



WHEREAS, the Ohio Water Environment Association (OWEA) is a 501(c)(3) Organization and a Member Association (MA) of the Water Environment Federation (WEF); and

WHEREAS, OWEA operates a number of standing and ad-hoc committees to undertake conferences and workshops and provide other benefits to the organization, and it is imperative that the EC provide constructive guidance, and;

WHEREAS, the EC shall provide guidance and direction to committee chairs through providing EC "liaisons."

THEREFORE, OWEA has adopted the following policy and procedure:

POLICY AND PROCEDURE

- I. Each EC member shall be assigned one or more standing or ad-hoc committees to which they serve as "liaison" for the committee to the EC. The assignment shall maximize the learning ability of the liaison. Liaisons shall not necessarily be appointed to committees of interest or knowledge, but areas in which they require a strengthening of knowledge of a committee's mission and goals.
- II. The liaison serves as a non-voting member of the committees to which they are assigned.
- III. The liaison attends and maintains contact with committee chairs, attends meetings, and provides input to the EC during EC meetings on the activities of the committees.
- IV. The liaison shall be responsible for the development and guidance of goals, objectives and budgets and basic operating procedures of OWEA.
- V. The liaison shall be responsible for reviewing webinars brought to the EC.
- VI. The liaison shall become involved in the affairs in the committee and provide guidance and advice where needed with the objective to make each committee successful within OWEA.
- VII. While the Committee Chair shall be the principal point of contact with the EC, the liaison shall make sure that the EC is kept informed of meetings, activities, necessary actions including the signing of contracts, workshops planning issues, and other items of general concerns.