



WHEREAS, the Southwest Ohio Water Environment Association (SWOWEA) is a Member Association of the Ohio Water Environment Association (OWEA) which is a 501(c) 3 Organization; and

WHEREAS, the SWOWEA relies on an executive committee to run its affairs and interact with external groups and the Ohio Water Environment Association; and

WHEREAS, the SWOWEA desires to identify duties of its Executive Committee

THEREFORE, SWOWEA adopts the following duties:

POLICY AND PROCEDURE

- I. The President shall have general direction of the affairs of the Section, and shall preside at all meetings of the Section and of the Executive Committee and at the annual meeting of the Section. The President shall appoint, with the approval of the Executive Committee, the Section's Standing and Special Committees, Chairmen and Committee Members. The President is a member of the Auditing Committee.
 - o July – Conduct your first Executive Committee Meeting (typically 2nd Friday of month)
 - o Suggest incoming officers read the duties of their position in this policy and procedure and make any changes as may be necessary.
 - o Ohio Mixer/support of OWEA WEF event vote
 - o Start Award Nominations
 - o Science Fair vote
 - o Audit previous year's financials. Go to bank to change over signature cards. Try to get President, Vice President, Treasurer, and Secretary as signatories.
 - o Submit Presidents Corner to Secretary for Wave
 - o September – Conduct SWOWEA Section Meeting
 - o Request Award Nominations from Membership
 - o Submit Wave Presidents Corner to Secretary
 - o Prepare Buckeye Bulletin Article – section update
 - Section meeting(s) update – Where, when, how many attendees.
 - What's happened in SW in the last 3 months?
 - Science fair winners?
 - o October – Conduct Executive Committee Meeting - Decide on Award Nominees. Note that the books have cleared the audit that occurred after the July meeting (typically announced by Past President).
 - o November – SWOWEA Plant Ops Seminar and Section Meeting - OWEA Award Nominations Due
 - o December – Conduct Executive Committee Meeting and Past President Luncheon
 - Prepare Buckeye Bulletin article and coordinate watershed paper



- January
 - Attend SWOWEA Industrial Pretreatment Seminar and Section Meeting - Submit Wave Presidents Corner to Secretary
 - In January/February of odd numbered years, write a nomination letter to the OWEA President on behalf of the Delegate to be elevated to State EC. Typically the Delegate serves a two-year term and is “re-upped” to a second two-year term. As the end of the second two-year term approaches a letter is typically written to recommend that the Delegate be made OWEA Vice President (again in January/February). At the same time a letter should be written recommending the elevation of a new Delegate.
 - February – Conduct Executive Committee Meeting - Discuss Executive Committee Nominations
 - March – Conduct SWOWEA Section Meeting
 - Present Executive Committee nominations to membership
 - Submit Wave Presidents Corner to Secretary
 - Prepare Buckeye Bulletin section update article
 - April – Conduct Executive Committee Meeting
 - Vote on State Conference Sponsorship
 - May – Conduct SWOWEA Section Meeting
 - Membership vote on Executive Committee
 - Letter to OWEA on voting results
 - June – Inform Vice President it is their turn for Buckeye Bulletin - Attend State Conference and give Section Update at Meeting
 - July – Attend Executive Committee Meeting and Audit Books and you are Past President! Pass gavel on to incoming president.
 - General Notes:
 - Try to attend as many other SWOWEA events as your schedule allows.
 - Attend OWEA Executive Committee Meeting if the SW Delegate is unavailable.
 - Be available to assist the OWEA President on any issues they may ask your help on.
 - Be the champion/mentor to help keep the Executive Committee on Task and meet deadline obligations.
- II. The Vice-President shall assist the President in the performance of his or her duties, and shall act in the capacity of the President in his absence. The Vice-President shall serve as Chairman of the Program Committee. In the case a vacancy in the office of President, the Vice President shall automatically advance to the position of President. The Vice President is Program Committee Chair.
- As Program Committee Chair you set up section meetings:
 - Meeting advertisement for Wave



- Meal quotes (~\$15/plate ideal – try not to exceed \$20/plate). Arrange for a projector (~\$200), screen (~\$65), microphone (~\$50), and sound system (~\$50). Ideally, these will be provided by the venue at no charge. Remember, we are a non-profit organization and should not be charged for tax.
- Road signs for meetings
- Donuts and coffee for plant tours.
- Try to have 3 presentations. (First-year director is in charge of obtaining contact hour credit.) Possible subjects include:
 - Host community present about the operation/history/issues of their facility.
 - Have the consultant that did the work present on the design and associated issues/challenges.
 - Vendor that supplied equipment talk about the equipment utilized/selected – OR – talk about the construction of the project.
 - Any other topic the host community wants to present or share that are worthy/relevant for contact hours.
- VP introduce speakers.
- Write a thank you note to your host.
- President’s plaque: Purchase around March for presentation to President at May meeting ~\$75 (and remember, we are a non-profit, so tax does not apply).
- In April, pick a date and location for the July Executive Committee Meeting.
- May/June – Prepare and coordinate articles for Buckeye Bulletin (bio and plant profile)

III. The Treasurer shall collect and disburse all funds and conduct the general fiscal business and report on the financial standing of the Section, which shall include an end-of-calendar year financial report to the Ohio Water Environment Association. In the case a vacancy in the office of Vice President, the Treasurer or Secretary (whichever has served a longer term) shall automatically advance to the position of Vice President.

The Treasurer shall keep all financial records including: Pay all SWOWEA expenses (Wave printing, Meeting rentals & lunches, Science Fair awards, etc.), reconcile bank statement with ledger monthly, and prepare a year-end summary around conference time (near the end of the term – send Judi the Section Financial Summary). Sign the W-9 at the start of your term.

Attend (or find a suitable substitute for) all functions where money is exchanged (Sept Section Mtg, Oct Op Ed Day, Nov Op Seminar, Dec Past President’s Luncheon, Jan IP Seminar, Mar Section Mtg, Apr Op Ed Day, May Section Mtg, Jun O&M Seminar). So far, the LAC meetings are free, so you do not have to attend! Suggestion: Have VP attend on your behalf if you cannot participate.



- For each meeting:
 - Have at least \$200 cash in box small bills (\$5's & \$10's). Also keep checkbook there. Remember, we are tax exempt and the forms are in the cashbox.
 - Print abbreviated registration list. Make sure you leave space on the registration list to note payment status of each attendee.
 - Collect money and record on registration list who has paid or been invoiced.
 - Invoice attendees using a PO at the site of the function. If necessary, delegate invoicing function during registration to an appropriate EC member.
 - Bring receipt forms to meetings. Pre-print and pre-produce.
 - Prepare budget tracking after each meeting.
- Steps to transition the signatories on the KeyBank account at the start of your term:
 - Set an appointment with Key to do the signing. The secretary should call KeyBank in advance to provide social security number and contact information so that the paperwork is ready upon arrival.
 - Previous set of meeting minutes should indicate the transfer of offices. Signatories should have two forms of I.D.
 - To take the Past President off, he/she will only need to call the KeyBank branch (513.469.9200). Two forms of I.D. are needed:
 - Driver's license number, date of issue, and expiration date.
 - The first four digits of a credit card and the expiration date.
 - New signatories (Secretary) need to come into the Reed-Hartman KeyBank branch and show two forms of I.D. and sign the form to be added.
 - The rest of us also need to go back to the KeyBank branch and sign. (But have two forms of I.D. handy just in case.)
 - To change the address where the statements come, the Treasurer only needs to call KeyBank (or she can just do it when she signs the form).
- Get science fair winners their checks in early/mid-May (before school lets out – or give them cash).
- Keep fingers on the pulse of whether OWEA is cutting SW section a reimbursement check (July).
- Watch supplies in the box
 - Name tags
 - Ticket stubs
 - Checks: recommend carbon-copy type.

IV. The Secretary shall make a report at all meetings showing the number of members, the minutes of the last meeting and the financial standing of the Section. The Secretary shall maintain a roll of members in good standing with correct mailing addresses; and shall assemble and mail all meeting notices. The Secretary shall assist



the Treasurer in the performance of his/her duties, and shall act in the capacity of the Treasurer in his absence. The Secretary shall serve as Chairman of the Membership Committee, and shall be responsible for submitting to the editor of the Buckeye Bulletin quarterly reports of the Section's activities, unless a separate reporter is appointed by the Executive Committee. In the case a vacancy in the office of Vice President, the Treasurer or Secretary (whichever has served a longer term) shall automatically advance to the position of Vice President.

- Wave newsletter
 - Should arrive to members at least 4 weeks in advance of Section Meetings. Provide to printer 1.5 weeks before it needs to get to members. Ask EC members and Committee Chairs for articles at 3 weeks and 1 week before you need to get it to the printer.
 - Check in July to see if advertisers are willing to renew. Ad fees in 2011 are \$150 for a business card sized ad in all issues – fee subject to change.
 - Every Wave:
 - Check SWOWEA website for upcoming events. Make sure SW events are listed on the OWEA website.
 - Hound Vice President for Section Meeting map, speakers, and agenda.
 - Send a reminder to Committee Chairs asking for articles about 2 weeks before it needs to go to printer. Also need President's Corner message. Beg for articles 9 days before it needs to go to the printer.
- Check the mailing list (review to ensure current committee chairs are members)
 - August: Download the member list from WEF. Sort by counties/cities in our section. Compare to the latest mailing list. If a member was not on the WEF list in the download in the previous August, then that person should be deleted from the SWOWEA mailing list.
- Executive Committee Meeting Minutes
 - Take roll call at start of meeting
 - Provide a report on any new members
 - Recommend you bring a laptop to the meeting and type notes as the meeting occurs.
- Assist with Section Meeting check-in.
- Track registration for meetings. Oversee proper posting of notice and registration on SWOWEA and OWEA website.

V. The First Year Director to the Section shall represent the members at the Section Executive Committee meetings. The First Year Director shall also serve on the Personnel Education Committee. In the case a vacancy in the office of Secretary or Treasurer occurs, the First Year Director shall automatically advance to the position of Secretary or Treasurer.

- Personnel Education Chair



- Obtain contact hours for section meetings.
 - Bring contact hour forms to section meetings. Additional forms can be obtained from OWEA central office.
 - Maintain contact hour list for website.
- VI. The Second Year Director to the Section shall represent the members at the Section Executive Committee meetings. The Second Year Director shall also serve on the Personnel Education Committee. In the case a vacancy in the office of First Year Director occurs, the Second Year Director shall automatically advance to the position of First Year Director.
- Publications Committee Chair
 - Support VP with Wave and articles for the Buckeye Bulletin.
- VII. The Third Year Director to the Section shall represent the members at the Section Executive Committee meetings. The Third Year Director shall also serve on the Personnel Education Committee. In the case a vacancy in the office of Second Year Director occurs, the Third Year Director shall automatically advance to the position of Second Year Director.
- Assist in obtaining door prizes for section meetings.
 - Take pictures at section meetings.
- VIII. The Delegate of the Executive Committee of the Southwest Ohio Water Environment Association shall have the following roles and responsibilities:
- Represent the Southwest Section in the business of the Ohio Association and promote the activities and individuals of the section at a state level as appropriate.
 - Report periodically to the Executive Committee of the Section on pertinent news and events related to the State Executive Committee.
 - Assist the Southwest President and Executive Committee as needed – particularly on issues related to the State Association.
 - Present summaries of state level activities to membership at Section Meetings.
- IX. The Past President shall act as the President if the Vice President cannot. The Past President shall provide general resource information of past Associations activities.
- Nominating Committee Chair
 - EC Nominees presented at March Section Meeting. EC vote at May meeting.
 - Auditing Committee Chair
 - Attend the Executive Committee Meetings to assist in the formation of a quorum.
 - Provide consultation to the new Executive Committee as appropriate.