

COMMITTEE CHAIR

Quick Reference Guide

ROLE

The Chair of a KY/TN Section AWWA Committee is proudly responsible for the leadership, guidance and implementation of the mission of each specific committee; as it pertains to the mission, core principles, and strategic goals of the Section and the Association.

Responsibilities:

1. Guide, monitor, and coordinate activities of the Committee.
 2. Solicit, welcome, and educate new committee members on the goals and mission of the Committee. Then engage them with a committee task immediately.
 3. Select committee members by utilizing the submitted "Interest Forms" from the Section website as one source. Contact potential members asking them to participate on committee and outline basic tasks of committee and their responsibilities.
 4. Send follow-up letter/email based on response above and assign tasks with deadlines, as necessary.
 5. Announce the availability, and facilitate the appointment of a committee Vice Chair and Secretary.
 6. Report the names, companies, addresses, telephone numbers, and e-mail addresses of committee members to staff one week before the annual Fall Leadership Retreat.
 7. Coordinate with the Committee Vice Chair and the assigned Board Liaison on all Committee activities and programs.
 8. Develop agendas and conduct a minimum of six committee meetings per year. A Section conference call number is available to facilitate this. Two of the meetings should be in-person Committee meetings, one of which is held at the Water Professionals Conference. Vice Chair to run meeting in absence of Chair.
 9. Include Board Liaison on all committee communication.
 10. Write article(s) pertaining to Committee specialty for *Straight from the Tap* magazine and our electronic *What's on Tap?* newsletter.
 11. Develop and help facilitate a minimum of one training event, and one monthly webinar per year.
 12. Attend quarterly Board of Trustees meetings. (four in-person meetings per year.)
 13. Complete Committee Activity Report and submit to Board Liaison and Section Staff no later than one week prior to a quarterly Board meeting.
 14. Report to Board Liaison on planning activities, particularly ones that require requests to the Board of Trustees for action.
 15. Attend the Annual Fall Leadership Retreat.
 16. Submit an annual work plan and budget for the Committee (by the date specified by the Secretary/Treasurer) to the Board Chair, Board Liaison, Secretary/Treasurer, and Executive Director.
- This in no way restricts the committee from adding new activities during the calendar year.*

Estimated Time Commitment: Minimum days away from work: 4-6 days

17. Promote Committee functions through workshops, webinars, conference sessions, guidance documents, forums, etc.
18. Keep Committee website page up to date with relevant contact information and upcoming agendas, meetings, or solicitations.g