



Officer Job Descriptions

Iowa Water Environment Association - IAWEA

Scottsdale, AZ

March 29, 2019

STRATEGIC PLAN - 2018



MISSION

Connect and enrich the expertise of Iowa's water environment professionals

VISION

Essential to all professionals dedicated to the sustainability of Iowa's water environment.

STRATEGIC PLAN - 2018



VALUES



OFFICERS



Executive Committee

- President
- Past President
- President-Elect
- Vice-President
- Secretary
- Treasurer
- WEF Delegate(s)
- 6 Regional Directors

Secretary/Treasurer



- Nominating Committee and Executive Committee may convert the offices of Secretary and Treasurer to Secretary-Treasurer and Assistant Secretary-Treasurer annually upon review.
- Officer Duties written for all four of these positions

Secretary Duties



- Eligible for re-election in consecutive years
- Perform duties as assigned by President or Executive Committee
- Maintain record of affairs of all meetings
- Notify Association membership of Executive Committee action
- Maintain Association records
- Maintain membership database on monthly basis
- Print and provide mailing lists to committees and educational agencies

Secretary Duties (cont)



- Manage the Association email list service permissions
- Prepare material for membership directory
- Respond to calls to the Association
- Maintain Promotional materials
- Provide awards materials
- Administer, invoice and collect dues of IAWEA Municipal and Iowa only members

Secretary Duties (cont)



- Work with Exhibitor Coordinator for annual meeting
- Can be delegated to issue checks on behalf of Association
- Coordinate Federation Meeting Arrangements
- Work in cooperation with the Treasurer
- Act on behalf of Secretary Treasurer during prolonged absences

Treasurer Duties



- Eligible for re-election in consecutive years
- Perform duties as assigned by President or Executive Committee
- Consult with officers regarding Association funds
- Establish account in name of Association and issue checks
- Collect and maintain records of monies due to the Association
- Pay and maintain record of Association expenditures
- Present annual report
- Act on behalf of Secretary during prolonged absences

President Duties



- 2 Year Term - 1 as President and 1 as Past President
- Preside at all meetings of Executive Committee
- Direct or appoint personnel to conduct technical sessions at annual meetings
- Preside at annual business meeting and banquet
- Ex-officio member of all committees
- Appoint members of all committees

President-Elect Duties



- 1 Year Term
- Preside meetings in absence of President
- Act for the President when required

Vice-President Duties



- 1 Year Term
- Assist President and President-Elect
- Act in the absence of President or President-Elect

WEF Delegate Duties



- 3 Year Term
- Represent different portions of the State of Iowa
- Work with other groups with interests consistent with IAWEA
- Act as a liason between said groups and Executive Committee
- Represent IAWEA in the conduct of all business by the WEF House of Delegates
- Act as a liason between IAWEA and WEF

Regional Directors



- 2 Year Term – Max 2 terms
- Represent respective region
- Act as liason between region and the Executive Committee

Secretary-Treasurer Duties



- Eligible for re-election in consecutive years
- Maintain record of affairs of all meetings
- Notify Association membership of Executive Committee action
- Maintain records of the Association
- Perform duties as assigned by President or Executive Committee
- Consult with officers regarding Association funds
- Establish account in name of Association and issue checks

Secretary-Treasurer Duties (cont)



- Collect and maintain records of monies due to the Association
- Pay and maintain record of Association expenditures
- Present annual report
- Respond to calls to the Association
- Maintain Promotional materials
- Provide awards materials

Assistant Secretary-Treasurer Duties



- Eligible for re-election in consecutive years
- Maintain membership database on monthly basis
- Print and provide mailing lists to committees and educational agencies
- Manage the Association email list service permissions
- Prepare material for membership directory
- Administer, invoice and collect dues of IAWEA Municipal and Iowa only members

Assistant Secretary-Treasurer Duties (cont)



- Work with Exhibitor Coordinator for annual meeting
- Can be delegated to issue checks on behalf of Association
- Coordinate Federation Meeting Arrangements
- Work under Secretary Treasurer
- Act on behalf of Secretary Treasurer during prolonged absences

Questions

