

**Montana Section of the American Water Works Association
Position Description
5/19/03**

SECTION DIRECTOR

SUMMARY

Three year term.

The Section Director will: 1) help establish and/or change the policies for the conduct, management and direction of the Association; 2) act as a communications link between the Section and the AWWA Board of Directors; 3) represent the Section on the AWWA Board of Directors by attending the Winter and Conference meetings; 4) serve on both the Section and the AWWA Board of Directors representing each of those bodies in the deliberations of the other, and act to coordinate and unify their actions; 5) actively participate in all activities and actions of the Section Board, exercise voting power with in the Section Board, and provide oversight guidance and assistance to the Nominations, Fuller Award and Lifetime Achievement committees.

DUTIES

1. Report to the section members on a routine basis, reviewing the activities of the Board of Directors and seeking their input on programs and policies. Communicate routinely with section officers to gain their perspective and ideas on Association issues.
2. Coordinate and provide section input on AWWA strategic and implementation plans, programs and policies, and report on Section activities at Board of Director's meetings.
3. Become familiar with AWWA organization and governing documents.
4. Recommend outstanding section members for appointment to AWWA committees.
5. Elect the national President-Elect, Vice-Presidents, and Directors-at-Large and, at less frequent intervals, the Treasurer.
6. Act as an official spokesperson for the Section.
7. Coordinate plans for hosting the visiting AWWA officer during annual section meetings.
8. Notify the AWWA Executive Committee liaison of issues and questions between Board of Director's meetings.
9. Actively participate in Section budget, planning, committee and administrative programs, including providing **committee oversight for the Nominations, Fuller Award, and Lifetime Achievement Committees**. Oversight duties include:

Establishing and maintaining regular contact, minimum quarterly, with committee chairs by telephone, e-mail or other means of correspondence.

Encourage committee activity throughout the year by assisting committee chairs with development of 1-year and 5-year goals, setting meeting dates and budget requirements.

Assure written committee reports are provided for the Spring Business meeting as written reports with budget requests are provided for the Fall Business meeting and/or Board retreat.

Provide reminders to committee chairs for submission of *Newswaves* articles.

Assure that turnover files are maintained and passed on to new committee chairs when appropriate.

Meet with committee chairs during the annual conference to inform them of their responsibilities to the committee.

10. Attend required Association meetings.
11. Attend the Regional Meeting for Section Officers (RMSO) when it is held in Montana.
12. Attend at least one RMSO or AWWA sponsored Leadership Training event during their term when held in other states within MSAWWA's region. Travel to and from the RMSO or AWWA Leadership Training event is subject to Board approval prior to the travel.
13. Provide the incoming Director with current books and files, at the annual conference, related to the past year's Section business.
14. Attend all MSAWWA Board meetings.
15. Be familiar with Section by-laws and articles of incorporation and AWWA Governing Documents.

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SECTION PAST-CHAIR

SUMMARY

One year term.

The Section Past-Chair will: 1) Actively participate in all activities and actions of the Board; 2) exercise voting power within the Board; and 3) provide oversight guidance and assistance to the Audit and Scholarship committees.

DUTIES

1. Review Section budget of estimated income and planned expenditures for the fiscal year and review for approval any major unplanned expenditures.
2. **Serve as oversight liaison for the Audit and Scholarship committees.** Oversight duties include:

Establishing and maintaining regular contact, minimum quarterly, with committee chairs by telephone, e-mail or other means of correspondence.

Encourage committee activity throughout the year by assisting committee chairs with development of 1-year and 5-year goals, setting meeting dates and budget requirements.

Assure written committee reports are provided for the Spring Business meeting as written reports with budget requests are provided for the Fall Business meeting and/or Board retreat.

Provide reminders to committee chairs for submission of *Newswaves* articles.

Assure that turnover files are maintained and passed on to new committee chairs when appropriate.

Meet with committee chairs during the annual conference to inform them of their responsibilities to the committee.

3. Attend all MSAWWA Board meetings.
4. Attend the Regional Meeting for Section Officers (RMSO) when it is held in Montana.
5. Attend at least one RMSO or AWWA sponsored Leadership Training event during their term when held in other states within MSAWWA's region. Travel to and from the RMSO or AWWA Leadership Training event is subject to Board approval prior to the travel.
6. Provide the incoming Past-Chair with current books and files, at the annual conference, related to the past year's Section business.
7. Be familiar with Section by-laws and articles of incorporation and AWWA Governing Documents.

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SECTION CHAIR

SUMMARY

One year term.

The Section Chair will: 1) preside at all general and special meetings of the Section, beginning with the business meeting held on the last day of the annual conference and continuing to the beginning of the business meeting at the subsequent year's conference; 2) exercise voting power within the Board; and 3) provide oversight guidance and assistance to the Host City and Program committees.

DUTIES

2. Schedule and preside at meetings of the Board, prepare agendas and delegate tasks.
3. Review Section budget of estimated income and planned expenditures for the fiscal year and review for approval any major unplanned expenditures.
4. Prepare and monitor implementation of the 1-year and 5-year strategic plans; assist the Chair-Elect with planning for the following year.
5. Make committee chair appointments in accordance with Section by-laws; provide for training of committee chairs.
6. Supervise all Section activities. Review the activities of officers as committee liaisons, section paid staff and the secretary/treasurer.

7. Ensure information received from National AWWA is disseminated to the appropriate committee chair or person; ensure requested responses are provided.
8. Report to the Section members, reviewing the activities of the Section during the year.
9. Act as an ex-officio member of all committees.
10. **Serve as oversight liaison for the Host City and Program Committees.** Oversight duties include:

Establishing and maintaining regular contact, minimum quarterly, with committee chairs by telephone, e-mail or other means of correspondence.

Encourage committee activity throughout the year by assisting committee chairs with development of 1-year and 5-year goals, setting meeting dates and budget requirements.

Assure written committee reports are provided for the Spring Business meeting as written reports with budget requests are provided for the Fall Business meeting and/or Board retreat.

Provide reminders to committee chairs for submission of *Newswaves* articles.

Assure that turnover files are maintained and passed on to new committee chairs when appropriate.

Meet with committee chairs during the annual conference to inform them of their responsibilities to the committee.

11. Attend all MSAWWA Board meetings.
12. Attend the Regional Meeting for Section Officers (RMSO) when it is held in Montana.
13. Attend at least one RMSO or AWWA sponsored Leadership Training event during their term when held in other states within MSAWWA's region. Travel to and from the RMSO or AWWA Leadership Training event is subject to Board approval prior to the travel.
14. Provide the incoming Chair with current books and files, at the annual conference, related to the past year's Section business.
15. Act as official representative of the Section and send appropriate letters of appreciation to local dignitaries and honored guests after each meeting or conference.
15. Be familiar with Section by-laws and articles of incorporation and AWWA Governing Documents.

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SECTION CHAIR-ELECT

SUMMARY

One year term. Must have previously served on the Board of Directors for a minimum of two years.

The Section Chair-Elect will: 1) actively participate in all activities and actions of the Board; 2) exercise voting power with the Board; and 3) provide oversight guidance and assistance to the Safety & Heroism, Water for People and Legislative committees.

DUTIES

1. Review Section budget of estimated income and planned expenditures for the fiscal year and review for approval any major unplanned expenditures.

2. Actively participate on at least one standing committee to ensure liaison between the Board and the committee.
3. **Serve as oversight liaison for the Safety and Heroism, Water For People and Legislative committees.** Oversight duties include:
 - Establishing and maintaining regular contact, minimum quarterly, with committee chairs by telephone, e-mail or other means of correspondence.
 - Encourage committee activity throughout the year by assisting committee chairs with development of 1-year and 5-year goals, setting meeting dates and budget requirements.
 - Assure written committee reports are provided for the Spring Business meeting as written reports with budget requests are provided for the Fall Business meeting and/or Board retreat.
 - Provide reminders to committee chairs for submission of *Newswaves* articles.
 - Assure that turnover files are maintained and passed on to new committee chairs when appropriate.
 - Meet with committee chairs during the annual conference to inform them of their responsibilities to the committee.
4. Attend all MSAWWA Board meetings.
5. Attend the Regional Meeting for Section Officers (RMSO) when it is held in Montana.
6. Attend at least one RMSO or AWWA sponsored Leadership Training event during their term when held in other states within MSAWWA's region. Travel to and from the RMSO or AWWA Leadership Training event is subject to Board approval prior to the travel.
7. Provide the incoming Chair-Elect with current books and files, at the annual conference, related to the past year's Section business.
8. Assist the Section Chair with development of 1-year and 5-year Section strategic plans to ensure continuity, maintenance and momentum of Section activity.
9. Preside at Board or business meetings in the absence of the Section Chair.
10. Be familiar with Section by-laws and articles of incorporation and AWWA Governing Documents.

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SECTION JUNIOR AND SENIOR DIRECTORS

SUMMARY

Two year terms.

The Section Junior (2) and Senior (2) Directors will: 1) actively participate in all activities and actions of the Board; 2) exercise voting power with the Board; and 3) provide oversight guidance and assistance to the following committees. Junior Directors will oversee the Small Systems Committee and the Senior Directors will oversee the Exhibitors and Membership Committees.

DUTIES

1. Review Section budget of estimated income and planned expenditures for the fiscal year and review for approval any major unplanned expenditures.
2. Actively participate on at least one standing committee to ensure liaison between the Board and the committee.
3. Junior Directors will oversee the Small Systems committee and the Senior Directors will oversee the Exhibitors and Membership committees. Oversight duties include:

Establishing and maintaining regular contact, minimum quarterly, with committee chairs by telephone, e-mail or other means of correspondence.

Encourage committee activity throughout the year by assisting committee chairs with development of 1-year and 5-year goals, setting meeting dates and budget requirements.

Assure written committee reports are provided for the Spring Business meeting as written reports with budget requests are provided for the Fall Business meeting and/or Board retreat.

Provide reminders to committee chairs for submission of *Newswaves* articles.

Assure that turnover files are maintained and passed on to new committee chairs when appropriate.

Meet with committee chairs during the annual conference to inform them of their responsibilities to the committee.

4. Attend all MSAWWA Board meetings.
5. Attend the Regional Meeting for Section Officers (RMSO) when it is held in Montana.
6. Attend at least one RMSO or AWWA sponsored Leadership Training event during their term when held in other states within MSAWWA's region. Travel to and from the RMSO or AWWA Leadership Training event is subject to Board approval prior to the travel.
7. Provide the incoming provide incoming Junior and Senior Trustees with current books and files, at the annual conference, related to the past year's Section business.
8. Be familiar with Section by-laws, articles of incorporation and AWWA Governing Documents.

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SECTION SECRETARY/TREASURER

SUMMARY

Two year term.

The Section Secretary/Treasurer will: 1) actively participate in all activities and actions of the Board; 2) exercise voting power with the Board; 3) provide oversight guidance and assistance to the cross-connection committee ; 4) be responsible for administration of Section functions not delegated to the Executive Secretary; and 5) provide oversight of administrative duties performed by the Executive Secretary.

DUTIES

The Secretary/Treasurer may delegate, upon Board approval, any duties he or she deems appropriate to the Executive Secretary.

General

1. Review Section budget of estimated income and planned expenditures for the fiscal year and review for approval any major unplanned expenditures.
2. Actively participate on at least one standing committee to ensure liaison between the Board and the committee.
3. Serve as oversight liaison for the cross-connection committee . Oversight duties include:

Establishing and maintaining regular contact, minimum quarterly, with committee chairs by telephone, e-mail or other means of correspondence.

Encourage committee activity throughout the year by assisting committee chairs with development of 1-year and 5-year goals, setting meeting dates and budget requirements.

Assure written committee reports are provided for the Spring Business meeting as written reports with budget requests are provided for the Fall Business meeting and/or Board retreat.

Provide reminders to committee chairs for submission of *Newswaves* articles.

Assure that turnover files are maintained and passed on to new committee chairs when appropriate.

Meet with committee chairs during the annual conference to inform them of their responsibilities to the committee.

4. Attend all MSAWWA Board meetings.
5. Attend the Regional Meeting for Section Officers (RMSO) when it is held in Montana.

6. Attend at least one RMSO or AWWA sponsored Leadership Training event during their term when held in other states within MSAWWA's region. Travel to and from the RMSO or AWWA Leadership Training event is subject to Board approval prior to the travel.
7. Provide the incoming provide the incoming Secretary/Treasurer with current books and files, at the annual conference, related to the past year's Section business.
8. Be familiar with Section by-laws and articles of incorporation and AWWA Governing Documents.

Secretarial

1. Attend all meetings of the of the Section and of the Board, duly recording the proceedings thereof.
2. Carry on, or delegate to the Executive Secretary, such correspondence as shall be necessary in the conduct of the business of the Section.
3. Review all contracts on behalf of the Section and in consultation with the Section Chair.
4. Maintain copies of the latest amended section by-laws, contracts to which the Section is a signatory, and the minutes of the Board meetings.
5. Explain section policies and practices to new members.
6. Complete and transmit the section report to AWWA within one month from the date of the annual Section meeting.
7. Provide notices of meetings to members.

Treasurer

1. Conduct monthly audits of all financial accounts held by the Section.
2. Co-sign checks with the Executive Secretary when necessary.
3. Make sure the proper tax forms (1099, 990 and/or 990T) have been completed and submitted to the IRS by the Executive Secretary when necessary.
4. Make sure the Section's good standing with the Secretary of State regarding the Sections incorporation is done by the Executive Secretary.

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EXECUTIVE SECRETARY

SUMMARY

There shall be an Executive Secretary of the Section who may be assisted by one or more staff members as determined necessary by the Board of Directors. The Executive Secretary shall be the chief staff officer of the corporation. As such, the Executive Secretary shall have full power to conduct, manage, and direct the affairs of the Section within the policies established by the Board of Directors. The Executive Secretary will also assist the Board of Directors in carrying out the policies, programs, orders, and resolutions of the Board of Directors. The Executive Secretary shall be appointed by the Section Board of Directors and shall serve under the general supervision of the Section Chair and Section Secretary/Treasurer.

DUTIES

The Executive Secretary shall perform the duties outlined hereafter and any other duties as agreed upon with the Board of Directors.

1. Attend all meetings of the Section and of the Board.
2. Attend the Regional Meeting for Section Officers (RMSO) when it is held in Montana.
3. Attend at least one RMSO or AWWA sponsored Leadership Training event during their term when held in other states within MSAWWA's region. Travel to and from the RMSO or AWWA Leadership Training event is subject to Board approval prior to the travel.
4. Duly record the proceedings and votes of all such meetings.
5. Prepare and submit reports on Section activities to the Section Board.
6. Assist all Section committees in the implementation of their programs.
7. Coordinate with the Board of Directors any correspondence necessary for the conduct of the Section's business.
8. Maintain custody of the corporate funds and securities and keep full and accurate accounts of receipts and disbursements of the corporation, and shall deposit all monies and other

valuables in the name and to the credit of the Section into depositories designated by the Board of Directors.

9. Assist the Secretary/Treasurer with the preparation of the Section's annual budget.
10. Manage the Section's Annual Joint Conference.
11. File the proper tax forms (1099, 990 and/or 990T) with the IRS .
12. Perform such other duties as may be assigned by the Board of Directors.

If required by the Board of Directors the corporation shall bond the Executive Secretary (in such form, in such sum, and with such surety or sureties as shall be satisfactory to the Board of Directors and the Executive Secretary) for the faithful performance of the duties of his or her office and for the restoration to the corporation, in case of his or her death, termination of contract, or removal from office all books, papers, vouchers, money and other property of whatever kind in his or her possession or under his or her control belonging to the corporation.