

CHAIR ELECT

Quick Reference Guide

ROLE

The Chair Elect of the KY/TN Section AWWA is proudly responsible for assisting the Section Chair in the leadership, guidance and implementation of the mission of the Section; as it pertains to the vision, mission, core principles, and strategic goals and objectives of the Section and the Association. The Chair Elect assists the Chair in carrying out important tasks and preparing for the role of Section Chair. Presides over Board meetings and conference calls in the absence of the Chair.

Responsibilities:

1. Manage and conduct Section affairs according to the Section's Bylaws, Strategic Plan, Board Policies, and Standard Practices Manual, and ensure that all officers do the same.
2. Become acquainted with the duties of the Section Chair, and in consultation with the respective liaison officer and Board, select replacements for all vacating committee chairs, and/or vice-chairs for the following year. Be prepared to discuss such selections at the summer (WPC) Board of Trustees quarterly meeting.
3. Be dedicated to, and actively promote Section goals and objectives to the membership. Take action as required by the Board of Trustees and in the best interest of the members of the Section.
4. Attend meetings at the direction of the Section Chair.
5. Serve as Board Liaison to the Honors & Awards and the Communications Committees. Refer to Board Liaison *Quick Reference Guide* for list of responsibilities.
6. Develop goals and objectives in accordance with the Section Strategic Plan, and to ensure continuity as transition to Section Chair occurs. Be prepared to address these goals to: 1) the Section leadership during the WPC Board meeting, and 2) the membership upon receiving the gavel at the WPC Tuesday Awards Breakfast.
7. Attend and participate in the Board of Trustees meetings, the Section Fall Leadership Retreat, the Finance Committee meeting, and the Joint Steering Committee meetings.
8. Attend and participate in the AWWA Annual Conference and Exposition (ACE), Region II Meeting of Section Officers' (RMSOII), and AWWA Summer Workshop.