

# OFFICER STANDARD OPERATING PROCEDURES

|                  |                     |   |                 |
|------------------|---------------------|---|-----------------|
| OFFICER POSITION | <h2>Past-Chair</h2> |   |                 |
| Approval Date:   | September 8, 2011   | Latest Revision Date:<br><i>(To Be Reviewed Annually)</i> | August 31, 2009 |

### Duties

- Serve as one of the Section’s Trustees. Participate in Section Board Meetings as a voting member of the Section’s Governing Board.
- Participate as one of three members on Nomination Committee. Past-chair membership is automatic as per bylaws. Two remaining members are selected by current Chair.
- Host the Past-chair’s breakfast at the annual Fall Conference.
- Other duties as assigned/requested by the Nebraska Section Board.

### Schedule of Activities / Duties

|                          |   |
|--------------------------|---|
| <b>January – March 1</b> | <ul style="list-style-type: none"> <li>• Section Chair will assign members and appoint Chair of the Nomination Committee.</li> </ul>  |
| <b>Before July 31</b>    | <ul style="list-style-type: none"> <li>• Nomination Committee will select a nominee for each of the offices as identified in Section 10.1.2 of the Nebraska Section AWWA bylaws.</li> </ul>   |
| <b>By July 31</b>        | <ul style="list-style-type: none"> <li>• Committee’s nominations will be in the hands of the Secretary for further disposition as per Section 10.1.3 of the Nebraska Section AWWA bylaws.</li> </ul>  |
| <b>September</b>         | <ul style="list-style-type: none"> <li>• Following receipt of the preliminary Fall Conference brochure, contact those individuals on the list of Past-chairs, notifying them of the date and location of the Past-chair’s breakfast. (Early notification will avoid the inadvertent purchasing of Operator’s Breakfast tickets by Past-chairs)</li> </ul> |
| <b>October</b>           | <ul style="list-style-type: none"> <li>• Develop an agenda for discussion at the breakfast. The intent here is to maintain Section involvement of Past-chairs and to encourage feedback on current Section issues.</li> </ul>   |
| <b>November</b>          | <ul style="list-style-type: none"> <li>• Host the Past-chair’s breakfast at the Fall Conference. Include a sign-in sheet.</li> </ul>  |

### Activities / Deliverables

- As Nominations Committee Chair, the Past-Chair shall be responsible for delivery of slate of nominations to the Section Secretary not later than July 31<sup>st</sup> of each year.
- As Host of the Past-Chairs breakfast, the Past-Chair is responsible for upkeep of a file including contact information for attendees to previous events. This file shall be delivered to the next Past-Chair.