



**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 is managed by an 10 or 11 person Executive Committee (EC) with the expressed purpose of leading the organization in the best way possible to serve needs of its members; and

**WHEREAS**, OWEA has an established Governance Committee with the expressed purpose of undertaking special time sensitive investigations and projects as necessary.

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

### **POLICY AND PROCEDURE**

- I. The Governance Committee shall undertake assignments as authorized by the President to modify its processes, policies, and procedures to create additional or better service to its members based on business practice evolution or WEF and the industry to provide relevant, effective, and efficient service to members.
- II. The Chair of the Governance Committee shall be the President of OWEA. Eligible members to serve on the Governance Committee shall include the other EC members and Section Presidents.
- III. Tasks shall be assigned by the President to Project Task Leaders, who may be selected based on experience and knowledge of OWEA and WEF, availability, special knowledge, and interest.
- IV. Task assignments shall be generally completed in one year or less.
- V. Task leaders shall provide regular reports to the President on activities of their project.
- VI. Examples of projects performed by the Governance Committee include the preparation of policies and procedures for OWEA, preparation of the employee manual, creating and updating of job descriptions, and hiring staff.
- VII. Project Task Leaders shall be responsible for completing projects assigned by the President according to specified instructions and timelines to an acceptable standard.