

Atlantic Canada Water and Wastewater Association
Secretary Treasurer
Terms of Reference
Revised December 2018

Role:

The Secretary Treasurer serves on the Board of Directors of the Atlantic Canada Water and Wastewater Association (ACWWA) and is a voting member. The Secretary Treasurer also serves on the board of the Atlantic Canada Section of the American Water Works Association (ACSAWWA), and is a voting member. The Secretary Treasurer shall be a member of AWWA and WEF.

As a member of the Board, and under the direction of the Board, the Secretary Treasurer attends all general Board functions. The Secretary-Treasurer, where applicable, is assisted by permanent ACWWA personnel.

Term:

The term of the Secretary Treasurer is three years, with consecutive terms as determined by the Board.

Reporting Structure:

The Secretary Treasurer reports to the Board of Directors.

Duties and Responsibilities:

The Secretary Treasurer is responsible for carrying out the following duties, with responsibilities partially or fully subrogated to permanent ACWWA personnel indicated as (P). The Secretary Treasurer is assisted by the Chair and vice versa, where applicable.

On behalf of the Board, the Secretary Treasurer:

- Collects and deposits all funds for the Section (P);
- Receives and sends correspondence (P);
- Signs cheques (P);
- Provides liaison between the Board and ACWWA personnel;
- Prepares and maintains the By-laws;
- Assists in the preparation of applications for special funding (P);
- Prepares the Annual Budgets (P);
- Completes an annual employment evaluation of the Executive Director position;
- Completes an annual salary adjustment of the Executive Director position.
- Assist the Atlantic Canada Water and Wastewater Association in creating a diverse and inclusive membership and establishing an organizational environment

that recognizes, encourages, celebrates, and effectively utilizes each individual member's talents.

For Board Meetings, the Secretary Treasurer:

- Prepares the Agenda (P);
- Provides Notice of Board Meeting to Board members (P);
- Assembles reports submitted by members (P);
- Prepares statements of Receipts and Expenditures, and Balance Sheets (P);
- Assists the Chair during the meetings;
- Reviews/edits the minutes as recorded by the Past Chair (P);
- Provides the edited minutes to the Chair (P);
- Distributes the minutes to the Board Members (P); and
- Edits the minutes as approved by the Board.

In relation to Awards, the Secretary Treasurer:

- Prepares announcements for Nominations for Awards for the Magazine (P);
- Initiates the selection process by the Fuller, MacNab and Bedell Award committees;
- Receives the names of the selected recipients from the respective Award committees;
- Provides the names of the Awardees to the Conference Committee and ACWWA Magazine (P);
- Orders the Fuller Pin from AWWA, and the Bedell Award from WEF (P); and
- Initiates the preparation of the MacNab Award (P).

For the Annual General Meeting (AGM), the Secretary Treasurer:

- Prepares the Agenda;
- Submits the books of ACWWA for an independent audit (P);
- Assembles the AGM package for distribution to the attending membership (P);
- Prepares the Secretary-Treasurer Report which consists of (P):
 - Overview Report of Financial Status;
 - Auditor's Report;
 - Balance Sheet;
 - Statement of Revenue and Expenditures; and
 - Outline of receipt and application of funds received from AWWA through ACSAWWA.
- Advises the Conference Committee of the Board's requirements during the AGM;

- Prepares the Pre-Conference forms for AWWA (P); and
- Prepares the Post-Conference forms for AWWA (P).

Approved XXX