



WHEREAS, the Northwest Ohio Water Environment Association (NWOWEA) is a section of the Ohio Water Environment Association (OWEA) which is a 501 (c)(3) organization and a Member Association (MA) of the Water Environment Federation (WEF); and

WHEREAS, as a section of the MA, the Northwest Section of OWEA (NWOWEA) relies on 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, NWOWEA has adopted the following policy and procedure:

POLICY AND PROCEDURE

The duties of the officers on the Northwest EC shall include:

President

1. Serves as the Chief Executive of NWOWEA.
2. Serves as spokesperson for the organization to outside groups.
3. Serves as the principal point of contact for NWOWEA.
4. Schedules and presides over the EC meetings and each section meeting.
5. Appoints section members to serve as Committee Chairs to the various NWOWEA committees after consultation with the EC.
6. Appoints Chair and one member to the Nominating Committee annually.
7. Appoints two members to the Auditing Committee annually.
8. Oversees NWOWEA finances and ensures fiduciary responsibility requirements are met.
9. Oversees activities of NWOWEA to ensure that requirements of the 501-C-3 requirements are maintained.
10. Presents the Annual Report of NW Section duties at the Annual Business meeting of OWEA.

First Vice President

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 NWOWEA at EC meetings, workshops, and conferences.
4. Fulfill duties of either the Membership or Publications and Public Education Committee Chair as determined during the previous term as Second Vice President.
5. Shall be a member of the NWOWEA Nominating Committee.

Second Vice President

1. Actively participates in the affairs of NWOWEA at EC meetings, workshops, and conferences.
2. Actively assists the President and First Vice President as requested.
3. Assumes the duties of the First Vice President in his/her absence.
4. When elected in an odd year, serves as the NWOWEA Membership Chair and as the Section's representative on the State Membership Committee for two years.
 - a. As chair of the Membership Committee actively pursues the task of promoting new membership.
 - b. Keeps an updated membership list of active members.
 - c. Reports on committee activities at each regular meeting of the membership and EC meeting.



5. When elected in an even year, serves as the NWOWEA Public Education and Publication Chair and as the Section's representative on the State Public Education and Publications Committee for two years.
 - a. Responsible for seeing that Section events are promptly and properly reported in or by the local news media.
 - b. Responsible for reporting all Section activities and news to the editor of the "Buckeye Bulletin".
 - c. Responsible for heading the Section's "Water Environment Science Award" Science Day Awards Committee.
 - d. Reports on committee activities at each regular meeting of the membership and EC meetings.

Secretary

1. Makes mailings and emailing of announcements of regular and special section meetings.
2. Assists in maintaining mailing and email address databases.
3. Takes and maintains minutes of all regular and special meetings of the membership and EC meetings.
4. Reads minutes at the next regular meeting of the membership.
5. Actively participates in the affairs of NWOWEA at EC meetings, workshops, and conferences.
6. Assists the President in representing NWOWEA at events upon request.

Treasurer

1. Actively participates in the affairs of NWOWEA at EC meetings, workshops, and conferences.
2. Actively assists the President as requested.
3. Collects, disburses, accurately records, and administers all funds of the Northwest Section.
4. Provides a report at each regular meeting of the membership.
5. Provides accurate funds reporting to the OWEA Secretary-Treasurer as may be required.

Section Delegate

1. Appointed by the NWOWEA EC to serve on the State Executive Committee.
2. Serves as a member of the NW Section and OWEA Executive Committees, but maintains principal loyalty to OWEA Executive Committee.
3. Relays information between the two Executive Committees.
4. Must be a Past President of the NW Section.
5. Is elected to a two year term with a limit of two terms.
6. Attends Section and NWOWEA EC meetings and provides reports of OWEA EC activities.
7. Actively participates in the affairs of NWOWEA and OWEA at EC meetings, workshops, and conferences.
8. Assists the President in representing OWEA at events upon request.
9. Serves as an active member of the State Water For People and Governance Committees.
10. Serves as a Chair or Vice Chair of a State Standing Committee, Ad-Hoc Committee, or Annual Conference Committee.
11. Serves as a Liaison to one or more designated State standing or ad-hoc committees.

Contact Hour Coordinator

1. Coordinates contact hours for NW Section activities.
2. Oversees the applications for contact hours.
3. Monitors course attendance or coordinates monitoring with Committee Chairs.
4. Maintains records in accordance with the most recent Ohio EPA guidance.
5. Elected to a three year term.



Past President

1. Provides general resource information of past Section activities.
2. Serve as the Chair of the Auditing Committee.