2019 - 2020

Orientation
For Section Leaders

Ying-Ying Macauley, Section Chair
Monica Hoyt, Section Chair Elect
Alane E. Boyd, Executive Director
How You Fit In
Section Org Chart - How You Fit In

Public Affairs Council
- Public Relations & Education
  Karina Payne, Carollo Engineers
- Water For People
  Edward J. Mignone, Stantec
- Scholarships
  Pam Gill, Kearns Improvement District

Water Utility Council
Clint Jensen, Granger Hunter Improvement District (2016-2020)
- Legislative & Regulatory Affairs
  Delmas Johnson, JUB
- Management Development (Individuals)
  Mike Whimpey, Central Utah WCD
- Utility Quality Management (Organizations)
  Open
- Finance & Rates
  Open

Technical & Education Council
Brian Callister, Jordan Valley Water Conservancy District (2017-2021)
- Water Quality
  Mike Rau, Central Utah WCD
- Water Resource Management
  Open
- Engineering & Construction
  Casey Chesnut, Horrocks Engineers
- Distribution
  Cristina Nelson, Bowen Collins & Assoc.
- Safety & Security
  Jeff Betton, JVWCD

Member Services Council
Brock Emerson
IntuiTech (2015-2019)
- Member Engagement
  Jeremy Jensen, ISI West
- Awards
  Ted Mickelsen, Jones and DeMillie
- Publications
  Jared Oldroyd, JWO Engineering
- Young Professionals
  Adam Jones, Brown & Caldwell
- Student Chapters
  Quinn Dance, JUB

Small Systems
Brandon Nielsen, JUB

Conference Council
Derek Kimball
JUB (2014 - 2018)
- Annual Conference
  Steve Jones, Hansen, Allen & Luce
- Midyear Conference
  Jeff King, Jordan Valley Water Conservancy District
- Regional Meetings
  Julie Breckenridge, Wash County WCD
  Skyler Allen, City of Pocatello
One AWWA
The Association & Section
AWWA is a 501(c)(3) Non-Profit Association

- Charitable or educational.
- Organized & Operated exclusively for
  - religious
  - charitable
  - scientific
  - testing for public safety
  - literary
  - educational purposes
Profit vs. Non-Profit

- For-Profit Organization = Shareholders
- Non-Profit Organization = Re-investment
What is an Association?

- Collective group of people or organizations
- Strong, central purpose other than profit-making
  - Advocacy: Representing members to other parties, usually the government or the public.
  - Services to Members: Tangible benefits as education, information, assistance, etc.
AWWA’s Purpose

- To protect the health of the public
- To serve our membership
STRATEGIC PLAN
Vision and Mission of the Section

- Tied to AWWA Strategic Plan

VISION
  - A better world through better water

MISSION
  - Provide solutions to effectively manage water, the world’s most important resource, by offering service, training, knowledge and networking through teamwork with our customers and members.
STRATEGIC PLAN

Core Principles

- Protect Public Health
- Safeguard the Environment
- Pursue Excellence
- Act with Honesty and Integrity
- Provide Value
- Foster Diversity and Inclusion
STRATEGIC PLAN
Goals and Objectives

Member Engagement & Development: AWWA will be the association of choice for water utilities, professionals, and organizations

- Enhance member understanding of the value of membership
- Increase the usage of member benefits
- Increase engagement of members with the Intermountain Section and each other
- Increase the number of memberships in strategic membership categories (i.e. Utilities)
STRATEGIC PLAN
Goals and Objectives

- Organizational Stewardship: AWWA will effectively and efficiently use its resources to serve its members and the water community
  - Enhancing revenue growth
  - Business relationship between the Intermountain Section and the Association.
  - Program portfolio to meet member needs
  - Investment in drinking water and total water solutions offerings
  - Improve the effectiveness of the volunteer leadership
  - Improve the use of technology
STRATEGIC PLAN
Goals and Objectives

- Knowledge Creation & Exchange: AWWA will be the authoritative resource on water
  - Enhance member understanding of the value of membership
  - Expand the Section’s knowledge resources to include additional drinking water and total water
  - Increase the coordination of educational programs and services between the Intermountain Section and the Association
  - Increase the variety of distribution channels through which members can access AWWA knowledge resources
STRATEGIC PLAN
Goals and Objectives

Water Policy & Leadership: AWWA will be recognized as the valued and credible voice for water

- Enhance the Intermountain Section's credibility with decision makers
- Increase public understanding of water issues and the value of water
- Enhance media understanding and trust of the Intermountain Section
- Increase Intermountain Section and member participation in advancing the Association’s water policy and leadership
Roles & Responsibilities
Roles of Leadership Positions

- Intermountain Section Executive Committee
  - Council Chairs
  - Committee Chairs
  - Committee Members

- Operations Committee
  - Program Managers
  - Project Managers
  - Project Team Members
Leadership Responsibilities

Executive Committee

- Monitor Section Finances
- Ensure legal & ethical integrity
- Assess Section Operations
- Recommend Policies & Procedures

Council Chairs

- Conduct Quarterly Council Meetings with Committee Chairs
- Attend Committee Mtgs
- Report on Committee Activities at Board Meetings – Dashboard
- Give Direction to and Assist Committees
- Coordinate Budget Process for Council

Committee Chairs

- Conduct Regular Committee Meetings
- Report to Council Chairs
- Prepare & Monitor Committee Budget & Annual Plan
- Solicit New Committee Members
- Implement Programs
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
Council Chair Responsibilities
Provide Oversight

- Coordinate with & Mentor Committee Chairs
- Attend Committee Meetings
- Participate in Committee sponsored events & activities
- Plan and Lead Quarterly Council Meetings
- Prepare Council Report for Board Meetings
- Attend Board Meetings
Committee Chair Responsibilities
Planning & Communicating

- Understand the committee’s mission and objectives
- Communicate with the Council Chair who communicates to the Board
- Give Input to Council Chair on 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 and sends 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
Everyone's Responsibilities

• Recruit New Members to AWWA
• Attend the Annual Conference
• Attend Annual Council & Committee Retreat
• Prepare Articles for Quarterly Newsletter
• Volunteer at Annual Conference or Midyear Conference
• Prepare Award Nominations
Important Events
Events - Board Meetings

• **Typically On Thursdays**
  – Executive Committee Meeting 8:00 am to 9:00 am
  – Full Board (Council Chairs & Executive Committee) 9:00 am to 11:00 am

• **Five Board Meetings Each Year**
  – December
  – February
  – May
  – August
  – October – At Annual Conference (No Executive Committee)
Events
Quarterly Council Meetings

• Four Meetings Each Year: 2020 Schedule
  – Council & Committee Retreat - January
  – April
  – August - Day before RMSO in Heber Valley
  – November

  ➔ Planned and Lead by Council Chairs

  ➔ Includes:
    ➔ Committee Chairs
    ➔ Key Committee Members (Vice Chairs)
    ➔ Executive Committee
Events
Council & Committee Retreat

- In January each Year
  - Friday, January 31, 2020
  - Zermatt Resort, Midway, Utah
- 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
Other Section Events/Activities

- Annual Conference – October
- Midyear Conference – April
- Award Nominations – April to July
- Voting for Section Officers – September & October
- Water Week – First Week in May
Association Events

• ACE – Annual Conference & Exposition
• Regional Meetings of Section Officers (RMSO))
• Summer Workshop
• Membership Summit
Budget & Finance
Budget

• Annual Budget ~ $400,000
• Based on Programs not Committees
• Timing
  – Draft Developed by Executive Director
  – October/November Draft Sent to Board
  – Executive Committee Budget Review Meeting in Late November
  – Final Draft Prepared based on Comments
  – Budget Approval at December Board Meeting
Section Revenue

- Membership: 37%
- AWWA Allotment: 5%
- Exhibitors: 5%
- Training: 24%
- Sponsorships: 23%
- Conferences: 6%
Section Expenses

- Water Utility Programs: 34%
- Member Services Programs: 12%
- Office & Board Admin: 14%
- Public Affairs & Outreach Programs: 14%
- Operator & Technical Training Programs: 14%
- Conferences: 14%
Reimbursable Expenses

• Large Expenses paid by Section
• Fit within Program Budgets
• Expense Reimbursement Form
  – Found on the Website
  – Attach Receipts
  – Approved by Committee or Council Chair
  – Email to Alane
  – Generally paid within 2 weeks
Questions?

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