2019-2020
COMMITTEE CHAIR MEETING
WELCOME!
WHO WE ARE

• Section of the American Water Works Association
• AWWA established in 1881
• Largest nonprofit, scientific and educational association dedicated to managing and treating water
• 50,000 members
• International presence
• Headquartered in Denver!
• Office in Washington DC
• Membership in India
THE ROCKY MOUNTAIN SECTION!

- Founded in the late 1920s
- Colorado, Wyoming, New Mexico
- Not for Profit 501(c)(3) organization
- 1 of 43 Sections
- 2,300 members
- We are One AWWA!
- We have an Affiliation Agreement
WHAT WE DO

Provide education and training for water professionals
Advocate for safe and sustainable water
Collect and share knowledge
Create volunteer opportunities
Bring professionals together through networking
AWWA MEMBERS
DRIVES WHAT WE DO

Types of Members:

- Individual
  - Operator / Admin
  - Retired
  - Young Professional
  - Student
- Utility
- Service Provider
OUR ORGANIZATIONAL STRUCTURE

• AWWA Members
• Board of Directors
• Executive Director & Staff
• Committees
ORGANIZATIONS WE COLLABORATE WITH

Rocky Mountain Water Environment Association is part of WEF – the Water Environment Federation

Other Organizations/Agencies
CDPHE
USDA
EPA
Colorado Rural Water Association
HOW WE OPERATE
AWWA: THE ASSOCIATION & ROCKY MOUNTAIN SECTION RELATIONSHIP
AFFILIATION AGREEMENT DEFINES OUR RELATIONSHIP

Alignment – Aligns Sections with AWWA’s vision, mission and values and charter documents

Intellectual Property – Protects AWWA’s brand

Defines a Section – We are a proud Section of AWWA!

501c(3) – Protects AWWA’s non-profit status

Indemnification – Insures and Indemnifies Section volunteers
A PATH TO ONE AWWA

• Communication
• Branding
• Education
• Membership
• Finance

~ AWWA & RMSAWWA
Working Together for the
Greater Good ~
SOME OF OUR 2019 ACCOMPLISHMENTS

• Made positive strides getting in alignment with AWWA

• Updated/Revised How We Conduct Business (with partners)

• Creating Value for Membership (in progress)
  – RMSAWWA Young Professionals Committee
  – Competitions Committee
  – Membership appreciation events (record attendance at ACE19!)

• Improved our membership databases

• Improved member outreach/communications

• Re-named Annual Conference to Rocky Mountain Water Conference
SOME TOPICS
THE BOARD IS ADDRESSING
2019 - 2020

Section Governance & How We Do Business

• Alignment with AWWA – Top Priority
• Updating Contracts/MOU’s – In progress
• Bylaws Revision – submitted to AWWA
• Policies & Procedures Update – Past Chair/ED to lead
• All Committee Charters will be Updated (or Created)
  – Will be in touch on timeline and for your input
  – Purpose
  – Objectives
SOME TOPICS
THE BOARD IS ADDRESSING
2019 - 2020

Committee Engagement & Support

• Support to all Committees
• Continued Increased Support to New Committees & New Mexico
• We Have Increased our Staff
• New Tools for Committees (webpages) – ED to talk later
INFORMATION FOR COMMITTEE CHAIRS
COMMITTEES

Carry Out Mission! Make Things Happen!
# The Ultimate Role Clarification

<table>
<thead>
<tr>
<th>Board</th>
<th>Board Committees</th>
<th>Staff Leadership</th>
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<tbody>
<tr>
<td>Responsible for making sure the organization is <strong>doing the right things</strong></td>
<td>Responsible for engaging membership to support the goals of the organization</td>
<td>Responsible for making sure the organization is <strong>doing things right</strong></td>
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COMMITTEE CHAIR

Expectations, Duties & Responsibilities

• Policies & Procedures
• Alignment with Strategic Plan (and AWWA)
• Update Committee Roster for 2020
• Recruit New Members***
• Annual Budget / Work Plan
• Committee Reports (as requested)
• Conduct Meetings, Training & Events
• Planning & Scheduling with Office
STRATEGIC PLAN GOALS

• Membership Engagement
• Organizational Stewardship
• Education and Training
• Water Policy and Leadership
2020 BUDGETING PROCESS
COMMITTEE WORK PLANS

• What is your committee going to do in 2020 and when are they going to do it?

• General overview of committee meetings, events, trainings

• Work plans should be submitted with your budget and should tie into the Strategic Plan

• ***Developed jointly with Executive Director to ensure alignment with other organizational goals and priorities.***
2020 BUDGET PROCESS

• Fiscal year is calendar year – starts in January
• Executive Director prepares draft budget for Section
• Finance Committee - chaired by Board Treasurer reviews draft budget and finalizes for advancing to Board
• Proposed budget approved by Board in early December
• Committee Budgets to Committees second week of December
COMMITTEE REPORTS
MEETINGS
POLICIES
REPORTS, MEETINGS & EVENTS

• Committee Reports in 2020 as requested
• Online Leadership Meetings / All Committee Conference Calls
• Other Meetings as requested
• Board Meetings – Committee spotlights
• Membership Appreciation Events
• Annual Work Plan / Draft Budget
COMMITTEE POLICIES

• Policies and Procedures – In progress/updating
• Expense Reimbursement Form – Form on website
  - Form required
  - Receipts are required
  - Email to Executive Director, no need to copy Treasurer
  - Tax Exempt
• Contracts Administration – Executive Director negotiates, signs and executes. Does not happen overnight.
EVENT AND MEETING ADMINISTRATION

COMMITTEE TOOLS AND RESOURCES
WE WANT YOU TO SUCCEED!

• We need to manage our yearly event calendar
• Executive Director will manage your needs for assistance
• Plan well in advance, months are better than weeks
• Short/quick phone calls are welcome
• Follow policies – ask questions!!
• Have fun!
Keys to our Collective Success

- Planning, Scheduling, Communicating Events – the office maintains and publishes section-wide training & event calendar
• **Event Planning Protocol** - Establish checklist and timeline for training events:

**6 months prior** – post event to section calendar/secure venue/establish pricing, (great to have agenda if ready)

**3 to 4 months prior** – registration/event page live, agenda finalized/posted, TU application, advertising begins – direct marketing

**1 month prior** – continued marketing, food arrangements

**2 weeks prior** – close registration, finalize food arrangements, registration lists, email reminder to attendees, print TU certificates

**After event** – survey attendees, event reconciliation
Weekly Events Bulletin

Save on Conference Registration Fees
Register Today for the
2019 Rocky Mountain Water Conference

Register today for the 2019 Rocky Mountain Water Conference coming up September 8-11. Click here to visit the conference web page.

Hotel Reservations: Click here to make reservations online or call Keystone Group Reservations at 800-258-0437 and refer to CK2WA9.

UPCOMING EVENTS

WEDNESDAY, AUGUST 7, 2019

USDA/AWWA Workshop for Small Systems - Westminster, CO
8/7/2019
Location: Westminster, Colorado
Export to Your Calendar Register

THURSDAY, AUGUST 8, 2019

2019 RMSAWWA New Mexico Water Isotopes Outing
8/8/2019
Location: Albuquerque, New Mexico Time: 6:35 PM
Export to Your Calendar Register
TOOLS AND RESOURCES

• New Committee Web Pages
• Email Addresses
• Conference Calling Service
THANK YOU!!!

QUESTIONS & DISCUSSION