

OFFICER STANDARD OPERATING PROCEDURES

OFFICER POSITION

Secretary of Nebraska Section

Approval Date:

September 8, 2011

Latest Revision Date:
(To Be Reviewed Annually)

August 2010

Duties

Background

In an effort to familiarize a new or incumbent individual to the duties and responsibilities assigned to the Section Secretary, a written set of documents will be assembled for reference. The National Section of AWWA provides a binder titled the ABCs of AWWA for officers and the particular document for Section Secretary is an excellent source of information for the Secretary position. The binder provided by National and the Nebraska Section's written Standard Operating Procedures for the Secretary position should be viewed as a source of reference for Section-related duties and responsibilities.

Nebraska Section Secretary Duties and Responsibilities

An official list of duties and responsibilities is listed in the National binder. Note the time requirements for the position and that the job description varies and should be tailored to meet the Section's needs accordingly.

- Attend all Board meetings and record the minutes. If unable to attend, make arrangements before the meeting, for someone (usually the Treasurer) to record the minutes.
- Provide an attendance sheet for all individuals present to sign. Note any conference call participants on this sheet.
- Distribute the previous Board meeting minutes for review. The Chair will usually make a motion to accept the minutes if no changes or corrections are noted. If changes are noted, make the necessary corrections and have a final version posted to website.
- Prepare the minutes in Word document format; then send to Mari Matulka via e-mail for editing. She will send a version back for your review. If the edits and corrections are acceptable, have Mari post as draft minutes on the website.
- Ask Committee Chairs, Director, Chair and Treasurer for written reports if they have not already been provided. Use these reports in conjunction with your meeting notes to prepare the meeting minutes.

Pre-Conference Forms

- Pre-conference forms are required to be electronically completed and submitted to National through their website. They are comprised of section awards and annual conference information.
- These forms are to be completed six weeks prior to the annual Fall Conference. Print a hard copy of the completed forms for your files and future reference.

Section Awards

The following awards or pins need to be ordered six weeks prior to the Fall Conference.

- Section Chair Award (Same individual)
- Past-Chair Pin (Same individual)
- Fuller Award Pin
- Operators Meritorious Service Award

Awards need inscription information; pins do not. Sometimes the Secretary takes care of all the ordering of awards, but the Awards Committee Chair can also do this. It is beneficial to communicate and work with the Awards Committee to ensure all the necessary pins and awards are ordered and received, and to avoid duplication of effort.

OFFICER STANDARD OPERATING PROCEDURES

Annual Conference Information

- Describes the dates and location of the annual Fall Conference to National.
- Provides detailed information to National and the Official Representative/Dignitary. Details such as travel arrangements, lodging, attire, speeches, entertainment, spouse, banquet, luncheon, attendance of the annual Board and Business Meeting are entered and submitted through these forms. Print a hard copy of the completed forms for your files and future reference.

Post Conference Forms

- These forms are to be electronically completed and submitted to National one (1) month after the Fall Conference.
- Both the Future Annual Conference Meeting information and the Fuller Award winner usually will not have been decided by the Section by the time these forms are due. In the past the Section has not made the one-month deadline to complete these forms for this reason. Once the information is available on the next annual conference dates/location and who the Fuller Award recipient is, the information can be supplied to the section services coordinator.

Fuller Award

Most likely the Fuller Award will not have been selected by the time this form is due. Contact the Fuller Award Committee Chair to see if someone has been selected. If a selection has been made, the information on the individual can be submitted to National. A 40-word citation on why the person is being honored with this award is required also. Usually it is best to solicit input on the 40 word citation from the professional and personal friends of the selected individual. Past Fuller award citations can be used as a template for the current year's winner. **Remember the Award is a secret so do not solicit the selected individual** for any input concerning this citation.

Insurance Forms

Use the previous year's hard copy forms to use as a guide for submitting this information. Most information will not change, but if anything does, the new information will need to be entered in the form as it is being updated/submitted to National.

Miscellaneous Forms

No due date. The book store order form can be used to order book store materials.

If you have any questions about how to perform the duties and responsibilities of the Section Secretary that are not outlined in the National Binder or Section SOPs, you can always contact Section Board members or the National Section Services Coordinator for assistance.

Schedule of Activities / Duties

Bi-Monthly Board Meetings	<ul style="list-style-type: none">• Record and distribute minutes.
Six Weeks Ahead of Fall Conference	<ul style="list-style-type: none">• Complete Pre-Conference forms.• Order Section Awards.• Provide Annual Conference Information to National AWWA and Official Representative / Dignitary.
One Month after Fall Conference	<ul style="list-style-type: none">• Complete post-conference forms.
Annually	<ul style="list-style-type: none">• Complete insurance forms and submit to National.

OFFICER STANDARD OPERATING PROCEDURES

Activities / Deliverables

Schedule of Activities / Duties

Activities / Deliverables