

OFFICER STANDARD OPERATING PROCEDURES

OFFICER POSITION	Trustee		
Approval Date:	September 8, 2011	Latest Revision Date: <i>(To Be Reviewed Annually)</i>	August 2010

Duties

- As described in the Section Bylaws.

Schedule of Activities / Duties

While in Office	<ul style="list-style-type: none"> • Revise this SOP for next Trustee
During Board Meetings	<ul style="list-style-type: none"> • Attend board meetings and vote on board issues • Be active in section activities and assist board as needed
1st Exec. Board Meeting	<ul style="list-style-type: none"> • Become Liaison or Chair for 1 or more Committees
By January 1st Board Meeting	<ul style="list-style-type: none"> • After accepting nomination: <ul style="list-style-type: none"> -Read bylaws -Read Section Goals & Objectives -Read Section Strategic Plan
Fall Conference	<ul style="list-style-type: none"> • Assist Chair Elect for fall conference planning & at conference as needed • Know benefits of joining AWWA for Individuals and Utilities, plus costs of memberships • Help sell water for people tickets for annual fall section conference

Activities / Deliverables

- Liaison for committee
 - Attend Committees
 - Ensure executive board receives report on committee activities at each board meeting
- Attend RSMO, Annual Workshop and/or National Conference and attend business meeting at National Conference
 - RSMO – Regional AWWA Meeting usually held in late February
 - Annual Workshop in Denver in late July
 - AWWA national conference and business meeting in late June