



**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**, as an MA, OWEA relies a dedicated and passionate Executive Committee (EC) to manage and lead the organization, who perform their services as a volunteer board, and

**WHEREAS**, the duties of each position on the board are necessary to define in order to manage the organization effectively.

**THEREFORE**, OWEA has adopted the following policy and procedure:

### **POLICY AND PROCEDURE**

#### President

1. Serves as the Chief Executive of OWEA
2. Oversees strategic planning of OWEA in consultation with WEF
3. Serves as spokesperson for the organization to outside groups
4. Serves as the principal point of contact for WEF
5. Manages OWEA staff including interns
6. Schedules and presides over the EC meetings and the Annual Business Meeting
7. Appoints ad-hoc committees as needed
8. Oversees OWEA finances and ensures fiduciary responsibility requirements are met
9. Oversees activities of OWEA to ensure that requirements of the 501-C-3 requirements are maintained
10. Serves as Chair of the Governance Committee
11. Appoint the Administrator of the Voluntary Certification Program
12. Makes recommendations for hiring of professional services including accountants and attorneys
13. Makes assignments to the President Elect and Vice President to assist as instructed and represent the President at functions
14. Provides approval for the release of communications issued by OWEA to outside groups including WEF
15. Attempts to attend at least one Section or EC meeting for each Section
16. Prepares the "President's Message" for each Buckeye Bulletin issue
17. Assists with the Annual Conference as is needed
18. Serves as a Liaison to one or more designated standing or ad-hoc committees

#### President Elect

1. Actively assists the President as requested
2. Assumes the duties of the President in his/her absence
3. Actively participates in the affairs of OWEA at EC meetings, workshops, and conferences.
4. Works in consultation with the Vice President or Delegates as requested by the President
5. Serves as an emissary for WEF and other groups at the President's request
6. Attends WEFMAX and WEF Leadership meetings upon request of the President
7. Actively services on the Governance Committee as a Task Leader
8. Assists the Delegates in communicating OWEA rules and regulations and policy and procedure as is necessary
9. Oversees the Technical Program for the Annual Conference
10. Prepares articles for the Buckeye Bulletin
11. As incoming President at the Annual Banquet, prepares and delivers a short presentation
12. Services as a Liaison to one or more designated standing or ad-hoc committees



#### Vice President

1. Actively participates in the affairs of OWEA at EC meetings, workshops, and conferences.
2. Actively assists the President and President Elect as requested
3. Assumes the duties of the President in absence of the President and President Elect
4. Serves as an emissary for WEF and other groups at the request of the President
5. Attends WEFMAX and WEF Leadership meetings upon request of the President
6. Actively services on the Governance Committee as a Task Leader
7. Assists the Delegates in communicating OWEA issues as is necessary
8. Services as a Liaison to one or more designated standing or ad-hoc committees

#### Section Delegate

1. Is appointed by their representative section to serve on the Executive Committee
2. Serves as a member of Section and OWEA Executive Committees, but maintains principal loyalty to OWEA Executive Committee (EC)
3. Attends and actively participates in the vast majority of Section and OWEA EC meetings in any given year
4. Attends and participates in the vast majority of Section meetings in any given year and gives "Section Delegate" reports at the Section's Business Meeting
5. Actively participates in the affairs of OWEA at EC meetings, workshops, and conferences.
6. Assists the President in representing OWEA at events upon request
7. Services an active member of the WFP Committee and the Governance Committee
8. Serves as a Chair or Vice Chair of a Standing Committee, Ad-Hoc Committee, or Annual Conference Committee
9. Services as a Liaison to one or more designated standing or ad-hoc committees

#### Past President

1. Actively participates in the affairs of OWEA at EC meetings, workshops, and conferences.
2. Actively assists the President and President Elect as requested
3. Serves as an emissary for WEF and other groups at the President's request
4. Attends WEFMAX and WEF Leadership meetings upon request of the President
5. Actively services on the Governance Committee as a Task Leader
6. Assists the Delegates in communicating OWEA issues as is necessary
7. Prepares articles for the Buckeye Bulletin
8. Serves on the Awards Committee and Nominating Committee
9. Services as a Liaison to one or more designated standing or ad-hoc committees

#### WEF Delegates

1. Serves in the House of Delegates as a WEF officer
2. Represents OWEA with principal allegiance to WEF
3. Serves as a principal point of contact to communicate WEF policies and issues to OWEA
4. Prepares articles for the Buckeye Bulletin for each issue
5. Gives a report to the OWEA at the Business Meeting at the Annual Conference
6. Serves as host to WEF representatives at the OWEA Annual Conference
7. Services as a Liaison to one or more designated standing or ad-hoc committees



Secretary-Treasurer

1. Is responsible for the general financial business of the organization
2. Works with OWEA staff to ensure that accounts payable and receivable information is being properly, accurately, and completely recorded
3. Provides advice the OWEA staff on the payment of bills, making deposits, and collecting accounts receivable as necessary
4. Prepares the draft budget based on best available information for presentation at the budget meeting
5. Reports on the financial status of OWEA at EC meetings with detail and clarity and brings up areas of concern
6. Oversees the payment of bills and finances of OWEA and is generally responsible for providing information to the EC on the financial status of OWEA including areas of concern
7. Prepares financial reports for EC meetings and the Annual Business Meeting
8. Makes recommendations to the President on hiring of professional firms for auditing services
9. Works with the Audit Committee and the Finance Committee
10. Signs contracts as approved by the EC
11. Oversees the duties of the Assistant Secretary-Treasurer (if appointed)
12. Services as a Liaison to one or more designated standing or ad-hoc committees