

OFFICER STANDARD OPERATING PROCEDURES

OFFICER POSITION

Secretary of Nebraska Section

Approval Date:

September 8, 2011

Latest Revision Date:
(To Be Reviewed Annually)

September 15, 2020

Duties

Background

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 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, decide before the meeting, for someone (usually the Treasurer) to record the minutes. Ten days in advance of each Board Meeting request Board and Committee reports that are due two days prior to each Board Meeting.
- Compile the reports in the order of the Committees on the NeAWWA letterhead along with relevant items that are on each agenda and print fifteen copies for the meeting. Use these reports in conjunction with your meeting notes to prepare the meeting 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 submit via e-mail within three days of the Board Meeting to the Board and Committee Chairs for editing. Compile all comments within ten days and have the Section webmaster post as minutes on the website.
- Edit Section letterhead annually and coordinate contact information (after annual conference).
- Update the Committee Chair and Members/Liaisons, January each year.
- Disseminate email information to the rest of the Board that is sent by National, as needed.
- Attend ACE with the complimentary registration provided by AWWA, if possible.

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. It is recommended that these forms (especially the awards) be submitted right away as sometimes National has run out of pins, etc.
- 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.
- Usually the visiting dignitary's room at the hotel is paid for by the Section. This is normally taken care of by the Director or Chair. However, it may be a question on the pre-conference survey. Be sure to coordinate this with the Chair or Director to confirm.

OFFICER STANDARD OPERATING PROCEDURES

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.

Annual Conference Information

- Describes the dates and location of the annual Fall Conference to AWWA.
- 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. This may also need to be coordinated with the Chair or Treasurer.

Miscellaneous Forms

No due date. The bookstore order form can be used to order bookstore 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.

OFFICER STANDARD OPERATING PROCEDURES

Schedule of Activities / Duties / Deliverables

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.• Update Section letterhead
Annually	<ul style="list-style-type: none">• Complete insurance forms and submit to AWWA.