

Board Members Job Descriptions

Approved March 24, 2017

Members of the Board of Trustees

The members of the Board of Trustees (Board) will support the work of NC AWWA-WEA and provide mission-based leadership and strategic governance. While day-to-day operations are led by NC AWWA-WEA's Executive Director, the Board-CEO relationship is a partnership, and the appropriate involvement of the Board is both critical and expected. Specific Board Member responsibilities include:

Leadership, governance and oversight

- Working as a team with the Board and Executive Director; developing and implementing NC AWWA-WEA's strategic plan.
- Reviewing outcomes and metrics created by NC AWWA-WEA for evaluating its impact, and regularly measuring its performance and effectiveness using those metrics.
- Reviewing the agenda and supporting materials prior to board and committee meetings.
- Exercising voting rights in order to execute the business of NC AWWA-WEA.
- Approving NC AWWA-WEA's annual budget, audit reports, and material business decisions; being informed of, and meeting all, legal and fiduciary responsibilities.
- Instituting policies that convey NC AWWA-WEA values and perspectives to ensure consistent, legal and ethical operations.
- Contributing as requested, to an annual performance evaluation of the Executive Director.
- Assisting in identifying and recruiting other Board Members to ensure that NC AWWA-WEA's commitment to a diverse board and staff reflects the communities of interest that NC AWWA-WEA serves.
- Partnering with other board members and the Executive Director to ensure that board resolutions are carried out.
- Serving on task forces and taking on special assignments as assigned by the Chair.
- Participating in regular Board performance evaluations.
- Attending the major events sponsored by NC AWWA-WEA, including the Annual Conference.
- Representing NC AWWA-WEA to stakeholders; acting as an ambassador for the organization as a whole.

Board Participation

Board Meetings will be held at least once a quarter per the bylaws. The meeting schedule for following year will be finalized no later than November. All Board members are responsible for reviewing all materials provided by the Executive Director in advance of Board Meetings in order to conduct meetings in an expeditious and conscientious manner. In addition to Board Meetings, attendance at events such as WEF's WEFMAX and AWWA's RMSO and Summer Workshop is strongly encouraged. A description of position specific responsibilities and an estimate of Board Member time requirements are provided below.

Qualifications

This is an extraordinary opportunity for an individual who is passionate about NC AWWA-WEA's mission and vision, and who has a track record of leadership, particularly within NC AWWA-WEA's Committees and Councils. Experience as a Committee and/or Council Chair is strongly recommended. Individuals seeking a Board position are required to be members in good standing of AWWA and WEF.

Selected Board Members will also have achieved leadership stature in the water/wastewater sector. Ideal candidates will have the following qualifications:

- Extensive professional experience with significant leadership accomplishments in the water/wastewater industry.
- A commitment to and understanding of NC AWWA-WEA's beneficiaries, preferably based on experience.
- Savvy diplomatic skills and a natural affinity for cultivating relationships and persuading, convening, facilitating, and building consensus among diverse individuals.
- Personal qualities of integrity, credibility, and a passion for improving the lives of NC AWWA-WEA's beneficiaries.
- Willingness and ability to invest the necessary time required to fulfill the responsibilities as described.

Service on NC AWWA-WEA's Board of Directors is without remuneration, except for administrative support, and travel, and accommodation costs in relation to Board Members' duties as described in policy.

Members of the Executive Committee

The Executive Committee is composed of the Chair, Chair-Elect, Vice-Chair, Secretary and Treasurer with the Chair presiding. The Executive Committee routinely meets prior to the Board Meeting to review and discuss the Board Meeting agenda. Its other functions are to review the draft annual budget prepared by the Treasurer and provide direction regarding personnel matters.

Description of Position Specific Responsibilities

NC AWWA-WEA CHAIR

- 1) Presides over Board of Trustee Meetings.
- 2) Presides over all meetings of the Association including the Annual Conference.
- 3) Sets the agenda for Board Meetings with the Executive Director.
- 4) Directs the work of the Executive Director and advises on priorities.
- 5) Appoints Committee Chairs and Vice Chairs.
- 6) Oversees the nomination process.
- 7) Serves as Chair of the Executive Committee.
- 8) Serves as one of the signatories on bank accounts.

NC AWWA-WEA CHAIR-ELECT

- 1) Presides over meetings in the absence of the Chair.
- 2) Recruits and appoints Council Chairs (as needed), Committee Chairs and Vice Chairs for coming year.
- 3) Sets the Board meeting schedule for coming year.
- 4) Sets goals for coming year.
- 5) Serves on the Executive Committee.
- 6) Makes Trustee Council liaison assignments.
- 7) Perform Duties as assigned by the Chair.
- 8) Serves as one of the signatories on bank accounts.
- 9) Attends Board Meetings.
- 10) Prepares for future duties as Chair.

NC AWWA-WEA VICE-CHAIR

- 1) Perform duties of the Chair-Elect in the absence of Chair-Elect.
- 2) Serves on the Executive Committee and Endowment Committee.
- 3) Commits to and prepares for future duties of Chair-Elect, Chair, Past Chair, and Past-Past Chair (**Note: This is a 5-Year commitment – 4 years serving on the Board/Executive Committee and 1 year as Past-Past Chair serving as Chair of the Nominating Committee. Also, it is suggested that the Vice-Chair Candidate have served a minimum of 1 year as Treasurer.**).
- 4) Attends Board Meetings.

NC AWWA-WEA PAST CHAIR

- 1) Serves on the Executive Committee.
- 2) Attends Board Meetings.
- 3) Provides guidance and Counsel to the Chair.
- 4) Serves on the Nominating Committee.

NC AWWA-WEA PAST-PAST CHAIR

- 1) Serves as Chair of the Nominating Committee.

NC AWWA-WEA SECRETARY

- 1) Attends Board Meetings.
- 2) Prepares Board Meeting and Annual Business Meeting minutes for review by the Executive Director, prior to distribution to the Board.
- 3) Collects Committee reports/minutes and compiles into a single report prior to each Board meeting.
- 4) Serves on the Executive Committee.
- 5) Serves as one of the signatories on bank accounts.
- 6) Elected annually for a one-year term and may serve a second term, with a maximum of two terms.

NC AWWA-WEA TREASURER

- 1) Works with the Executive Director to establish the accounting and finance schedule for the year.
- 2) Works with the Executive Director to develop a first draft of the annual budget.
- 3) Approves the draft annual budget and audit reports for distribution to the Board.
- 4) Is informed of, and meets all, legal and fiduciary responsibilities required of a Board member and Treasurer.
- 5) Responds to CPA firm conducting the audit and preparing tax reports as required.
- 6) Performs monthly review of bank reconciliation reports and staff credit card purchases.
- 7) Reviews the financial reports for the Treasurer's Report provided by the Executive Director, prior to submission to the Board at Board meetings.
- 8) Attends Board Meetings and serves on the Executive Committee.
- 9) Serves as one of the signatories on bank accounts.
- 10) Elected annually for a one-year term and may serve a second term, with a maximum of two terms.

TRUSTEES

- 1) Oversees the activities and serves as the Board Liaison to Council Chairs for two (2) years: Each Trustee (4 Trustees) serves as Liaison to the Board for one Council. Liaison responsibilities include communicating and reinforcing the goals of the strategic plan, acting as a communication conduit between the Board Council Chairs and Committees, assisting Council Chair as necessary.
- 2) Attends committee meetings and events when possible.
- 3) Reviews committee activities, budget requests, work plans, and petitions to the Board and makes appropriate recommendations.
- 4) Coordinates with the Council Chairs and Committee Chairs to obtain committee meeting minutes for inclusion in the Board of Trustees' meeting packet.
- 5) Attends Board Meetings.

WEF DELEGATES

- 1) Represents the NC AWWA-WEA for four (4) years (1 year as Delegate Elect and 3 years as Delegate) on the WEF House of Delegates and attends House of Delegates meetings.
- 2) Assists the NC AWWA-WEA in interpreting and implementing WEF goals.
- 3) Acts as liaison between the NC AWWA-WEA and WEF: Delegate's communication responsibility is both to convey information from the National organization to the NC AWWA-WEA Board but also to convey information about NC AWWA-WEA to the Board of the National organization.
- 4) Reports on WEF activities and initiatives at Board Meetings.
- 5) Serves as the local host to the visiting WEF officer at the annual conference.
- 6) Participates on House of Delegates committees and work groups as appropriate.

AWWA DIRECTOR

- 1) Represents the NC AWWA-WEA for four (4) years (1 year as Director Elect and 3 years as Director) on the AWWA Board of Directors and attends AWWA Board meetings.
- 2) Assists the NC AWWA-WEA in interpreting and implementing AWWA goals.
- 3) Acts as a liaison between the NC AWWA-WEA and AWWA: Director's communication responsibility is both to convey information from the National organization to the NC AWWA-WEA Board but also to convey information about NC AWWA-WEA to the Board of the National organization.
- 4) Reports on AWWA and their initiatives at Board Meetings.
- 5) Serves as the local host to the visiting AWWA officer at the annual conference.
- 6) Participates on AWWA Board committees and work groups as appropriate.

WATER OPERATORS REPRESENTATIVE & WASTEWATER OPERATORS REPRESENTATIVE (2 POSITIONS)

- 1) Attends Board Meetings.
- 2) Reviews all abstracts for all training (i.e. Seminars/Institutes, Conferences, and Schools) to ensure that materials meet Water and/or Wastewater requirements for CEU's.