

SECTION 4 – Committees

Advertisers Committee
Audit Committee
Awards Committee
Biosolids and Residuals Management Committee
Budget and Finance Committee
Bylaws and Resolutions Committee
Collection Systems Committee
Education Committee
Engineering Management Committee
Emergency Preparedness Committee
Government Affairs Committee
Historical Committee
Industrial Waste Committee
Information Technology Committee
Laboratory Committee
Long Range Planning Committee
Membership Committee
Mid-Year Meeting Program Committee
Nominating Committee
Operator Conference Management Committee
Public Education Committee
Publications Committee
PWO Committee
Safety Committee
Scholarship Committee
Small Community Committee
Utility Managers Committee
Voluntary Certification Committee
Young Professionals Committee

ADVERTISERS COMMITTEE

The Association is a voluntary organization. It thrives from your hard work and commitment. These guidelines were established in response to previous requests to identify the needs and expectations of the Committee and are intended to assist you in meeting the goals and objectives of the Association. As you fulfill the duties and responsibilities of your committee, the Association fulfills its purpose of advancing public knowledge concerning the water environment and we thank you.

Duties and Responsibilities

- Holds committee meetings as needed.
- Develops contacts for potential Advertisers.
- Provides contact list to the Association Office from SCEC, Operator Conference and other events.
- Follows up by telephone.
- Tracks all contacts made.
- Tracks the activity of the existing Advertisers in the *Journal*.
- Coordinates with the Publications Committee and Association Manager on advertising activity.
- Prepares a cost analysis report for each Quarter.
- Coordinates with the Publications Committee Chair.
- Chair attends all Executive Committee meetings.
- Provides budget information to the Budget and Financial Committee.
- Makes a report as necessary to include an annual report to be presented at the Annual Business Meeting of the Association, held during the Annual Conference, and published in the Second Quarter *Journal*.
- Actively promotes our theme at all functions.

Membership

- Chair
- Chair-Elect on odd years
- Members-at-large (3)

* The Association President shall designate the Chair and the Association President-Elect shall designate the Chair-Elect of the Committee except where otherwise noted in this document.

Chair Rotation: 2 years, term begins on even years. Note: Rotation matches the Publications Committee.

Liaison: President-Elect

AUDIT COMMITTEE

The Association is a voluntary organization. It thrives from your hard work and commitment. These guidelines were established in response to previous requests to identify the needs and expectations of the Committee and are intended to assist you in meeting the goals and objectives of the Association. As you fulfill the duties and responsibilities of your committee, the Association fulfills its purpose of advancing public knowledge concerning the water environment and we thank you.

Duties and Responsibilities

- Holds committee meetings as needed.
- Establishes criteria for selecting an external auditor.
- Hires an external auditor.
- Reviews Treasurer's accounting procedures.
- Chair attends the Executive Committee meeting held during SCEC and others as needed.
- Provides budget information to the Budget and Finance Committee and serves on the committee.
- Makes a report as necessary to include an annual report to be presented at the Annual Meeting.
- Actively promotes our theme at all functions.

Membership

- Chair
- Chair-Elect
- Members at Large (4)

* The Association President shall designate the Chair and the Association President-Elect shall designate the Chair-Elect of the Committee except where otherwise noted in this document.

Chair Rotation: 1 year

Liaison: President-Elect

AWARDS COMMITTEE

The Association is a voluntary organization. It thrives from your hard work and commitment. These guidelines were established in response to previous requests to identify the needs and expectations of the Committee and are intended to assist you in meeting the goals and objectives of the Association. As you fulfill the duties and responsibilities of your committee, the Association fulfills its purpose of advancing public knowledge concerning the water environment and we thank you.

Duties and Responsibilities

- Solicits nominees for water and wastewater operators, maintenance person and engineer of the year through Districts and the *Journal*.
- Holds committee meetings as needed.
- Coordinates with the Publications Committee on *Journal* deadlines.
- Is the clearinghouse for the following Association member awards: Safety, Dennis Pittman Collection System, Laboratory, Water and Wastewater Operator of the Year, Maintenance Person of the Year, Membership, Engineer, Young Professional, etc. The Chair from each respective committee shall serve on the Awards Committee.
- Establishes criteria for nominations.
- Establishes selection procedures.
- Selects award winners for water and wastewater treatment plant operators and maintenance person of the year.
- Ensures recipients attend the Awards Luncheon at the SCEC Conference.
- Coordinates with the Association Office to insure that the award plaque is prepared in a timely fashion and before the publication of the luncheon program to include awards in the program agenda.
- Coordinates with the President-Elect, presides over the luncheon, for the introduction of the Awards Chair at the luncheon and to announce that all award recipients are to remain after the luncheon for pictures.
- Makes presentations at the Awards Luncheon and remains for pictures with recipients for the *Journal*.
- Ensures all names, titles, affiliations and corresponding awards are correct for the *Journal*. Should have list prepared to give to the Publications Committee Chair after the awards presentation. Assists and is responsible for the coordination of pictures of recipients.
- Provides write-up and photographs to recipients' local newspaper.
- Chair attends the Executive Committee meetings as required.
- Provides budget information to the Budget and Finance Committee.
- Makes a report as necessary to include an annual report to be presented at the Annual Meeting and published in the 2nd Quarter *Journal*.
- Actively promotes our theme at all functions.

Awards Committee (con't)

Membership

- Chair
- Chair-Elect
- Chair of Collections Systems
- Chair of Engineering Management
- Chair of Laboratory
- Chair of Membership
- Chair of Safety
- Chair of Young Professionals
- Members-at-large (2)

* The Association President shall designate the Chair and the Association President-Elect shall designate the Chair-Elect of the Committee except where otherwise noted in this document.

Chair Rotation: 1 year

Liaison: President

BIOSOLIDS AND RESIDUALS MANAGEMENT COMMITTEE

The Association is a voluntary organization. It thrives from your hard work and commitment. These guidelines were established in response to previous requests to identify the needs and expectations of the Committee and are intended to assist you in meeting the goals and objectives of the Association. As you fulfill the duties and responsibilities of your committee, the Association fulfills its purpose of advancing public knowledge concerning the water environment, and we thank you.

Duties and Responsibilities

- Holds committee meetings as needed.
- Submits annual budget request to Budget and Finance Committee.
- Assists the program committees in soliciting technical presentations as needed for the Mid-Year Meeting, Operator Conference and SCEC.
- Sponsors at least one technical information workshop regarding updated industry practice for residuals and biosolids issues.
- Provides one technical paper each year for the *Journal*. The paper should be submitted to the Publications Committee within the Quarter of the technical workshop.
- Provides input to SCDHEC in the development of regulations and practices relative to biosolids and residuals management.
- Assists the Public Education Committee in promoting public education on the benefits of biosolids reuse.
- Chair-Elect shall serve on the Education Committee.
- Solicits nominees and selects the award winner for the Association's Biosolids and Residual Management Program of the Year Award. Ensures recipients attend the Awards Luncheon at the SCEC.
- Coordinates with the Association Office to ensure that the award plaque is prepared in a timely fashion and that the award is included in the Awards Luncheon program agenda.
- Coordinates with the President-Elect, presides over the luncheon, for the introduction of the Biosolids and Residual Management Committee Chair at the luncheon.
- Makes presentation at the Awards Luncheon and remains for pictures with the recipient for the *Journal*.
- Prepares list of all names, titles, affiliation and corresponding award to give to the Publications Committee Chair prior to the awards presentation.
- Chair attends the Executive Committee meetings as required. It is acceptable to allow the Education Committee Chair to serve as proxy.
- Makes a report as necessary to include an annual report to be presented at the Annual Meeting and published in the 2nd Quarter *Journal*.

Biosolids and Residuals Management Committee (con't)

Membership

- Chair
- Chair-Elect
- Vice Chair
- Members-at-large (40)

* The Association President shall designate the Chair, the Association President-Elect shall designate the Chair-Elect and the Association First Vice President shall designate the Vice Chair of the Committee except where otherwise noted in this document.

Chair Rotation: 1 year

Liaison: First Vice President

BUDGET AND FINANCE COMMITTEE

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Duties and Responsibilities

- Holds committee meetings as needed.
- Prepares annual budget. The budget is the official financial instrument of the Association.
- Coordinates with the Association's committees for developing the budget. Submits a draft budget to the Executive Committee at the meeting prior to the last Executive Committee meeting of the year (usually held in January).
- Presents the budget to the Executive Committee for approval at the meeting that precedes the Annual Meeting (at the Annual Conference). The Executive Committee shall act upon the budget (enhance, accept, reject, revise or send back to the committee for revisions).
- Once the budget is approved by the Executive Committee, publishes the budget along with the official notification of the Annual Meeting. (Handouts at the meeting will suffice).
- The Chair, on behalf of the Executive Committee, presents the budget for approval of the general membership at the Annual Meeting.
- Upon approval, submits to the Publications Committee for publication during the budget year.
- Makes reports as necessary to include an annual report.
- Actively promotes our theme at all functions.

Membership

- Chair: President-Elect
- Chair-Elect: 1st Vice President
- Vice Chair: 2nd Vice President
- Association Treasurer
- Chair of Audit Committee
- Executive Director

Chair Rotation: 1 year

Liaison: President-Elect

BYLAWS AND RESOLUTIONS COMMITTEE

The Association is a voluntary organization. It thrives from your hard and commitment. These guidelines were established in response to previous requests to identify the needs and expectations of the Committee and are intended to assist you in meeting the goals and objectives of the Association. As you fulfill the duties and responsibilities of your committee, the Association fulfills its purpose of advancing public knowledge concerning the water environment, and we thank you.

Duties and Responsibilities

- Holds committee meetings as needed.
- Chair serves as Parliamentarian at all of the Executive Committee meetings and Association business meetings.
- Develops changes to the Bylaws as requested.
- Insures that all members are made aware of proposed changes.
- Coordinates with the Secretary and all Districts in obtaining information on deceased members.
- Develops resolutions as required to families of deceased members.
- Coordinates with the Publications Committee Chair for the publishing of the resolutions in the *Journal*.
- Announces the resolutions at the annual business meeting.
- Coordinates with the Secretary prior to the business meeting for the inclusion on the meeting's agenda.
- If a need arises, the Chair advises the Secretary and President for inclusion on the Executive Committee's agenda.
- Provides budget information to the Budget and Finance Committee.
- Makes a report as necessary to include an annual report, presented at the Annual Business Meeting and published in the 2nd Quarter *Journal*.
- Actively promotes our theme at all functions.

Membership

- Chair
- Chair-Elect
- Association Secretary
- Association Treasurer
- Executive Director
- Members-at-large (4)

* The Association President shall designate the Chair and the Association President-Elect shall designate the Chair-Elect of the Committee except where otherwise noted in this document.

Chair Rotation: 1 year

Liaison: Second Vice President

COLLECTION SYSTEMS COMMITTEE

The Association is a voluntary organization. It thrives from our hard work and commitment. These guidelines were established in response to previous requests to identify the needs and expectations of the Committee and are intended to assist you in meeting the goals and objectives of the Association. As you fulfill the duties and responsibilities of your committee, the Association fulfills its purpose of advancing public knowledge concerning the water environment, and we thank you.

Duties and Responsibilities

- Holds committee meetings as needed.
- Submits annual budget request to Budget and Finance Committee.
- Assists the program committees in soliciting technical presentations as needed for the Mid-Year meeting, Operator Conference and SCEC.
- Sponsors at least one technical workshop regarding inflow/infiltration (I/I), collection systems rehabilitation, and/or operation and maintenance of collection systems.
- Provides one technical paper each year for the *Journal*. The paper should be submitted to the Publications Committee within the Quarter following the technical workshop.
- Provides assistance and training for needs of the Association's Voluntary Certification Program.
- Chair attends the Executive Committee meetings as required. It is acceptable to allow the Education Committee Chair to serve as proxy.
- Chair-Elect serves on the Education Committee.
- Solicits nominees and selects award winner for the Association's Collection Systems Excellence Award. Insures recipients attend the Awards Luncheon at the SCEC.
- Coordinates with the Association Office to insure that the award's plaque is prepared in a timely fashion and before the publication of the luncheon's program to include award in the program agenda.
- Coordinates with the President-Elect, presides over the luncheon, for the introduction of the Collection Systems Committee Chair at the luncheon.
- Makes presentation at the Award Luncheon and remains for pictures with recipient for the *Journal*.
- Prepares list of all names, titles, affiliation and corresponding award to give to the Publications Committee Chair prior to the award presentation.
- Chair serves on the Awards Committee for the purpose of assisting in the selection of the Dennis Pittman Collection System Member Award.
- Through the Awards Committee, selects the Award winner, coordinates to insure that the award's plaque is prepared in a timely fashion, insures that the award is included in the program agenda; coordinates presentation of the award and insures that the President-Elect presides over the luncheon, and introduces the presenter.

Collection System Committee (con't)

- Makes presentation at the Award Luncheon and remains for pictures with recipient for the *Journal*.
- Makes report as necessary to include an annual report to be presented at the Annual Meeting of the Association, held during the Annual Conference, and published in the 2nd Quarter *Journal*.

Membership

- Chair
- Chair-Elect
- Vice Chair
- Members-at-large (16)

* The Association President shall designate the Chair, the Association President-Elect shall designate the Chair-Elect and the Association First Vice President shall designate the Vice Chair of the Committee except where otherwise noted in this document.

Chair Rotation: 1 year

Liaison: First Vice President

EDUCATION COMMITTEE

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Duties and Responsibilities

- Holds committee meetings as needed.
- Submits annual budget request to Budget and Finance Committee.
- Assists the program committees in soliciting technical presentations as needed for the Mid-Year meeting, Operator Conference, and SCEC.
- Serves as liaison between all Association technical committees and the Association Office in coordinating technical workshops.
- Chair attends all Executive Committee meetings. May serve as proxy to present progress reports for the technical working committees: Biosolids and Residuals Management, Collection Systems, Engineering Management, Laboratory, Industrial, Safety and Small Community.
- The Chair acts as the liaison between all technical working committees and the Executive Committee regarding scheduling.
- Schedules events on the Association calendar without conflicts.
- Makes a report as necessary to include an annual report to be presented at the Annual Meeting and published in the 2nd Quarter *Journal*.

Membership

- Chair
- Chair-Elect
- Vice Chair
- Chair-Elect of Engineering
- Chair-Elect of Biosolids and Residual Management
- Chair-Elect of Laboratory
- Chair-Elect/Chair of Safety
- Chair-Elect of Collections Systems
- Chair-Elect/Chair of Industrial Waste
- Chair of Small Community Systems
- SCETC Representative
- 3 members-at-large to work with Districts

Education Committee (con't)

* The Association President shall designate the Chair, the Association President-Elect shall designate the Chair-Elect and the Association First Vice President shall designate the Vice Chair of the Committee except where otherwise noted in this document.

Chair Rotation: 1 year

Liaison: President-Elect

ENGINEERING MANAGEMENT COMMITTEE

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Duties and Responsibilities

- Holds committee meetings as needed.
- Submits annual budget request to Budget and Finance Committee.
- Assists the program committees in soliciting technical presentations as needed for the Mid-Year meeting, Operator Conference, and SCEC.
- Sponsors at least one technical workshop regarding current engineering issues relative to the wastewater industry.
- Provides one technical paper each year for *Journal*. The paper should be submitted to the Publications Committee within the Quarter following the technical workshop.
- Provides input to SCDHEC in the development of regulations and practices relative to engineering management.
- Chair attends the Executive Committee meetings as required. It is acceptable to allow the Education Committee Chair to serve as proxy.
- Chair-Elect serves on the Education Committee.
- Chair serves on the Awards Committee.
- Solicits nominees for the Association's Engineer of the Year Award. Insure recipient attends the Awards Luncheon at the SCEC.
- Through the Awards Committee, selects the Award winner, coordinates to insure that the award's plaque is prepared in a timely fashion, insures that the award is included in the program agenda; coordinates award presenter and insures that the President-Elect presides over the luncheon and introduces the presenter.
- Makes presentation at the Awards Luncheon and remains for pictures with recipient for the *Journal*.
- Provides write-up and photograph to recipients' local newspaper.
- Makes a report as necessary to include an annual report to be presented at the Annual Meeting and published in the 2nd Quarter *Journal*.

Membership

- Chair
- Chair-Elect
- Vice Chair
- Members-at-large (5)

Engineering Management Committee (con't)

* The Association President shall designate the Chair, the Association President-Elect shall designate the Chair-Elect and the Association First Vice President shall designate the Vice Chair of the Committee except where otherwise noted in this document.

Chair Rotation: 1 year

Liaison: First Vice President

GOVERNMENT AFFAIRS COMMITTEE

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Duties and Responsibilities

- Holds committee meetings as needed.
- Makes a study of such matters as are referred to by the Executive committee.
- Secures copies of bills, pending legislation, laws and policies at the State and Federal level affecting the water/wastewater industry.
- Tracks legislation. Members should subscribe to legislative monitoring services (i.e., Craig) to help stay informed on the status of legislation.
- Determines if the Association needs to provide comments on proposed legislation and advises Executive Committee appropriately.
- Advises the Executive Committee regarding water quality matters.
- Prepares articles for the *Journal* and District newsletters.
- Coordinates with the Publications Committee and District Chairs.
- Conducts seminars as appropriate.
- Chair attends all Executive Committee meetings.
- Provides budget information to the Budget and Finance Committee.
- Makes a report as necessary to include an annual report to be presented at the Annual Meeting and published in the 2nd Quarter *Journal*.
- Actively promotes our theme at all functions.

Membership

- Chair
- Chair-Elect
- Vice Chair
- Executive Director
- Members-at-large (6)

* The Association President shall designate the Chair, the Association President-Elect shall designate the Chair-Elect and the Association First Vice President shall designate the Vice Chair of the Committee except where otherwise notes in this document.

Chair Rotation: 1 year

Liaison: Second Vice President

HISTORICAL COMMITTEE

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Duties and Responsibilities

- Reviews and provides annual summary addendum to the Association History Book.
- Communicates with District Chairs and Committees to maintain records of District activities, minutes of meetings, newsletters and financial reports.
- Holds committee meetings as needed.
- Chair attends the Executive Committee meetings as required.
- Provides budget information to the Budget and Finance Committee.
- Makes a report as necessary to include an annual report to be presented at the Annual Meeting and published in the 2nd Quarter *Journal*.
- Actively promotes our theme at all functions.

Membership

- Chair
- Chair-Elect
- Members-at-large (3)

* The Association President shall designate the Chair and the Association President-Elect shall designate the Chair-Elect of the Committee except where otherwise noted in this document.

Chair Rotation: 1 year

Liaison: Second Vice President

INDUSTRIAL WASTE COMMITTEE

The Association is a voluntary organization. It thrives from your hard work and commitment. These guidelines were established in response to previous requests to identify the needs and expectations of the Committee and are intended to assist you in meeting the goals and objectives of the Association. As you fulfill the duties and responsibilities of your committee, the Association fulfills its purpose of advancing public knowledge concerning the water environment, and we thank you.

Duties and Responsibilities

- Holds committee meetings as needed.
- Assists the program committee by soliciting technical presenters as needed for the Mid-Year Meeting, and SCEC.
- Sponsors at least one technical information workshop/conference each year regarding current industrial waste and pretreatment issues.
- Provides one technical paper each year for the *Journal* deadlines.
- Chair-Elect/Chair serves on the Education Committee.
- Actively promotes Association membership in the industrial sector.
- Stimulates interest and serves industry in the varied problems encountered in the industrial water and wastewater treatment fields.
- Solicits nominees and selects the award winner for the South Carolina Industrial Water Quality Achievement Award and presents the award at the annual Industrial Conference/Workshop in alternate years.
- Provides picture, names, titles, affiliation and corresponding award to the Publication Committee Chair for publishing the *Journal*.
- Submits Association Industrial Water Quality Achievement Award winner to WEF for consideration of the Federation Award.
- Solicits nominees and selects the award winner for the Pretreatment Program Excellence Award and presents the award at the Annual Conference.
- Chair attends the Executive Committee meetings as required. It is acceptable to allow the Education Committee Chair to serve as proxy.
- Provides budget information to the Budget and Finance Committee.
- Makes a report as necessary to include an annual report to be presented at the Annual Meeting and published in the 2nd Quarter *Journal*.
- Actively promotes our theme at all functions.

Membership

- Chair
- Chair-Elect on odd year
- Chair of the Pretreatment Consortium Subcommittee
- Members-at-large (11)

Industrial Waste Committee (con't)

* The Association President shall designate the Chair and the Association President-Elect shall designate the Chair-Elect of the Committee except where otherwise noted in this document.

Chair Rotation: 2 years, term begins on even years. Note: Rotation based on Chair serving second year for specialty conference.

Liaison: First Vice President

INFORMATION TECHNOLOGY COMMITTEE

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Duties and Responsibilities

- Holds Committee meetings as needed.
- Chair attends Executive Committee meeting as required.
- Provides budget information to Budget and Finance Committee.
- Coordinates with the program committees by providing input for programs for Mid-Year Meeting, Operator Conference, and SCEC.
- Reviews Association website and makes recommendations to improve ease of use and content.
- Investigates means of better utilizing IT to improve member services and streamline Association operations.
- Makes a report as necessary to include an annual report presented at the Annual Meeting and published in the 2nd Quarter *Journal*.
- Actively promotes our theme at all functions.

Membership

- Chair-Elect
- Vice Chair
- Chair
- Members-at-large (2)

The Association President shall designate the Chair, the Association President-Elect shall designate the Chair-Elect and the Association First Vice President shall designate the Vice Chair of the Committee except where otherwise noted in this document.

Chair Rotation: 1 year

Liaison: President-Elect

LABORATORY COMMITTEE

The Association is a voluntary organization. It thrives from your hard work and commitment. These guidelines were established in response to previous requests to identify the needs and expectations of the Committee and are intended to assist you in meeting the goals and objectives of the Association. As you fulfill the duties and responsibilities of your committee, the Association fulfills its purpose of advancing public knowledge concerning the water environment, and we thank you.

Duties and Responsibilities

- Holds committee meetings as needed.
- Coordinates with the program committees by providing input for programs for Mid-Year Meeting, Operator Conference and SCEC. (This includes the pre-conference workshop.)
- Sponsors at least one technical information workshop each year regarding current laboratory issues.
- Provides one technical paper each year for the *Journal*. The paper should be submitted to the Publications Committee within the Quarter following the technical workshop.
- Coordinates with the Publications Committee on *Journal* deadlines.
- Chair shall serve on the Awards Committee.
- Solicits nominees for the Crystal Crucible Award through Districts and the *Journal*. Insures recipient attends the Awards Luncheon at the SCEC.
- Through the Awards Committee, selects the Laboratory Analyst of the Year Award winner, insures that the award plaque is prepared in a timely fashion, insures that the award is included in the program agenda and coordinates award presenter; insures that the President-Elect presides over the luncheon and introduces the presenter.
- Makes presentation at the Awards Luncheon and remains for pictures with recipient for the *Journal*.
- Provides write-up and photographs to recipient's local newspaper.
- Serves as a forum for all laboratory personnel.
- Provides guidance on laboratory matters to Association members.
- Conducts training seminars at State and District levels.
- Actively promotes Association membership in the laboratory sector.
- Chair-Elect shall serve on the Education Committee.
- Chair attends the Executive Committee meeting as required. It is acceptable to allow the Education Committee Chair serve as proxy.
- Provides budget information to the Budget and Finance Committee.
- Makes a report as necessary to include an annual report to be presented at the Annual Meeting and published in the 2nd Quarter *Journal*.
- Actively promotes our theme at all functions.

Membership

- Chair
- Chair-Elect
- Vice Chair
- Members-at-large (10)

* The Association President shall designate the Chair, the Association President-Elect shall designate the Chair-Elect and the Association First Vice President shall designate the Vice Chair of the Committee except where otherwise noted in this document.

Chair Rotation: 1 year

Liaison: Second Vice President

LONG RANGE PLANNING COMMITTEE

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Duties and Responsibilities

- Holds committee meetings as needed.
- Develops the Association's Long-Range Plan.
- Chair attends the Executive Committee meetings as required.

Membership

- Chair: Past President
- Chair-Elect: President
- Vice Chair: President-Elect
- 1st Vice President
- 2nd Vice President
- Association Secretary
- Association Treasurer
- WEF Delegates
- Chair: Bylaws and Resolutions Committee
- Executive Director

Chair Rotation: 1 year

Liaison: Past President

MEMBERSHIP COMMITTEE

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Duties and Responsibilities

- Holds committee meetings as needed.
- Actively recruits new members, promotes student membership, actively seeks methods to retain all existing members and continues to look at options to attract other entities and to promote the Association.
- Coordinates with all District membership committees.
- Prepares articles for the *Journal* and District newsletter to solicit members.
- Coordinates with the Secretary to develop list of persons eligible for Life Member and preparation of membership certificate.
- Chair shall serve on the Awards Committee.
- Solicits nominees and qualifies a winner if committee criteria are met for the Noel M. Hurley Membership Award. Assists in ensuring recipient attends the Awards Luncheon at the SCEC.
- Through the Awards Committee, selects the Noel M. Hurley Award winner, coordinates to insure that the award's plaque is prepared in a timely fashion, insures that the award is included in the program agenda and coordinates introduction of presenter with the President-Elect and presides over the luncheon.
- Presents the Noel M. Hurley Membership Award at the Awards Luncheon and remains for pictures with recipient for *Journal*.
- Provides write-up and photographs to recipient's local newspaper.
- Chair attends the Executive Committee meetings as required.
- Provides budget information to the Budget and Finance Committee.
- Makes a report as necessary to include an annual report to be presented at the Annual Business Meeting and published in the 2nd Quarter *Journal*.
- Actively promotes our theme at all functions.

Membership

- Chair
- Chair-Elect on even year
- Members-at-large (10) – District Representatives

Membership Committee (con't)

* The Association President shall designate the Chair and the Association President-Elect shall designate the Chair-Elect of the Committee except where otherwise noted in this document.

Chair Rotation: 2 years, term begins on odd years.

Liaison: Second Vice President

MID-YEAR MEETING PROGRAM COMMITTEE

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Duties and Responsibilities

- Hold committee meetings as needed.
- In charge of Mid-Year program. Prepares brochure. Prepares budget for submittal to the Executive Committee. Prepares speaker introductions for President.
- Coordinates with the Association Office and Capital District for Pre Mid-Year Meeting social.
- Provides timely articles for the *Journal* announcing the Mid-Year Meeting and SCEC events and Call for Papers for the SCEC.
- Arranges for Environmental Systems Operators Week through the Office of the Governor to be concurrent with the Operators Conference.
- Chair attends Executive Committee meetings as required.
- Provides budget information to the Budget and Finance Commitment.
- Actively promotes our theme at all functions.
- Identifies technical sessions that would be appropriate for Operator training.
- Makes reports as necessary to include an annual report.
- Chair serves on the Conference Management Committee (CMC) Program Committee.
- On even-year conferences, serves as the CMC's Conference Program Committee Chair and will serve in the Vice Chair position of the Conference Program Committee leading into their year of service.

Membership

- Chair
- Chair-Elect on odd year
- Members-at-large (20)

* The Association President shall designate the Chair and the Association President-Elect shall designate the Chair-Elect of the Committee except where otherwise noted in this document.

Chair Rotation: 2 years, term begins on even years. Note: Rotation based on chair serving second year as chair of the Conference Program Committee.

Liaison: First Vice President

NOMINATING COMMITTEE

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Duties and Responsibilities

- Holds committee meetings as needed.
- Prepares nominee solicitation for the *Journal* and coordinates with the Publications Committee on *Journal* deadlines.
- Prepares nominee solicitation for the Districts newsletter.
- Insures that all the candidates nominated for office attend Annual Meeting at Annual Conference for installation.
- Considers nominee for Honorary Memberships and presents to the Executive Committee.
- Considers nominees for the W.T. Linton Award and presents to the Executive Committee.
- Considers nominees for the S.C. Environmental Board of Certification and presents to the Executive Committee.
- Chair attends Executive Committee meetings as required.
- Provides budget information to the Budget and Finance Committee.
- Makes reports as necessary to include an annual report.
- Actively promotes our theme at all functions.

Membership

- Chair by Election
- Elected members (4)

Chair Rotation: 1 year

Liaison: President

OPERATOR CONFERENCE MANAGEMENT COMMITTEE

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Duties and Responsibilities

- Holds committee meetings as needed.
- In charge of the Operator Conference.
- Provides timely articles for the *Journal* announcing the event.
- Attends Executive Committee meetings as required, typically every meeting.
- Provides budget information to the Budget and Finance Committee.
- Makes a report as necessary to include an annual report to be presented at the Annual Meeting and published in the 2nd Quarter *Journal*.
- Actively promotes our theme at all functions.
- Coordinates with program committees on technical sessions that would be appropriate for Operator training.
- Makes tapes for training available.

Membership

- Chair
- Chair-Elect
- Vice Chair
- Members-at-large (34)

* The Association President shall designate the Chair, the Association President-Elect shall designate the Chair-Elect and the Association First Vice President shall designate the Vice Chair of the Committee except where otherwise noted in this document.

Chair Rotation: 1 year

Liaison: President

PUBLIC EDUCATION COMMITTEE

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Duties and Responsibilities

- Holds committee meetings as needed.
- Actively promotes good public relations utilizing the *Journal* and District newsletters.
- Coordinates with the Publications Committee on *Journal* deadlines and the Districts.
- Chair attends Executive Committee meetings as required.
- Provides budget information to the Budget and Finance Committee.
- Makes a report as necessary to include an annual report to be presented at the Annual Meeting and published in the 2nd Quarter *Journal*.
- Actively promotes our theme at all functions.
- Promote public education by the development and dissemination of educational materials and information to include the Adopt-A-School program.
- Coordinates the Stockholm Junior Water Prize program at the state level, and seeks funding to send the state winner to the national competition.
- Coordinates state science fair judging by region as requested.
- Develops promotional materials for public distribution that inform and educate the public about the role of the water environment professional and the need to support a clean water environment.

Membership

- Chair
- Chair-Elect
- Vice Chair
- Members-at-large (4)

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Chair Rotation: 1 year

Liaison: First Vice President

PWO COMMITTEE

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Duties and Responsibilities

- Holds committee meetings as needed.
- Chair attends all the Executive Committee meetings.
- Coordinates Operations Challenge on the state level.
- Provides article for each *Journal* issue.
- Sponsors at least one practical skills workshop to prospective and participating teams.
- Solicits team participation for Operators Challenge via mail, e-mail, and/or telephone.
- Coordinates and holds annual practice session prior to the annual event.
- Seeks financial support from Districts and Executive Committee to send state Operations Challenge Team winner to the national competition.
- Provides detailed report with photos from state and national competitions.
- Provides budget information to the Budget and Finance Committee.
- Makes a report as necessary to include an annual report to be presented at the Annual Meeting and published in the 2nd Quarter *Journal*.
- Actively promotes our theme at all functions.

Membership

- Chair
- Chair-Elect on even year
- Members-at-large (9)

* The Association President shall designate the Chair and the Association President-Elect shall designate the Chair-Elect of the Committee except where otherwise noted in this document.

Chair Rotation: 2 years, term begins on odd years.

Liaison: Second Vice President

SAFETY COMMITTEE

The Association is a voluntary organization. It thrives from your hard work and commitment. These guidelines were established in response to previous requests to identify the needs and expectations of the Committee and are intended to assist you in meeting the goals and objectives of the Association. As you fulfill the duties and responsibilities of your committee, the Association fulfills its purpose of advancing public knowledge concerning the water environment, and we thank you.

Duties and Responsibilities

- Holds committee meetings as needed.
- Informs the Association and public of safety issues in the water environment field.
- Actively promotes safety statements in order to improve the safety record in the water environment field.
- Prepares articles for the District newsletters.
- Prepares articles for the Safety Column for the 1st and 4th Quarter *Journal*.
- Sponsors at least one technical workshop regarding safety issues.
- Provides one technical paper each year for the *Journal*. The paper should be submitted to the Publications Committee within *Journal* deadlines.
- Receives all nominations for Certificate of Achievement, Certificate of Merit, President's Safety Award, Certificate of Commendation Award, Certificate of Achievement in Safety Award and George W. Burke Facility Safety Award.
- Evaluates all award applications and selects recipients. Ensure that all certificates or awards are prepared in a timely manner.
- Chair shall serve on the Awards Committee.
- Through the Awards Committee, selects the individual award winners.
- Presents awards at the Awards Luncheon and remains for pictures with recipients for *Journal*.
- Chair attends Executive Committee meetings as required. It is acceptable to allow the Education Committee Chair to serve as proxy.
- Chair-Elect/Chair serves on the Education Committee.
- Encourages membership among all safety directors at municipalities and industries.
- Provides budget information to the Budget and Finance Committee.
- Makes a report as necessary to include an annual report to be presented at the Annual Meeting and published in the 2nd Quarter *Journal*.
- Actively promotes our theme at all functions.

Membership

- Chair
- Chair-Elect
- Members-at-large (3)

Safety Committee (con't)

* The Association President shall designate the Chair and the Association President-Elect shall designate the Chair-Elect of the Committee except where otherwise noted in this document.

Chair Rotation: 1 year

Liaison: First Vice President

SCHOLARSHIP COMMITTEE

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Duties and Responsibilities

- Holds committee meetings as needed.
- Implements the Environmental Scholarship Program; proposes any changes to the Scholarship Program to the Executive Committee for action.
- Advises SC Environmental Training Center (SCETC) at Central Carolina Technical College, Sumter, SC of the new President's name and contact information.
- Advises the President of any obligations to the schools involved in the program.
- Encourages interest in the water and wastewater fields.
- Insures that the scholarship recipients attend SCEC and coordinates recipient accommodations with the Association Office.
- Coordinates preparation of the WEASC Luncheon program with the Association Office.
- Coordinates introduction of the Scholarship Committee Chair at the luncheon with the President-Elect, presides over the luncheon, and ensures that President-Elect requests all scholarship recipients remain for pictures.
- Makes scholarship presentations at the Awards Luncheon.
- Insures that recipients' names and school affiliation are correct for the *Journal*. Should have list prepared to give to Publications Committee Chair at luncheon. Coordinates photographs of recipients.
- Prepares articles quarterly for the *Journal* and coordinates with the Publications Committee liaison to meet *Journal* deadlines.
- Chair attends Executive Committee meetings as required.
- Provides budget information to the Budget and Finance Committee.
- Makes a report as necessary to include an annual report to be presented at the Annual Meeting and published in the 2nd Quarter *Journal*.
- Actively promotes our theme at all functions.

Membership

- Chair: Immediate Past President
- Preceding 4 Past Presidents

Chair Rotation: Multiple years if possible.

Liaison: Past President

SMALL COMMUNITY SYSTEMS COMMITTEE

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Duties and Responsibilities

- Holds Committee meetings as necessary.
- Assists Program Committee by soliciting technical presenters as needed for Mid-Year Meeting, Operator Conference, and SCEC.
- Sponsors at least one technical information workshop/conference each year regarding current small community issues.
- Provides one technical paper per year for the *Journal*. The paper should be submitted to the Publications Committee within the quarter following the technical workshop.
- Chair serves on Education Committee.
- Serves as resource base to provide information and technical support to small communities.
- Chair attends Executive Committee meetings as required. It is acceptable to allow the Education Committee Chair to serve as proxy.
- Provides budget information to Budget and Finance Committee.
- Makes a report as necessary, to include an annual report to be presented at the Annual Meeting and published in the 2nd Quarter *Journal*.
- Actively promotes our theme at all functions.

Membership

- Chair
- Chair-Elect
- Vice Chair
- Members-at-large (3)

* The Association President shall designate the Chair, the Association President-Elect shall designate the Chair-Elect and the Association First Vice President shall designate the Vice Chair of the Committee except where otherwise noted in this document.

Chair Rotation: 1 year

Liaison: Second Vice President

UTILITY MANAGERS COMMITTEE

The Association is a voluntary organization. It thrives from your hard work and commitment. These guidelines were established in response to previous requests to identify the needs and expectations of the Committee and are intended to assist you in meeting the goals and objectives of the Association. As you fulfill the duties and responsibilities of your committee, the Association fulfills its purpose of advancing public knowledge concerning the water environment, and we thank you.

Duties and Responsibilities

- Holds Committee meetings as needed.
- Chair attends Executive Committee meetings as required.
- Provides budget information to Budget and Finance Committee.
- Emphasizes benefits of membership and participation in the Association.
- Utilizes cost/benefits analysis developed by Budget and Finance Committee.
- Promotes Operator recognition through the Association Awards program.
- Provides a forum for utility managers to exchange ideas and information.
- Makes a report as necessary, to include an annual report to be presented at the Annual Meeting and published in the 2nd Quarter *Journal*.
- Actively promotes our theme at all functions.

Membership

- Chair
- Chair-Elect
- Vice Chair
- Members-at-large (3)

* The Association President shall designate the Chair, the Association President-Elect shall designate the Chair-Elect and the Association First Vice President shall designate the Vice Chair of the Committee except where otherwise noted in this document.

Chair Rotation: 1 year

Liaison: President-Elect

VOLUNTARY CERTIFICATION COMMITTEE

The Association is a voluntary organization. It thrives from your hard work and commitment. These guidelines were established in response to previous requests to identify the needs and expectations of the Committee and are intended to assist you in meeting the goals and objectives of the Association. As you fulfill the duties and responsibilities of your committee, the Association fulfills its purpose of advancing public knowledge concerning the water environment, and we thank you.

Duties and Responsibilities

- Reviews applications for certification as necessary upon request by the Association Office.
- Reviews all reciprocity applications for approval.
- Coordinates with Association Office the mailing of annual renewal notices.
- Reviews financial reports as presented by Association Office.
- Reviews examinations to make sure they meet current “Needs to know” criteria and update as necessary.
- Holds committee meetings as needed.
- Chair attends Executive Committee meetings as required, typically every meeting.
- Provides budget information to the Budget and Finance Committee.
- Makes a report as necessary to include an annual report to be presented at the Annual Meeting and published in the 2nd Quarter *Journal*.
- Actively promotes our theme at all functions.

Membership

- Chair
- Chair-Elect on even year
- Members-at-large (6)

The Association President shall designate the Chair and the President-Elect shall designate the Chair-Elect of the Committee except where otherwise noted in this document.

Chair Rotation: 2 years, term begins on odd years.

Liaison: Second Vice President

YOUNG PROFESSIONALS COMMITTEE

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Duties and Responsibilities

- Promotes involvement in Association educational opportunities for career and leadership development.
- Develops programs of interest to young professionals in the water industry.
- Offers networking opportunities through mentoring, educational programs and partnerships with other committees.
- Coordinates with the Conference Arrangements Committee to host a Young Professional Social at the SCEC.
- Works with high schools, colleges and universities to promote career choices within the water industry.
- Holds committee meetings as needed.
- Chair attends Executive Committee meetings as required.
- Chair shall serve on the Awards Committee.
- Solicits nominees for Young Professional of the Year through Districts and the *Journal*. Assists in ensuring recipient attends the Awards Luncheon at the SCEC.
- Through the Awards Committee, selects the YP Award winner, coordinates to insure that the award's plaque is prepared in a timely fashion, insures that the award is included in the program agenda and coordinates presentation of award. Coordinates with President-Elect, presides over the luncheon, for presenter introduction.
- Makes presentation at the Awards Luncheon and remains for pictures with recipient.
- Provides write-up and photographs to recipient's local newspaper.
- Provides budget information to the Budget and Finance Committee.
- Makes a report as necessary to include an annual report to be presented at the Annual Meeting and published in the 2nd Quarter *Journal*.
- Actively promotes our theme at all functions.

Membership

- Chair
- Chair-Elect
- Vice Chair
- Members-at-large (10)

Young Professionals Committee (con't)

* The Association President shall designate the Chair, the Association President-Elect shall designate the Chair-Elect and the Association First Vice President shall designate the Vice Chair of the committee except where otherwise noted in this document.

Chair Rotation: 1 year

Liaison: First Vice President