

SECTION 2-Officers

President

President Elect

First Vice-President

Second Vice-President

Secretary

Treasurer

Past President

Executive Director

Association Manager

PRESIDENT

Duties:

1. Serves as Chief Executive Officer of the Association.
2. Presides at all meetings of the Association and the Executive Committee.
3. Serves as voting member of the Executive Committee in case of a tie vote of the Executive Committee.
4. Appoints all working Committees and their Chairs. Serves as an Ex-Officio member of all working Committees.
5. Recommends to the Executive Committee appointees to State regulatory committees, Commissions, task forces, etc. as requested.
6. Sets agendas of all meetings of the Association and the Executive Committee meetings.
7. Notifies the Secretary and Treasurer at least fifteen days in advance of meetings.
8. Establishes the theme of the Association for the year.
9. Serves on the Joint Steering Committee.
10. Serves on the Conference Management Committee and the Long Range Planning Committee.
11. Represents and promotes the Association.
12. Presents a report for the calendar year at the Annual Meeting of the Association.

Qualifications:

Active, PWO, Federation Honorary or Federation Life Member of the Association in good standing.

Term of Office:

One (1) year or until a successor has been elected and qualified or appointed.

Method of Election:

Elected by majority vote of a quorum of eligible members at the regular Annual Meeting of the Association held during the Annual Conference.

PRESIDENT-ELECT

Duties:

1. Reports to the President.
2. Assumes office of President in case of illness or absence at any time President so delegates.
3. Assists President as necessary in formation of goals for the Association.
4. Serves as voting member of the Executive Committee.
5. Appoints working Committees' Chair-Elects. Serves as an Ex-Officio member of all working Committees.
6. Prepares and plans goals for following year as President.
7. Chairs the Budget and Finance Committee.
8. Prepares budget for Association through solicitation of information from Districts, Committees, and Executive Committee.
9. Submits a Draft Budget to the Executive Committee at the meeting prior to the last Executive Committee meeting of the year.
10. Plans the Annual Retreat of the Association's Executive Committee and Committee Chairs.
11. Serves on the Joint Steering Committee. Serves as Joint Steering Committee Chair for odd-year conferences.
12. Serves on the Conference Management Committee and the Long-Range Planning Committee.
13. Presides over the Association Awards Luncheon.

Qualifications:

Active, PWO, Federation Honorary or Federation Life Member of the Association in good standing.

Term of Office:

One (1) year or until a successor has been elected and qualified or appointed.

Method of Election:

Elected by majority vote of a quorum of eligible members at the regular Annual Meeting of the Association held during the Annual Conference.

FIRST VICE-PRESIDENT

Duties:

1. Presides at all meetings of the Association and the Executive Committee meetings in the absence of the President or President-Elect or as requested by the President.
2. Serves as coordinator of District Activities.
3. Responsible for arranging for the keynote speaker and the invocation at the Operators' Breakfast. Should involve the Operations Challenge and Tapping Contest winning teams. If desired, PWO Committee may present the awards for the winners of the current Operations Challenge.
4. Appoints Vice Chair to the Program Committee as well as any other working committee that regularly appoints a Vice Chair. Serves as Ex-Officio on all working committees.
5. Begins to organize long range and short range goals of Association into plans with Executive Committee and serves on the Long Range Planning Committee.
6. Serves on the Joint Steering Committee and the Conference Management Committee.
7. Serves as Chair-Elect of the Budget and Finance Committee.

Qualifications:

Active, PWO, Federation Honorary or Federation Life Member of the Association in good standing.

Term of Office:

One (1) year or until a successor has been elected and qualified or appointed.

Method of Election:

Elected by majority vote of a quorum of eligible members at the regular Annual Meeting of the Association held during the Annual Conference.

SECOND VICE-PRESIDENT

Duties:

1. Presides at all meetings of the Association and the Executive Committee meetings in the absence of the President, President-Elect, or First Vice President or as requested by the President.
2. Subject to chairing Ad Hoc committees or given special assignments at the discretion of the President.
3. Serves on the Long Range Planning Committee.
4. Serves as Vice Chair of the Budget and Finance Committee.

Qualifications:

Active, PWO, Honorary or Life Member of the Association in good standing.

Term of Office:

One (1) year or until a successor has been elected and qualified or appointed.

Method of Election:

Elected by majority vote of a quorum of eligible members at the regular Annual Meeting of the Association held during the Annual Conference.

SECRETARY

Duties:

1. Reports to the President or the President's designee.
2. Serves as voting member of the Executive Committee.
3. Serves on the Joint Steering Committee.
4. Maintains a complete record of all activities and transactions of the Association and the Executive Committee.
5. Provides minutes of all Executive Committee meetings or meeting of the Association.
6. Oversees notification to the members of the Executive Committee of all official meetings of the Association at least 15 days in advance of the meeting.
7. Oversees notification of the Association's Annual Meeting at least 30 days in advance of the meeting.
8. Coordinates registration at Association functions. Alternates registration duties for SCEC with SCAWWA Secretary. Registers officers of Association for SCEC.
9. Performs other duties as assigned by the Executive Committee.
10. Assures that the Association Awards and Plaques are ordered for presentations at SCEC.
11. Coordinates printing of Association Awards brochures.
12. Coordinates Executive Committee meetings and the Annual Meeting with President.
13. Reviews membership records to determine eligible for the Association Life Member membership classification and presents names to the Executive Committee.

Qualifications:

Active, Honorary or Life Member of the Association in good standing.

Term of Office:

One (1) year or until a successor has been elected and qualified or appointed. Secretary should give one (1) year's notice of intent to resign.

Method of Election:

Elected by majority vote of a quorum of eligible members at the regular Annual Meeting of the Association held during the Annual Conference.

TREASURER

Duties:

1. Reports to the President or the President's designee.
2. Keeps all financial records of the Association. Receives all funds payable to the Association. Pays all approved expenses of the Association.
3. Invests the funds of the Association as directed by the Executive Committee.
4. Serves as voting member of the Executive Committee.
5. Oversees that all monies due to the Association and the Federation are in proper Accounts and custody; responsible for maintaining the financial records of the Association; responsible for receipt of all funds payable to the Association and payment of the expenses and indebtedness of the Association; and invests funds as directed by the Executive Committee.
6. Presents at the Association's Annual Meeting an annual financial report to include a financial statement showing expenditures and income associated with the Association.
7. Presents to the Executive Committee a written report showing amounts budget and the amounts received and spent for each line item in the Association's Annual Budget at the close of the Association's budget year. This report shall be published by the second copy of the *Journal* after the Annual Meeting.
8. Consults with the officers of the Association as to custody and investment of funds and preparation of an annual budget.
9. Coordinates and provides financial information to the Budget and Finance Committee of the Association as required.
10. Oversees the preparation of IRS Tax forms, as required.
11. Serves on the Budget and Finance Committee.
12. Performs other duties as established by the Executive Committee.

Qualifications:

Active, Honorary or Life Member of the Association in good standing. The Treasurer must be able to be bonded and once elected obtain the necessary bond.

Term of Office:

One (1) year or until a successor has been elected and qualified or appointed.

Method of Election:

Elected by majority vote of a quorum of eligible members at the regular Annual Meeting of the Association held during the Annual Conference.

PAST PRESIDENT

Duties:

1. Reports to the President.
2. Serves as resource to the President based on past experience.
3. Serves on the Scholarship Committee for a five year term.
4. Serves as voting member of the Executive Committee.
5. Serves on the Joint Steering Committee.
6. Serves as Chair of the Long Range Planning Committee. Facilitates Association's Officers' Dinner Meeting at the Annual Retreat.
7. Serves as Executive Committee Liaison to the budget and Finance Committee.

Qualifications:

Active, PWO, Federation Honorary or Federation Life member of the Association in good standing. Served as President of the Association.

Term of Office:

One (1) year or until a successor has been elected and qualified or appointed. The term shall begin at the conclusion of the Annual Meeting of the Association.

EXECUTIVE DIRECTOR

Primary Function:

Serves as the Executive Director of the South Carolina American Water Works Association and Water Environment Association of South Carolina under the general supervision of the Joint Steering Committee of the two Associations. Directs all administrative and operational activities and programs in support of the SCAWWA/WEA mission.

Responsibilities and Authority:

1. Assumes responsibility for the daily operation of the SCAWWA/WEA.
2. Conducts all business for SCAWWA/WEA in compliance with the Associations' Bylaws and federal and state non-profit corporate status.
3. Coordinates the activities of the SCAWWA/WEA.
4. Assumes responsibility for the financial management of the day-to-day operations of the SCAWWA/WEA.
5. Assists the Finance Committee(s) in the development of the annual budget for approval by the respective organizations. Ensures the Associations operate with the approved budget.
6. Reviews, approves, and executes all contracts with hotels or other procurement of services as directed by the Joint Steering Committee.
7. Maintains official records of the SCAWWA/WEA including financial, minutes (as received from the Secretary), policies and procedures manuals, Constitution and Bylaws, Business Plans, etc.
8. Advises and makes recommendations to the Joint Steering Committee with respect to programs, finances, policies, etc.
9. Prepares the Regular Executive Committee(s) and Joint Steering Committee meeting agendas with the assistance of the Chair/President.
10. Attends Executive Committee and Joint Steering Committee meetings.
11. Assists in the development, implementation and monitoring of the Association's Business Plans.
12. Serves an ex-officio member of and attends meetings of appropriate Ad Hoc committees.
13. Implements the policies of the Joint Steering Committee.
14. Keeps the Executive Committee(s) and Joint Steering Committee fully informed of the conditions of the Associations and other factors that may have an impact.
15. Compiles and coordinates the scheduling of Association activities to avoid conflicts, and maintains a yearly calendar of events.
16. Assist in the coordination of the Annual Conference, Collection & Distribution Schools, and any other conferences, seminars and workshops.
17. Coordinates the printing of Association(s) brochures and mailings.
18. Provides for the registration of attendees for the Associations' events.
19. Manages the Professional Development Hour and Continuing Education Hour tracking Program.

20. Develops and maintains an effective communications program with the membership, Executive Committee(s), Joint Steering Committee, and Committee Chairs.
 21. Publishes the Associations' newsletter with input from the committee chairs.
 22. Maintains and regularly updates the Associations' websites.
- Executive Director, Continued*
23. Maintains the membership database and updates as information becomes available from AWWA and WEF. Assists Membership Committee.
 24. Assists in the preparation and delivery of the Committee Chair and Executive Committee(s) Planning Retreats.
 25. Hires and fires all personnel. Establishes and maintains a sound organized structure for the staff.
 26. Conducts regular performance reviews of all staff members and operates within an established performance management and compensation system.
 27. Coordinates representation before the South Carolina Legislature and its elected representatives as needed an appropriate.
 28. As requested by the Joint Steering Committee, represents the Associations in dealing with government agencies and coordinating forums for exchange of information between the Associations and regulatory agencies.
 29. Provides pertinent information to the Executive Committee(s) and joint Steering Committee and appropriated committees from the national associations.
 30. Develops, recommends, and implements policies as directed by the Joint Steering Committee. Develops materials for a policies and procedures manual.

Relationships:

1. Serves as a staff liaison to all SCAWWA/WEA committees.
2. Maintains and develops relationships with other organizations that will enhance the mission of the SCAWWA/WEA.

ASSOCIATION MANAGER

Primary Function:

Serves as the Association Manager of the South Carolina American Water Works Association and Water Environment Association of South Carolina (SCAWWA/WEA) under the direct supervision of the Executive Director. Assists in all administrative and operational activities and programs in support of the SCAWWA/WEA mission.

Responsibilities and Authority:

1. Conducts all business for SCAWWA/WEA in compliance with the Associations' Constitution and Bylaws and federal and state nonprofit corporate status.
2. Enters all deposits and accounts payable into accounting software.
3. Assists the Executive Director and the Finance Committee in the development of the annual budget.
4. Attends Committee meetings as requested by the Executive Director.
5. Assists in the development and implementation of the Associations' Business Plans.
6. Assists the Executive Director in compilation and coordination of the scheduling of Association activities to avoid conflicts, and assists in maintaining a yearly calendar of events.
7. Assists in the coordination of the Annual Conference, Collection & Distribution Schools and any other conferences, seminars and workshops.
8. Assists the Executive Director in the publication of Association brochures and mailings.
9. Assists the Executive Director in the maintenance of the Associations' websites.
10. Provides for the registration of attendees for the Associations' events.
11. Assists Executive Director in the management of the Professional Development Hour and Continuing Education Contact Hour Tracking Program.
12. Develops and maintains effective communications with the membership, Committee Chairs, the Executive Director and the Executive Committees.
13. Assists the Executive Director in the publication of the Associations' newsletter with input from the committee chairs.
14. Assists the Executive Director in the maintenance of the membership database and updates as information becomes available from AWWA and WEF. Assists Membership Committee.
15. Assists in the preparation and delivery of the Committee Chair/Vice-Chair and Joint Steering Committee Planning Retreat(s).
16. Assists Executive Director in the development of materials for a policies and procedures manual.
17. Processes mail, answers phone and relays correspondence as appropriate.

Relationships:

1. This position is supervised directly by the Executive Director.