

SECTION CHAIR

Quick Reference Guide

ROLE

The Chair of the KY/TN Section AWWA is proudly responsible for 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.

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. Work closely with the Section AWWA Director and Executive Director to ensure that AWWA goals and objectives are diligently pursued and directives are followed in Section affairs.
3. Represent the Section and be its spokesperson on matters of principle, policy, and objectives, which may be established by the Board of Trustees in accordance with the Bylaws of the Section.
4. Sign contracts and agreements on behalf of the Section; including all contracts and agreements for the Water Professionals Conference (WPC).
5. Meet regularly with the Executive Director to discuss progress on Section Goals & Objectives.
6. Announce appointment of new committee chairs and vice-chairs as necessary at the WPC, or as soon thereafter as possible, to ensure that Section leadership is in place for successful operations.
7. Review current goals and objectives of each committee, with the assistance of the Board-assigned Liaison Officer and the Committee Chair, and ensure these are being diligently pursued by requiring quarterly written committee activity reports as required by the Section Calendar and the annual business report to be presented at the WPC. These goals and objectives shall be in keeping with the recommendations in the Section Strategic Plan.
8. In consultation with the respective Board Liaison, replace committee chair(s) who do not diligently pursue committee objectives; or as vacancies occur.
9. Encourage Board Liaisons to attend committee meetings when deemed necessary to ensure diligent pursuance of the Section's goals and objectives and to ensure that the committee is meeting the time schedules established for Section activities.
10. Call quarterly Board of Trustees meetings according to the current Section Calendar. Arrange a suitable location and facilities for three quarterly meetings other than the Summer Board Meeting at the WPC. Work with the Executive Director and Section Staff Assistant to develop an agenda for each meeting.
11. Host monthly conference calls with the Board of Trustees and Section Staff. Prepare an agenda for distribution prior to each call.
12. Serve as Co-Chair of the Joint Steering Committee (JSC). Work with the KY-TN WEA President to schedule at least two meetings (fall and spring) during the operations year.

13. Serve as liaison between the Board of Trustees and the Executive Director, Nominating Committee, and Conference Co-Coordinator.
14. Preside over Section activities at the WPC. Develop and deliver "State of the Section" address during the welcome breakfast/opening general session.
15. Attend AWWA Region II meeting of Section officers (RMSOII). Work with other Board of Trustees officers and Executive Director to prepare and deliver our Section presentation per the topics/agenda requested by the AWWA Region II Section Relationship Manager.
16. Prepare a Chairs Report/Column for each issue of *Straight from the Tap* magazine.