines
- ▶ Take action
- ▶ Evaluate Results

# Committee Chair Responsibilities

## Roles of Section Staff

- ▶ Line of communication to the Executive Director
- ▶ Attend committee meetings
- ▶ Help get bids and rental agreements
- ▶ Coordinate changes/additions to the website
- ▶ Setup registrations for events
- ▶ Print materials for meetings and activities
- ▶ Prepare advertising materials
- ▶ Onsite assistance for events

# Council and 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

# Draft Budget Preparation

## Heavy Committee Chair 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
- Committees are allocated a portion of the Executive Director Contract
- Think of creative ways to raise revenue
  - Corporate Sponsors
  - Grants
- Activity/Program Fees are set by the Board and not by the Committee.



# The Website



# Questions?

