

OFFICER STANDARD OPERATING PROCEDURES

OFFICER POSITION	<h2 style="margin: 0;">Chair</h2>		
Approval Date:	September 8, 2011	Latest Revision Date: <i>(To Be Reviewed Annually)</i>	September 15, 2020

Duties

- Supervise and coordinate all the affairs of the Section.
- Preside at all meetings of the Section and of the Board.
- Appoint all Committees of the Section with Board approval, except as may be otherwise specifically provided herein or directed by the Board.
- Serve as Chair of Audit committee.

Schedule of Activities / Duties

November/December	<ul style="list-style-type: none"> • Set board meeting schedule for year, typically performed in November or December of previous year. • Arrange for locations for board meetings and have a conference call option for board members for each meeting. Typically, have held the March meeting in conjunction with the Rural Water Conference, the May meeting the morning of the Water for People Golf outing, and the July meeting only via conference call. • Appoint board liaisons for each committee. Each Trustee should be a liaison for at least one committee. Typically, any board member who is a committee chair is the liaison to that committee. Also, the following officers are automatically or have been historically the chair of a committee: Audit: Chair, Budget: Treasurer, Nominations: Past-Chair, and Fall Conference: Vice Chair. • The Chair identifies projects and duties for the year for each of the four trustees.
Before each Board Meeting	<p><u>Board Meetings:</u></p> <ul style="list-style-type: none"> • Prepare agenda with secretary. Secretary to distribute to board members and committee chairs prior to meeting • Ensure that refreshments are available at the board meeting. Coordinate with location host. • Chair the board meeting. <p><u>Annual Business Meeting:</u></p> <ul style="list-style-type: none"> • Prepare agenda with secretary. Secretary to distribute to board members and committee chairs prior to meeting • Chair the annual business meeting. <p><u>Nominations:</u></p> <ul style="list-style-type: none"> • Chair reads the notice issued by the secretary of officer nominations. • Chair asks for a motion for more nominations, if none, the chair can ask for a motion for a unanimous ballot for such nominations. • If separate balloting is required for an office, the chair should have identified an officer (often Past-Chair and/or Director) to help with ballot distribution and counting.
Early Spring	<ul style="list-style-type: none"> • Must appoint the nominating committee (see Nominating committee SOP) by March 1. Typically done at January board meeting.
Annual Conference	<ul style="list-style-type: none"> • Plan in conjunction with Chair Elect (at Alley Rose) for dinner the evening before the conference with the visiting dignitary and our director. Invite the other officers and committee chairs. Typically make reservations in September. The Chair should send invitation out a month ahead and send reminder to invitee's week before. • If AWWA is lead, write welcome statement for conference brochure (see attached example from 2019)

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- Preside on behalf of the section at the meals, in coordination with the other Associations. In some cases, will introduce speakers.
- Preside on behalf of the section at the annual awards banquet. See attached banquet agenda from ~~2009~~ 2019 for an example.
- After banquet, relax and enjoy being a “past president”.
- Attend the Past Chairs’ breakfast the next morning.

Activities / Deliverables

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Fall Conference Brochure Welcome Example (from 2019)

2019 ANNUAL FALL CONFERENCE

Welcome to the 2019 ANNUAL Fall Conference in Kearny.

We are very grateful and appreciative to all the dedicated and hardworking committee members who helped with putting this 2019 Annual Fall Conference together. We are going on our 7th year at the Younes Conference Center and would like to acknowledge the Younes Conference Center for their hard work and continued support to hold the event here.

Remember to stop by and visit with all the vendors. They play a large part in the success of the Fall Conference. Their continued support allows us to see new technology and ways to deal with our jobs.

APWA, NSAWWA and NWEA hope this agenda will provide the attendees with the necessary information for current and future endeavors. This is the time to discuss with each other on specific sessions that could help various departments and communities with current and future projects.

If you would like to get involved in any of the different programs or join a committee please talk to any of the officers or committee members.

Enjoy the conference and remember to work safe.

Milo Rust – Chair

Nebraska Section American Water Works Association

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Annual Fall Conference Banquet Agenda (from 2009)

- Invocation *(I asked Larry Andreasen he has done this for several years)* _____ Larry Andreasen
- Dinner *(Consider during Introductions ahead of Dinner otherwise tell audience to enjoy their meal and we'll do program after dinner)*
- Introductions _____ Bruce Dvorak
 - _____ Introduce Dignitaries and Head Table
 - _____ Introduce Board Members not seated at Head Table _____
- Awards *(Assumes Scholarships were completed at Luncheon otherwise add presentation of scholarships to Agenda)*
 - Introduce Rob P.
 - Safety Awards _____ Rob Pierce (safety comm. chair)
 - Introduce: Doug Woodbeck, DHHS Rep.
 - DHHS Water Operator Award _____ Doug Woodbeck
 - Fluoride Awards? _____ Doug Woodbeck
 - Introduce: Steve Kelley
 - WISA Awards _____ Steve Kelly (award comm. chair)
 - Introduce Craig Reinsch
 - WFP Raffle Winners _____ Craig Reinsch (WFP chair)
 - Introduce Tony Bilek
 - MAC Raffle _____ Tony Bilek
 - MAC Best of Show Award _____ Tony Bilek
 - Introduce Chris Koenig
 - Top Ops Awards _____ Chris Koenig
 - Other Awards *(In 2008 we had a Ken Miller Award)* _____ Bruce Dvorak
 - Water Tasting Contest _____ Eric Obert?
- Introduce Director of Nebraska Section _____ Tony Bilek (Director)
 - Present Gifts to AWWA Dignitary _____ Tony Bilek
 - (Have scripts and awards ready for AWWA Dignitary)*
 - AWWA Dignitary Presents Section Awards _____ AWWA Dignitary
 - Outstanding Section Volunteer (if awarded)
 - Lifetime Award (if awarded)
 - Fuller Award _____
- 2009 Accomplishments & Look Forward to 2010 _____ Bruce Dvorak (Chair)
- Introduce 2010 Chair and Transfer Gavel _____ Bruce Dvorak
- Conclude Banquet _____ John Olsson (Chair Elect)

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Annual Fall Conference Banquet Agenda (from 2019)

Chair - Opening Remarks Welcome

Ask Doug Woodbeck to come up to give the Invocation

*Dinner – Eat

Introduction of Head Table - Dignitaries and Head Table

Any Board Members not seated at Head Table

New Board Members

Awards – Dennis Watts

Introduce:

Tony Bilek – MACRaffle, Best Show Award

Dennis Watts - Lifetime Members Award

Andy Kahle/DHHS - State Operator Award

Dennis Watts - WISA Award

Robert Pierce – Safety Award

Brian Gongol - Top Ops Competition

Mary Poe – Drinking Water Tasting Award

Mary Poe - Poster Contest

Craig Reisch – Scholarship presentation

Chair introduce – Director of Nebraska Section AWWA – Teresa Konda

Teresa Konda – introduces – AWWA Dignitary

Kevin Tobin – Fuller Award

Mary Gugliuzza to hand out Fuller Award presentation

Teresa Konda - Present Dignitary Gift

Chair Milo Rust – Short Year in Review Remarks

Chair Milo Rust - Recognize New Chair Brittany Travers & pass the gavel

New Chair - Past Chair Recognition

New Chair - Remarks

New Chair-Officers Pictures

New Chair – Brittany Travers- Gavel Banquet Close