

# 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>	August 2010

### Duties

- Supervise and coordinate all of 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

<b>November/December</b>	<ul style="list-style-type: none"> <li>• Set board meeting schedule for year, typically performed in November or December of previous year.</li> <li>• Arrange for locations for board meetings, and attempt to have a conference call option for board members for each meeting. Typically have held the March meeting in Columbus in conjunction with the Rural Water Conference, the May meeting the morning before the Water for People Golf outing, and sometimes have held the July meeting only via conference call.</li> <li>• 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.</li> <li>• The Chair identifies projects and duties for the year for each of the four trustees.</li> </ul>
<b>Before each Board Meeting</b>	<p><u>Board Meetings:</u></p> <ul style="list-style-type: none"> <li>• Prepare and distribute an agenda, typically one week before the meeting. Bring agenda copies.</li> <li>• Remind officers to be sure each committee chair has a committee report and each officer has the required report.</li> <li>• Ensure that refreshments are available at the board meeting.</li> <li>• Chair the board meeting.</li> </ul> <p><u>Annual Business Meeting:</u></p> <ul style="list-style-type: none"> <li>• Prepare and distribute an agenda, typically one week before the meeting. Bring agenda copies.</li> <li>• Send out reminder to all committee chairs a month ahead to get committee reports turned in on any requested form by a stated deadline (often a week before the board meeting). Bring copies of the reports for distribution.</li> <li>• Chair the annual business meeting.</li> </ul> <p><u>Nominations:</u></p> <ul style="list-style-type: none"> <li>• Chair reads the notice issued by the secretary of officer nominations.</li> <li>• Chair asks for a motion for more nominations, if none, the chair can ask for a motion for a unanimous ballot for such nominations.</li> <li>• 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.</li> </ul>
<b>Early Spring</b>	<ul style="list-style-type: none"> <li>• Must appoint the nominating committee (see Nominating committee SOP) by March 1.</li> </ul>

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### Annual Conference

- Make arrangements in conjunction with Chair Elect (at Alley Rose) for dinner the evening before the conference with the visiting dignitary and our director. Sometimes invite the other officers and committee chairs. Typically make reservations in September. Send invitation out a month ahead, and send reminder to invitee's week before.
- Preside on behalf of the section at the opening session, typically serving as moderator and introducing the AWWA Dignitary.
- 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 for an example.
- After banquet, relax and enjoy being a "dead president".
- Attend the Past Chairs' breakfast the next morning.

Activities / Deliverables

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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*)
    - Water Tasting Contest Bruce Dvorak
    - 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)