



Montana Section

American Water Works Association

Operating Plan

Updated December 2015

The intent of this operating plan is to provide a single document that contains all applicable governing documents used to guide the Section Board and Members in the successful operations of the Montana Section. This plan shall be reviewed and updated at the winter board meeting as needed.

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Board Position Descriptions

Section Director

Term

Three year term.

Responsibilities

The Section Director responsibilities include:

1. Help establish and/or change the policies for the conduct, management and direction of the Association.
2. Act as a communications link between the Section and the AWWA Board of Directors.
3. Represent the Section on the AWWA Board of Directors by attending the winter and Conference meetings.
4. Serve on both the Section and the AWWA Board of Directors representing each of those bodies in the deliberations of the other, and act to coordinate and unify their actions.
5. Actively participate in all activities and actions of the Section Board, exercise voting power within the Section Board, and provide oversight guidance and assistance to the Nominations, Fuller Award and Lifetime Achievement committees.

Duties

1. Report to the section members on a routine basis, reviewing the activities of the Board of Directors and seeking their input on programs and policies. Communicate routinely with section officers to gain their perspective and ideas on Association issues.
2. Coordinate and provide section input on AWWA strategic and implementation plans, programs and policies, and report on Section activities at Board of Director's meetings.
3. Become familiar with AWWA organization and governing documents.
4. Recommend outstanding section members for appointment to AWWA committees.
5. Elect the national President-Elect, Vice-Presidents, and Directors-at-Large and, at less frequent intervals, the Treasurer.
6. Act as an official spokesperson for the Section.
7. Coordinate plans for hosting the visiting AWWA Dignitary during annual section meetings.

8. Notify the AWWA Executive Committee liaison of issues and questions between Board of Director's meetings.
9. Actively participate in Section budget, planning, committee and administrative programs, including providing committee oversight for the Nominations, Fuller Award, and Lifetime Achievement Committees. Oversight duties include:
 - Establishing and maintaining regular contact, minimum quarterly, with committee chairs by telephone, e-mail or other means of correspondence.
 - Encourage committee activity throughout the year by assisting committee chairs with development of 1-year and 5-year goals, setting meeting dates and budget requirements.
 - Assure written committee reports are provided for the Spring Business meeting as written reports with budget requests are provided for the Fall Business meeting and/or Board retreat.
 - Provide reminders to committee chairs for submission of Newsletter social media. Assure that turnover files are maintained and passed on to new committee chairs when appropriate.
 - Meet with committee chairs during the annual conference to inform them of their responsibilities to the committee
10. Attend required Association meetings.
11. Attend the Regional Meeting for Section Officers (RMSO) when it is held in Montana.
12. Attend at least one RMSO or AWWA sponsored Leadership Training event during their term when held in other states within MSAWWA's region. Travel to and from the RMSO or AWWA Leadership Training event is subject to Board approval prior to the travel.
13. Provide the incoming Director with current books and files, at the annual conference, related to the past year's Section business.
14. Attend all MSAWWA Board meetings.
15. Be familiar with Section by-laws and articles of incorporation and AWWA Governing Documents.

Section Past Chair

Term

One year term.

Responsibilities

The Section Past-Chair responsibilities include:

1. Actively participate in all activities and actions of the Board.
2. Exercise voting power within the Board.
3. Provide oversight guidance and assistance to the Audit, Student & Young Professional, and Scholarship committees.

Duties

1. Review Section budget of estimated income and planned expenditures for the fiscal year and review for approval any major unplanned expenditures.
2. Serve as oversight liaison for the Audit, Student & Young Professional and Scholarship committees.
3. Oversight duties include:
 - Establishing and maintaining regular contact, minimum quarterly, with committee chairs by telephone, e-mail or other means of correspondence.
 - Encourage committee activity throughout the year by assisting committee chairs with development of 1-year and 5-year goals, setting meeting dates and budget requirements.
 - Assure written committee reports are provided for the Spring Business meeting as written reports with budget requests are provided for the Fall Business meeting and/or Board retreat.
 - Provide reminders to committee chairs for submission of information for Newsletter and social media used to convey information to Section membership. Assure that turnover files are maintained and passed on to new committee chairs when appropriate.
4. Meet with committee chairs during the annual conference to inform them of their responsibilities to the committee.
5. Attend all MSAWWA Board meetings.
6. Attend the Regional Meeting for Section Officers (RMSO) when it is held in Montana.
7. Attend at least one RMSO or AWWA sponsored Leadership Training event during their term when held in other states within MSAWWA's region. Travel to and from the RMSO or AWWA Leadership Training event is subject to Board approval prior to the travel.
8. Provide the incoming Past-Chair with current books and files, at the annual conference, related to the past year's Section business.
9. Be familiar with Section by-laws and articles of incorporation and AWWA Governing Documents.

Section Chair

Term

One year term with succession to Past-chair the following year.

Responsibilities

The Section Chair responsibilities include:

1. Preside at all general and special meetings of the Section, beginning with the business meeting held on the last day of the annual conference and continuing to the beginning of the business meeting at the subsequent year's conference;
2. Exercise voting power within the Board; and
3. Provide oversight guidance and assistance to the Host City and Program committees.

Duties

1. Schedule and preside at meetings of the Board, prepare agendas and delegate tasks.
2. Review Section budget of estimated income and planned expenditures for the fiscal year and review for approval any major unplanned expenditures.
3. Prepare and monitor implementation of the 5-year strategic plans; assist the Vice-Chair with planning for the following year.
4. Make committee chair appointments in accordance with Section by-laws; provide for training of committee chairs.
5. Supervise all Section activities. Review the activities of officers as committee liaisons; section paid staff and the secretary/treasurer.
6. Ensure information received from National AWWA is disseminated to the appropriate committee chair or person; ensure requested responses are provided.
7. Report to the Section members, reviewing the activities of the Section during the year.
8. Act as an ex-officio member of all committees.
9. Serve as oversight liaison for the Host City and Program Committees. Oversight duties include:
 - Establishing and maintaining regular contact, minimum quarterly, with committee chairs by telephone, e-mail or other means of correspondence.
 - Encourage committee activity throughout the year by assisting committee chairs with development of 1-year and 5-year goals, setting meeting dates and budget requirements.

- Assure written committee reports are provided for the Spring Business meeting as written reports with budget requests are provided for the Fall Business meeting and/or Board retreat.
 - Provide reminders to committee chairs for submission of information for the annual newsletter and social media used to convey information to Section membership. Assure that turnover files are maintained and passed on to new committee chairs when appropriate.
 - Meet with committee chairs during the annual conference to inform them of their responsibilities to the committee.
10. Attend all MSAWWA Board meetings.
 11. Attend the Regional Meeting for Section Officers (RMSO) when it is held in Montana.
 12. Attend at least one RMSO or AWWA sponsored Leadership Training event during their term when held in other states within MSAWWA's region. Travel to and from the RMSO or AWWA Leadership Training event is subject to Board approval prior to the travel.
 13. Provide the incoming Chair with current books and files, at the annual conference, related to the past year's Section business.
 14. Act as official representative of the Section and send appropriate letters of appreciation to local dignitaries and honored guests after each meeting or conference.
 15. Be familiar with Section by-laws and articles of incorporation and AWWA Governing Documents.

Section Vice-Chair

Term

One year term with succession to Chair the following year.

Responsibilities

The Section Vice-Chair will:

1. In the absence of the Chair, preside at all general and special meetings of the Section, beginning with the business meeting held on the last day of the annual conference and continuing to the beginning of the business meeting at the subsequent year's conference.
2. Actively participate in all activities and actions of the Board;
3. Exercise voting power with the Board; and
4. Provide oversight guidance and assistance to the Water for People and Legislative committees.

Duties

1. Review Section budget of estimated income and planned expenditures for the fiscal year and review for approval any major unplanned expenditures.
2. Actively participate on at least one standing committee to ensure liaison between the Board and the committee.
3. Serve as oversight liaison for the Awards, Water for People and Legislative committees. Oversight duties include:
 - Establishing and maintaining regular contact, minimum quarterly, with committee chairs by telephone, e-mail or other means of correspondence.
 - Encourage committee activity throughout the year by assisting committee chairs with development of 1-year and 5-year goals, setting meeting dates and budget requirements.
 - Assure written committee reports are provided for the Spring Business meeting as written reports with budget requests are provided for the Fall Business meeting and/or Board retreat.
 - Provide reminders to committee chairs for submission of information for the annual newsletter and social media used to convey information to Section membership.
 - Assure that turnover files are maintained and passed on to new committee chairs when appropriate.
 - Meet with committee chairs during the annual conference to inform them of their responsibilities to the committee.
4. Attend all MSAWWA Board meetings.
5. Attend the Regional Meeting for Section Officers (RMSO) when it is held in Montana.
6. Attend at least one RMSO or AWWA sponsored Leadership Training event during their term when held in other states within MSAWWA's region. Travel to and from the RMSO or AWWA Leadership Training event is subject to Board approval prior to the travel.
7. Provide the incoming Chair with current books and files, at the annual conference, related to the past year's Section business.
8. Assist the Section Chair with development of 1-year and 5-year Section strategic plans to ensure continuity, maintenance and momentum of Section activity. Preside at Board or business meetings in the absence of the Section Chair.
9. Be familiar with Section by-laws and articles of incorporation and AWWA Governing Documents.

Senior Trustee

Term

One year term with succession to Vice-Chair the following year.

Responsibilities

The Section Senior Trustees will:

1. actively participate in all activities and actions of the Board;
2. exercise voting power with the Board; and
3. Provide oversight guidance and assistance to the following committees. Membership, Education and Joint Exhibitors committee.

Duties

1. Review Section budget of estimated income and planned expenditures for the fiscal year and review for approval any major unplanned expenditures.
2. Actively participate on at least one standing committee to ensure liaison between the Board and the committee.
3. Oversee the Membership, Education and Exhibitors committees. Oversight duties include:
 - Establishing and maintaining regular contact, minimum quarterly, with committee chairs by telephone, e-mail or other means of correspondence.
 - Encourage committee activity throughout the year by assisting committee chairs with development of 1-year and 5-year goals, setting meeting dates and budget requirements.
 - Assure written committee reports are provided for the Spring Business meeting as written reports with budget requests are provided for the Fall Business meeting and/or Board retreat.
 - Provide reminders to committee chairs for submission of information for Newsletter and social media used to convey information to Section membership. Assure that turnover files are maintained and passed on to new committee chairs when appropriate.
 - Meet with committee chairs during the annual conference to inform them of their responsibilities to the committee.
4. Attend all MSAWWA Board meetings.
5. Attend the Regional Meeting for Section Officers (RMSO) when it is held in Montana.

6. Attend at least one RMSO or AWWA sponsored Leadership Training event sometime during their two (2) years as a Trustee when held in other states within MSAWWA's region. Travel to and from the RMSO or AWWA Leadership Training event is subject to Board approval prior to the travel.
7. Be familiar with Section by-laws, articles of incorporation and AWWA Governing Documents.

Junior Trustee

Term

One year term with succession to Senior Trustee the following year..

Responsibilities

The Section Junior Trustee will: 1) actively participate in all activities and actions of the Board; 2) exercise voting power with the Board; and 3) provide oversight guidance and assistance to the following committees: Joint Historical and Small Systems committees. The Junior Trustee will work with the Vice-Chair to oversee the Awards Committee.

Duties

1. Review Section budget of estimated income and planned expenditures for the fiscal year and review for approval any major unplanned expenditures.
2. Actively participate on at least one standing committee to ensure liaison between the Board and the committee.
3. Oversee the Joint Historical and Small Systems committees and will work with the Vice-Chair to oversee the Awards Committee. Oversight duties include:
 - Establishing and maintaining regular contact, minimum quarterly, with committee chairs by telephone, e-mail or other means of correspondence.
 - Encourage committee activity throughout the year by assisting committee chairs with development of 1-year and 5-year goals, setting meeting dates and budget requirements.
 - Assure written committee reports are provided for the Spring Business meeting as written reports with budget requests are provided for the Fall Business meeting and/or Board retreat.
 - Provide reminders to committee chairs for submission of information for Newsletter and social media used to convey information to Section membership. Assure that turnover files are maintained and passed on to new committee chairs when appropriate.
 - Meet with committee chairs during the annual conference to inform them of their responsibilities to the committee.

4. Attend all MSAWWA Board meetings.
5. Attend the Regional Meeting for Section Officers (RMSO) when it is held in Montana.
6. Attend at least one RMSO or AWWA sponsored Leadership Training event sometime during their two (2) years as a Trustee when held in other states within MSAWWA's region. Travel to and from the RMSO or AWWA Leadership Training event is subject to Board approval prior to the travel.
7. Receive current books and files, at the annual conference, related to the past year's Section business.
8. Be familiar with Section by-laws, articles of incorporation and AWWA Governing Documents.

Secretary/Treasurer

Term

Two year term.

Duties

The Secretary/Treasurer may delegate, upon Board approval, any duties he or she deems appropriate to the Executive Secretary.

Responsibilities

The Section Secretary/Treasurer will:

1. actively participate in all activities and actions of the Board;
2. exercise voting power with the Board;
3. provide oversight guidance and assistance to the cross-connection committee ;
4. be responsible for administration of Section functions not delegated to the Executive Secretary; and
5. Provide oversight of administrative duties performed by the Executive Secretary.

General

1. Review Section budget of estimated income and planned expenditures for the fiscal year and review for approval any major unplanned expenditures.
2. Actively participate on at least one standing committee to ensure liaison between the Board and the committee.

3. Serve as oversight liaison for the cross-connection committee. Oversight duties include: Establishing and maintaining regular contact, minimum quarterly, with committee chairs by telephone, e-mail or other means of correspondence.
4. Encourage committee activity throughout the year by assisting committee chairs with development of 1-year and 5-year goals, setting meeting dates and budget requirements.
5. Assure written committee reports are provided for the Spring Business meeting as written reports with budget requests are provided for the Fall Business meeting and/or Board retreat.
6. Provide reminders to committee chairs for submission of information for Newsletter and social media used to convey information to Section membership.
7. Assure that turnover files are maintained and passed on to new committee chairs when appropriate.
8. Meet with committee chairs during the annual conference to inform them of their responsibilities to the committee.
9. Attend all MSAWWA Board meetings.
10. Attend the Regional Meeting for Section Officers (RMSO) when it is held in Montana.
11. Attend at least one RMSO or AWWA sponsored Leadership Training event during their term when held in other states within MSAWWA's region. Travel to and from the RMSO or AWWA Leadership Training event is subject to Board approval prior to the travel.
12. Provide the incoming Secretary/Treasurer with current books and files, at the annual conference, related to the past year's Section business.
13. Be familiar with Section by-laws and articles of incorporation and AWWA Governing Documents.

Secretarial

1. Attend all meetings of the Section and of the Board, duly recording the proceedings thereof.
2. Carry on, or delegate to the Executive Secretary, such correspondence as shall be necessary in the conduct of the business of the Section.
3. Review all contracts on behalf of the Section and in consultation with the Section Chair.
4. Maintain copies of the latest amended section by-laws, contracts to which the Section is a signatory, and the minutes of the Board meetings.
5. Explain section policies and practices to new members.

6. Complete and transmit the section report to AWWA within one month from the date of the annual Section meeting.
7. Provide notices of meetings to members.

Treasurer

1. Conduct monthly audits of all financial accounts held by the Section.
2. Co-sign checks with the Executive Secretary when necessary.
3. Make sure the proper tax forms (1099, 990 and/or 990T) have been completed and submitted to the IRS by the Executive Secretary when necessary.
4. Make sure the Section's good standing with the Secretary of State regarding the Sections incorporation is done by the Executive Secretary.

Executive Secretary

Responsibilities

There shall be an Executive Secretary of the Section who may be assisted by one or more staff members as determined necessary by the Board of Directors. The Executive Secretary shall be the chief staff officer of the corporation. As such, the Executive Secretary shall have full power to conduct, manage, and direct the affairs of the Section within the policies established by the Board of Directors. The Executive Secretary will also assist the Board of Directors in carrying out the policies, programs, orders, and resolutions of the Board of Directors. The Executive Secretary shall be appointed by the Section Board of Directors and shall serve under the general supervision of the Section Chair and Section Secretary/Treasurer.

Duties

1. Attend all meetings of the Section and of the Board.
2. Attend the Regional Meeting for Section Officers (RMSO) when it is held in Montana.
3. Attend at least one RMSO or AWWA sponsored Leadership Training event during their term when held in other states within MSAWWA's region. Travel to and from the RMSO or AWWA Leadership Training event is subject to Board approval prior to the travel.
4. Duly record the proceedings and votes of all such meetings.
5. Prepare and submit reports on Section activities to the Section Board.
6. Assist all Section committees in the implementation of their programs.
7. Coordinate with the Board of Directors any correspondence necessary for the conduct of the Section's business.
8. Maintain custody of the corporate funds and securities and keep full and accurate accounts of receipts and disbursements of the corporation, and shall deposit all monies

and other valuables in the name and to the credit of the Section into depositories designated by the Board of Directors.

9. Assist the Secretary/Treasurer with the preparation of the Section's annual budget.
10. Manage the Section's Annual Joint Conference.
11. File the proper tax forms (1099, 990 and/or 990T) with the IRS.
12. At the annual conference, provide the incoming Junior Trustee with a copy of the By-Laws, Strategic Plan, Position Description, List of Committees, and other current books and files related to the past year's Section business.
13. Perform such other duties as may be assigned by the Board of Directors.

Bonding

If required by the Board of Directors the corporation shall bond the Executive Secretary (in such form, in such sum, and with such surety or sureties as shall be satisfactory to the Board of Directors and the Executive Secretary) for the faithful performance of the duties of his or her office and for the restoration to the corporation, in case of his or her death, termination of contract, or removal from office all books, papers, vouchers, money and other property of whatever kind in his or her possession or under his or her control belonging to the corporation.

Policy and Procedures (MSAWWA)

Financial Matters

1. Two signatures are required for checks over \$4000 for the Conference account and the general MSAWWA checking account. For the MSAWWA account the signers will be the Executive Secretary and the Treasurer or Director. For the conference account the signers will be the Treasurer of MSAWWA or MWEA and the Executive Secretary. (1/31/07)
2. The Executive Secretary will provide a category report of income and expenses, a budget report, and balance sheet of all accounts at each Board meeting. (1/31/07)
3. Executive Secretary must provide monthly accounting information to the Secretary/Treasurer for auditing purposes. The Secretary/Treasurer will respond monthly in writing to the Executive Secretary regarding the accuracy of the accounting information as the director had been doing when this function was overseen by the Director. (4/30/03)
4. 990 Tax forms are to be prepared by a certified accountant each year. (1/31/07)

Board Meeting Minutes

The Secretary or Chair will sign approved Board meeting minutes and the Executive Secretary will maintain these records with the bylaws and article of incorporation and other official records. (1/31/07)

New Board Members

New Board members shall receive a packet containing job descriptions, by-laws, articles of incorporation, policies, AWWA directory, travel reimbursement form, strategic plan and budget including an explanation of expenses. (11/3/00)

Donald G. Willems Scholarship

Pay one year's AWWA membership dues for each Donald G. Willems Scholarship recipient. (11/13/98)

Montana Nonprofit Association

MSAWWA should maintain membership in the Montana Nonprofit Association. (1/31/07)

Member Benefits

Employees of utilities and organizations with memberships will receive member discounts for MSAWWA events and materials. (3/1/01)

Travel Policy

1. The Executive Secretary must receive board approval prior to attending any conferences in order to receive reimbursement. (9/27/99)

2. Officer and Executive Secretary travel reimbursement for meals, mileage and lodging will be at federal rates for both instate and out-of-state travel. Other travel related expenses such as shuttle service to and from an airport will only be reimbursed when the traveler provides a receipt. (1/31/07)

Reserve Policy

The purpose of the MSAWWA Reserve policy is to provide financial stability and cash flow to support the mission of MSAWWA.

MSAWWA will strive to maintain at least 100% of its annual operating budget in both Liquid Reserves and Total Reserve, with at least 50% in Liquid Reserves.

Definition of Reserves

Liquid Reserves. Liquid Reserves are defined as assets that are readily convertible to cash. Included are the following items:

1. Savings, checking, and money market accounts
2. Short-term investments
3. Long-term investments

Total Reserves. Total Reserves (Net Assets) are defined as the excess of assets over liabilities.

Donation Policy

The Board recognizes that requests will be received for donations for different events and from various organizations. This Donation Policy is intended to give the Board direction in making donation decisions, and can be given to anyone asking for a donation. The Board generally recognizes three types of donations: emergency, long term/annual, and single occurrence. All donations, regardless of type, must be approved by a majority vote of the Board. No donation can create a budget deficit. All donations must be made for causes related to water, and donations for use in Montana take precedent to requests from entities outside Montana.

An emergency donation can be to a Montana water system or to an individual who is a member of MSAWWA. Emergency donation requests to a water system will be considered on a case by case basis and will take into account the water system's efforts at securing other funding sources, and the specific financial hardships. Donation requests should include how many people are involved in the emergency and what type of efforts have been made to secure funding from other agencies prior to the request to MSAWWA.

A long term/annual donation can be defined as any recurring donation. These donation requests must be made with the understanding that the request will be evaluated annually by the Board at the Board meeting held prior to the next scheduled donation. A single event donation can be defined as any one time request for financial assistance. Board approval will be based on the type and amount of the request.

Section Participation in AWWA Meetings

1. Executive Secretary will be encouraged to attend a RMSO meeting and the summer workshop for Section Leaders. (11/3/00)
2. Each RMSO should be attended by at least one board member. Travel to and from the RMSO or AWWA Leadership Training event is subject to Board approval prior to travel by the board member. (4/30/03)
3. Attendance by Board member or representative identified by the Membership Committee at the annual Membership Summit. Travel to and from the training event is subject to Board approval prior to travel by the individual. (12/02/15)

Use of Member email addresses

The member email list that is maintained by MSAWWA will only be used for section or AWWA affairs. This list may also be used by the request of a member to announce job postings for the organization they work for. Any other requests must be approved by the board. (12/12/12)

Delivery of MSAWWA Documents

MSAWWA will make every effort to deliver all documents electronically that have previously delivered by the USPS. Hard copies will be provided to members by request. MSAWWA will make efforts to protect the privacy of its member's. Members not wanting their email address to be included in the directory may have the address removed. (12/12/12)

Policy and Procedures (Joint MSAWWA and MWEA)

Awardee Expense Reimbursement

MSAWWA and MWEA will provide free registration including meals for scholarship recipients and Lifetime Achievement awardees (includes banquet dinner for awardee companion).

Lodging and travel expenses reimbursement will be considered on a case by case basis.

Executive Secretary Travel to Joint Board Meetings

MSAWWA shall pay the cost for the Executive Secretary to attend the annual fall Joint Board meeting. (9/27/00)

Scholarship Award

Each organization will pay for one year's membership dues for either AWWA or WEF for each scholarship recipient. (4/21/00)

One to two scholarships will be awarded depending on applicants and funding available. The scholarship funds will be kept in MSAWWA's bank account, but shared by both organizations. The fund and committee shall be generally be self-sustaining, but may ask on occasion for supplemental donations for both boards.

Newsletter

A joint newsletter shall be published bi-annually by MSAWWA and MWEA. MSAWWA and MWEA will share expenses incurred producing the newsletter and income generated from advertising in the newsletter. Since MSAWWA is the larger organization by membership, 2/3 of the expenses and 2/3 of the income will be MSAWWA's share, and 1/3 of the expenses and 1/3 of the income shall be MWEA's share. (12/02/15)

Joint Membership Directory

A joint membership directory shall be published annually by MSAWWA and MWEA. MSAWWA and MWEA will share expenses incurred producing the directory and income generated from advertising in the directory. Since MSAWWA is the larger organization by membership, 2/3 of the expenses and 2/3 of the income will be MSAWWA's share, and 1/3 of the expenses and 1/3 of the income shall be MWEA's share. (12/02/15)

Website

The website will be funded jointly by both Boards, and managed jointly by both Boards through the Joint Information Management Committee. Routine expenses required to maintain the website shall be shared equally between the two organizations. Non-routine expenses, such as major changes to one organization's portion of the website, shall be paid for by that organization.

Committee Descriptions and Goals

Updated September 2015

Committee Objectives

Committee activities are the heart of the organization and the avenue for membership involvement in MSAWWA. To support committee leadership and involvement, each committee chair will be responsible for committee goals and objectives and annual budget. A Board member will be assigned oversight responsibility for each committee and is expected to contact the committee chair on a quarterly basis. Each committee will set goals and objectives for the upcoming year. The Board will also work with MWEA to better define leadership of joint committees, possibly resulting in assignment of a single chair and vice chair to each Joint Committee.

Committee Roles, Responsibility and Goals

This Section provides roles and responsibilities associated with each MSAWWA committee and MWEA/MSAWWA joint committee. It also presents the five year goals for each committee. It is the intention of MSAWWA that the committee goals reflect and define the implementation of the MSAWWA initiatives identified in this document. It should be noted that two committees (Audit and Nominations) are committees of the Board itself (and not open for participation by members) and Fuller Award Committee consists solely of the previous 5 winners of the Award.

Committees (MSAWWA)

Education Committee

Board Liaison: Senior Trustee

Committee Roles and Responsibilities

1. Meet annually at the Joint Conference as a minimum. Additional meetings throughout the year to carry out the activities of the committee are encouraged.
2. On a biannual basis, organize the joint conference Preconference Seminar. Roles and responsibilities for this include:
 - By October of the year preceding the conference, determine the theme of the Preconference Seminar.
 - Solicit qualified presenters and presentations to provide a technical program appropriate for the selected theme. Obtain biographical information for moderator introduction of each speaker.
 - Arrange for moderators at the Preconference Seminar to introduce presenters and facilitate the program. Moderator will also stamp CEC/PDH documentation at the conclusion of the technical session.
 - Work with Joint Program Committee to coordinate CEC approval and presentation material.
 - Structure Preconference in order to maximize professional development hours (PDHs) for professional engineers and Continuing Education Credits (CECs) for water and wastewater operators.
3. Sponsor webcasts or other educational opportunities as appropriate.
4. Coordinate activities with the Program Committee at Joint Conference and Preconference.
5. Work with the Executive Secretary to maintain the Approved Training Provider status of MSAWWA by applying biannually to the Department of Environmental Quality's Operator Certification Program.
6. Submit a budget request to the Board by November 30th on an annual basis.
7. Review and update committee roles and responsibilities and annual goals on an annual basis and report to Board liaison by November 30th.

Five Year Goals

1. Increase awareness of resources available to members through the Section and the Association. Promote Association webcasts and seminars, Annual Joint Conference and other section educational opportunities.

2. Develop a stronger educational program for operators of all size systems while maintaining the strong program for engineers and other technical water professionals.

Fuller Award Committee

Board Liaison: Director

This committee consists of the past five Fuller awardees with the committee chair being the **awardees from five years back.**

Committee Roles and Responsibilities

1. On an annual basis, obtain nominations and select the most qualified individual. Obtain biographical data on the awardee and present award at the annual conference.
2. Publicize the importance of the Fuller award and qualifications of current and past awardees. This is AWWA's most prestigious award.
3. Provide information and a photo of the recipient to the Executive Secretary, one month prior to the conference, for distribution to the visiting officer at the annual conference and for the report required by National AWWA.
4. Prepare and send a news release to the recipient's local newspaper and notify the recipient's employer via the Executive Secretary.
5. Evaluate potential for providing financial assistance to awardee to attend AWWA's Annual Conference and Exposition (ACE).

Legislative Committee

Board Liaison: Vice-Chair

Committee Roles and Responsibilities

1. Meet annually at the Joint Conference as a minimum. Additional meetings throughout the year to carry out the activities of the committee are encouraged.
2. Work closely with Association Director on Legislative issues.
3. Provide feedback to the Board whether a legislative tracking consultant should be hired to monitor legislative activity.
4. Monitor legislative activity and forward information to the membership. Ensure that the Executive Secretary has an e-mail tree for the distribution of legislative and regulatory information. Make recommendations, on a case by case basis, to the Board on water related issues in regard to legislative and administrative action at the State level.
5. Collect and disseminate mailings from the Board of Environmental Review and DEQ.
6. Submit a budget request to the Board by November 30th on an annual basis.

7. Review and update committee roles and responsibilities and annual goals on an annual basis and report to Board liaison by November 30th.

Membership Committee

Board Liaison: Senior Trustee

Committee Roles and Responsibilities

1. Meet annually at the Joint Conference as a minimum. Additional meetings throughout the year to carry out the activities of the committee are encouraged.
2. Provide welcome letters or emails and pins to new members along with committee participation opportunities.
3. Utilize membership data such as current member lists, late member lists and dropped member lists available on the AWWA website.
4. Contact all members on the Late Member list and ask them to consider renewing their AWWA membership.
5. Sustain membership by implementing retention activities and incentives, such as the \$50 new member bounty.
6. Submit a budget request to the Board by November 30th on an annual basis.
7. Review and update committee roles and responsibilities and annual goals on an annual basis and report to Board liaison by November 30th.
8. Make membership information available to Board members as requested.

Five Year Goals

1. Sustain, and continue to increase, membership levels. Membership recruitment of young professionals entering the water industry workforce will be a priority.
2. Develop new incentives for retaining membership.
3. Develop a program to assign mentors for first time members attending the annual conference. Consider attending the AWWA Membership Summit. If interested in attending, the costs should be included in the annual budget request to the Board.
4. Develop awareness through website and educational mailings on membership incentives. Increase membership of water utilities in Montana.

Awards Committee

Board Liaison: Vice-chair

Committee Roles and Responsibilities

1. Solicit nominations and select an Operator's Meritorious Awardee of the year and present award to operator at annual conference.
2. On an as-needed basis, arrange for procurement and presentation of special safety awards to appropriate recipients.
3. Submit a budget request to the Board by November 30th on an annual basis.
4. Review and update committee roles and responsibilities annual goals on an annual basis and report to Board liaison by November 30th.

Five Year Goals

1. Enhance the desirability of AWWA membership to small systems.

Water for People Committee

Board Liaison: Vice-chair

Committee Roles and Responsibilities

1. Meet annually at the Joint Conference as a minimum. Additional meetings throughout the year to carry out the activities of the committee are encouraged.
2. Continue fund raising activities at the Joint Conference to raise money for WFP. Organize and coordinate those activities at the joint conference.
3. Submit a budget request to the Board by November 30th on an annual basis.
4. Review and update committee roles and responsibilities and annual goals on an annual basis and report to Board liaison by November 30th.

Five Year Goals

1. Promote and support safe water as a basic right to life for all people.
2. Become actively involved in outreach community based organizations and businesses to raise awareness of Water for People.

Joint Committees (MSAWWA/MWEA)

Joint Conference Audit Committee

This committee consists of the MSAWWA Past Chair and the MWEA Past President

Committee Roles and Responsibilities

Provide preliminary and final audits of Joint Conference Committee books. The committee will present the preliminary report at the Joint Board meeting held at the annual conference and will present the final report at the Fall Joint Board meeting.

Joint Cross Connection Control Committee

Board Liaison: Secretary/Treasurer

Committee Roles and Responsibilities

1. Meet annually at the Joint Conference as a minimum. Additional meetings throughout the year to carry out the activities of the committee are encouraged.
2. Submit a budget request to the Board by November 30th on an annual basis.
3. Review and update committee roles and responsibilities and annual goals on an annual basis and report to Board liaison by November 30th.

Five Year Goals

1. Work with the Department of Environmental Quality to implement the Administrative Rules for cross Connection Control.
2. Participate with other groups to provide education and training.
3. Work to standardize testing procedures and backflow requirements throughout Montana.
4. Provide the technical expertise necessary to address cross connection issues.
5. Develop a model program to assist system operators in establishing a cross connection control program.

Joint Exhibitors' Committee

Board Liaisons: MSAWWA Senior Trustee and MWEA Senior Trustee

Committee Roles and Responsibilities

1. Meet annually at the Joint Conference as a minimum. Additional meetings throughout the year to carry out the activities of the committee are encouraged.
2. Solicit exhibitors for the Joint Conference. During the Joint Conference, obtain feedback from each exhibitor.
3. Provide feedback forms to Executive Secretary prior to the Fall Board Meeting.
4. Review and update committee roles and responsibilities and annual goals on an annual basis and report to Board liaison by November 30th.

Five Year Goals

1. Increase exhibitors' involvement in Section activities.
2. Continue the strong presence of exhibitors at the Joint Conference.
3. Increase exhibitors' involvement in technical education.

Joint Information Management Committee

Board Liaisons: MSAWWA Junior Trustee and MWEA Junior Trustee

Committee Roles and Responsibilities

1. Meet annually at the Joint Conference as a minimum. Additional meetings throughout the year to carry out the activities of the committee are encouraged.
2. Preserve significant historical documents related to MSAWWA and MWEA.
3. Seek out and preserve historical documents of interest related to Montana water and wastewater systems.
4. Continue archiving information described in 2 and 3 above.
5. Support activities emphasizing the historical background of the Section at appropriate anniversaries or events.
6. Document and archive activities at each annual Joint Conference.
7. Provide ongoing guidance and assist with functionality of joint website including incorporation of social media and addition of historical documents and photos.
8. Submit a budget request to the Board by November 30th on an annual basis.
9. Review and update committee roles and responsibilities and annual goals on an annual basis and report to Board liaison by November 30th.

Five Year Goals

1. Update joint website content quarterly.
2. Continue to request historical photographs from members and maintain a digital database of the photographs for display at the conference.

Joint Host City Committee

Board Liaisons: MSAWWA Chair and MWEA President

Committee Roles and Responsibilities

1. Organize and plan for the Annual MWEA/MSAWWA Joint Conference in support of the Executive Secretary.
2. Help encourage participation of members and non-members from the local area where the conference is held.
3. Review and act on the draft, step by step plan and schedule provided by the Executive Secretary no later than December 1st preceding the upcoming conference.

4. Provide to the Board feedback and guidance and a list of successes/limitations of the previous conference at the joint fall board meeting.

Joint Lifetime Achievement Award Committee

Board Liaison: MSAWWA Director and MWEA Director

Committee Roles and Responsibilities

1. Be familiar with the defined criteria and procedures for nominating, selecting and presenting the Lifetime Achievement Award.
2. On an annual basis, obtain nominations and select qualified individuals as deemed appropriate. Obtain biographical data on the awardees and present awards, if any at the joint conference.
3. Prepare and send a news release to the recipient's local newspaper via the Executive Secretary.
4. Review and update committee roles and responsibilities and annual goals on an annual basis and report to Board liaison by November 30th.

Joint Program Committee

Board Liaisons: MSAWWA Chair and MWEA President

Committee Roles and Responsibilities

1. By October of the year preceding the conference, select a theme for the conference and prepare and distribute a "Call for Program Abstracts" to generate interest in program presentations for the annual conference. Distribution should encompass utilities, engineers, universities and their affiliates, suppliers and other appropriate water industry concerns.
2. Review responses to the Call for Papers, select and schedule speakers and topics, and solicit presentations to provide a well-rounded program of water, wastewater and water quality issues. Obtain biographical information for moderator introduction of each speaker.
3. Arrange for Moderators at all sessions to introduce presenters and to stamp CEC/PDH documentation at the conclusion of each technical session.
4. Work with Education Committee to coordinate CEC approval of presentation material with the appropriate association hosting the pre-conference seminar.
5. Structure conference in order to maximize professional development hours (PDHs) for professional engineers and Continuing Education Credits (CECs) for water and wastewater operators.
6. Submit a budget request to the Board by November 30th on an annual basis.

Five Year Goals

1. Include an Operator Track and/or Vendor Track to increase involvement of and appeal to system operators.
2. Encourage and provide space for Poster Sessions for papers not scheduled for presentation.

Joint Public Education/Information Committee

Board Liaison: MSAWWA Vice-chair and MWEA Vice-President

Committee Roles and Responsibilities

1. Meet annually at the Joint Conference as a minimum. Additional meetings throughout the year to carry out the activities of the committee are encouraged.
2. Promote Water Week, Water Festivals and other educational activities to school age children.
3. Submit a budget request to the Board by November 30th on an annual basis. Review and update committee roles and responsibilities annual goals on an annual basis and report to Board liaison by November 30th.

Five Year Goals

1. Establish and increase contact with the media to publicize Section activities, water system operators as professionals and the water industry in general.

Joint Scholarship Committee

Board Liaison: MSAWWA Past Chair and MWEA Past President

Committee Roles and Responsibilities

1. Meet annually at the Joint Conference as a minimum. Additional meetings throughout the year to carry out the activities of the committee are encouraged.
2. Notify colleges of the availability of the scholarship. Distribute applications to each of the universities and colleges in Montana by the end of January.
3. Review applications and select the most qualified applicants to receive scholarships. Notify recipients no less than two weeks prior to joint conference.
4. Fund one year's membership in the Association of the recipient's choice for scholarship recipients (new or current members).
5. Issue scholarship funds to recipients' college by August 1st each year.

6. Submit a budget request to the Board by November 30th on an annual basis. Review and update committee roles and responsibilities and annual goals on an annual basis and report to Board liaison by November 30th.
7. Carry out fund raisers at the Joint Annual Conference to fund the scholarships.

Five Year Goals

1. Award two \$1000 scholarships per year.
2. Increase number of applicants and number of Montana schools participating.
3. Develop and fund a scholarship for small system operators to attend a training event.

Joint Students and Young Professionals Committee

Board Liaison: MSAWWA Past Chair and MWEA Past President

Committee Roles and Responsibilities

1. This Committee is intended to include members of either association who are less than 35 years of age and have worked less than 10 years in the industry.
2. Meet annually at the Joint Conference as a minimum. Additional meetings throughout the year to carry out the activities of the committee are encouraged.
3. Notify Students at the college level and Young Professional in the field of water and wastewater of the importance and benefits of joining MSAWWA and MWEA and how the two organizations will help advance their education and careers.
4. Encourage Professors to help promote students getting involved with MSAWWA and MWEA.
5. Work with the Program Committee to encourage greater involvement of Students and/or Young Professionals at the Joint Conference (as moderators, etc.).
6. Submit a budget request to the Board by November 30th on an annual basis.

Five Year Goals

1. Increase contact to Colleges and Young Professionals about the water industry in general.
2. Increase professor involvement to join in the recruitment of students to get involved with MSAWWA and MWEA.
3. Establish at least one student chapter at one of Montana's colleges or universities.

Explore potential interest from Montana colleges or universities in including a poster session at the annual conference.

Strategic Plan Implementation Tasks

(Updated December 2015)

Member Engagement

Goal Montana Section AWWA will be the association of choice for water utilities, professionals, organizations, and government agencies.

Objectives Enhance the membership experience through meaningful programs and activities

Task A Create an annual conference mentor program for student/young professionals

Task B Create an additional social activity (young professionals)

Task C Utilize the member engagement guide to welcome new members

Task D Delegate welcome phone calls to first year members to the Membership Committee or Board

Objectives Recruit new members focusing on utilities, students and government agencies

Task A Develop a public education presentation on water issues that board members can utilize in brown bag seminars at local schools

Task B Promote AWWA membership and water careers at existing student organizations

Task C Advocate government agency employees joining AWWA as individual members

Task D Recruit additional utility members

Organizational Excellence

Goal Montana Section AWWA will effectively and efficiently serve its members and the water community in Montana

Objectives Develop future section leaders

Task A Promote participation in committees

Task B Identify potential operational utility and regulatory agency employees as future leaders

Task C Create a committee task lists and schedule

Task D Each board member will reach out to potential volunteer leaders

Objectives Improve the use of technology to create greater efficiency and effectiveness

Task A Complete the new website and continue to manage improvements

Task B Create social media goals and policies

Task C Investigate Virtual meeting technologies

Objectives Continue to manage and maintain the section's financial wellbeing

Task A Review and update financial management plan including reserve policy

Knowledge Creation & Exchange

Goal Montana Section AWWA will be the leading source for information on water in Montana.

Objectives Create/Promote more opportunities for student/young professionals to participate (young professionals)

Task A Identify potential professor at local universities to champion student involvement

Task B Host Fresh Idea Poster Competition for students and young professionals

Objectives Create/Promote more opportunities operator focused participation

Task A Investigate ways that the Montana Section can participate in the water schools

Task B Investigate operator competitions

Task C Include more operator friendly focused sessions at conference

Objectives Create additional educational opportunities for members

Task A Participate in the Joint Engineering Conference- Montana Society Professional Engineers

Task B Promote AWWA educational opportunities (webcasts or online)

Water Policy & Leadership

Goal Montana Section AWWA will be recognized as the valued and credible voice for water in Montana.

Objectives Continue to support AWWA's national legislative and policy efforts

Task A Continue to send representatives to the Fly-In

Task B Send out information to members on relevant issues that that members need to know about.

Objectives Increase Montana's citizens' understanding of water issues and the value of water

Task A Create outreach program to local schools

Task B Promote water week

Objectives Continue to monitor state legislation

Task A Continue to inform the membership of proposed legislation