



POSITION DESCRIPTIONS

PRESIDENT

Duties

1. Serves as Chair of the Board of Directors of the VWEA
2. Develops annual goals for the Association
3. Supervises the affairs of the Association.
4. Provides input to policy decisions of the Association.
5. Serves as voting member of the Board in cases of a tie vote of the Board.
6. Confirms/appoints all committee chairs and vice chairs. If a committee has not selected a chair and vice chair, the President appoints active members into the positions.
7. As Committee Liaison:
 - participates in committee organizational meeting and attends committee meetings,
 - reviews committee annual plan and budget with the committee chair,
 - provides advice to and reviews committee responsibilities with committee chairs,
 - ensures established goals of these committees are met,
 - ensures committee compliance with established Board policies,
 - reports committee progress to the Board at each meeting,
 - ensures committee meeting minutes/summaries are submitted to Secretary/Treasurer, and
 - coordinates, as necessary, between the Board and the committee.
8. Sets agenda and notifies other Board members of Association Board meetings at least five days in advance of meetings. Each agenda should include a brief update from each Board member regarding their liaison committees.
9. Presides at Association Board meetings, presides at the Association's Annual Meeting and other meetings of the Association.
10. Serves as a member of the VA AWWA/VWEA Joint Task Force to guide the collaborative efforts between VA AWWA and VWEA. Reports periodically to the Board on the progress and initiatives being recommended and/or implemented.
11. Promotes membership and involvement in the Association.
12. Coordinates with Board of Directors to assure that VWEA is represented at the WEF Annual MA Exchange Meeting and Leadership Training.
13. Attends WEF Annual MA Exchange Meeting and WEFTEC conference.



14. Convenes Board Retreat (as needed) with assistance from Strategic Planning Committee as necessary to review VWEA performance and conduct strategic planning.

Qualifications:

Active, Honorary, Life, PWO, or corporate member of the VWEA in good standing.

Term of Office

One Year - President automatically advances from President Elect position held previous year.

Committee Liaison

Joint Annual Meeting Committee
Manufacturers & Reps
Membership
Public and Government Affairs



PRESIDENT-ELECT

Duties

1. Reports to the President.
2. Assumes office of President in case of illness or absence or at any time President so delegates.
3. Develops committees and prepares organizational chart showing Board Liaison and committee appointments.
4. Assists President as requested in formation of goals for the Association and its committees.
5. Assists President as requested in supervising the affairs of the Association.
6. Provides input to policy decisions of the Association.
7. Serves as voting member of the Board.
8. As committee liaison:
 - participates in committee organizational meeting and attends committee meetings,
 - reviews committee annual plan and budget with the committee chair,
 - provides advice to and reviews committee responsibilities with committee chairs,
 - ensures established goals of these committees are met,
 - ensures committee compliance with established Board policies,
 - reports committee progress to the Board at each meeting,
 - ensures committee meeting minutes/summaries are submitted to Secretary/Treasurer, and
 - coordinates, as necessary, between President, Board and committees.
9. Promotes membership and involvement in the Association.
10. Updates and distributes Organizational Manual on an annual basis.
11. Serves as a member of the VA AWWA/VWEA Liaison Task Force to guide the collaborative efforts between VA AWWA and VWEA. Reports periodically to the Board on the progress and initiatives being recommended and/or implemented.
12. Attends WEF Annual MA Exchange Meeting and WEFTEC Conference.
13. Conducts a Leadership Training for incoming committee chairs and vice-chairs after election at JAM. The Leadership Training meeting includes instruction on Chair responsibilities, Board policies, annual committee planning and budget, and duties of Association Manager and Board Liaisons.



Qualifications

Active, Honorary, Life, PWO, or corporate member of the VWEA in good standing.

Term of Office

One Year - Elected at Annual Meeting.

Committee Liaison

Industrial Waste and Pretreatment
Water for People
Work for Water (SJWP)

Stormwater
Water Reach



VICE PRESIDENT

Duties

1. Reports to President and in his/her absence to President Elect.
2. Assumes office of President Elect in case of illness or absence of the President Elect. In the absence or illness of both the President and President Elect assumes one or both of these offices.
3. Assists President as requested in formation of goals for the Association and its committees.
4. Assists President as requested in supervising the affairs of the Association.
5. Provides input to policy decisions of the Association.
6. Serves as voting member of the Board.
7. As committee liaison:
 - participates in committee organizational meeting and attends committee meetings,
 - reviews committee annual plan and budget with the committee chair,
 - provides advice to and reviews committee responsibilities with committee chairs,
 - ensures established goals of these committees are met,
 - ensures committee compliance with established Board policies,
 - reports committee progress to the Board at each meeting,
 - ensures committee meeting minutes/summaries are submitted to Secretary/Treasurer, and
 - coordinates, as necessary, between President, Board and committees.
8. Begins preparing goals for their year as President and for the following year's annual meeting.
9. Promotes membership and involvement in the Association.
10. Attends WEF Annual Volunteer Leadership Conference and WEF Annual MA Exchange meeting.



Qualifications

Active, Honorary, Life, PWO, or corporate member of the VWEA in good standing.

Term of Office

One Year - Elected at Annual Meeting

Committee Liaison

Education Committee
Utilities Management

Sustainable Utilities
Water Reuse



SECRETARY/TREASURER

Duties

1. Reports to the President and in his/her absence to President Elect.
2. Serves as financial officer, administrative officer and registered agent for the Association. Signs all contracts entered into by the Association.
3. Drafts changes in the Association's Bylaws at the direction of the Board and in accordance with WEF requirements and/or recommendations.
4. Ensures the maintenance of minutes and documents of the Association.
5. Manages the VWEA "*Executive Director Contractor*" paid staff position, which provides direct support to the Secretary/Treasurer and Association in accordance with the scope of work outlined in the Administrative Support Services Contract.
6. Provides yearly evaluations of the Executive Director and renegotiates contract on a triennial basis.
7. Prepares task orders for special or additional assignments given to the Executive Director. All task orders must be pre-approved by the Board and in accordance with the contractual obligations.
8. Receives and accounts for all income and expenditures of the Association and presents an annual financial report at the Association's Annual Meeting.
9. Assists President and Executive Director as necessary in formation of budgets and financial plans for the Association.
10. Disburses Association funds on a day-to-day basis as approved by Board policy, Association Bylaws or by committee chairs for Board approved expenditures.
11. Invests Association funds as approved by the Board.
12. Ensures established reserve funds are maintained, unless otherwise approved by the Board.
13. Prepares IRS Tax Forms.
14. Assists President as necessary in coordinating the affairs of the Association.
15. Provides input to policy decisions of the Association.



16. Serves as voting member of the Board.
17. Performs other duties as assigned by the Board of Directors.
18. Promotes membership and involvement in the Association.
19. Attends WEF Annual MA Exchange Meeting and WEFTEC Conference.
20. Serves as a member of the VA AWWA/VWEA Liaison Task Force to guide the collaborative efforts between VA AWWA and VWEA. Reports periodically to the Board on the progress and initiatives being recommended and/or implemented.

Qualifications

Active, Honorary, Life, PWO, or corporate member of the VWEA in good standing.

Term of Office

3 Years - Elected at Annual Meeting. May succeed self.

Liaison

Executive Director



PAST PRESIDENT

Duties

1. Provides input to policy decisions of the Association.
2. Assists President as requested in formulating or evaluating the goals of VWEA.
3. Serves as voting member of the Board.
4. As committee liaison:
 - participates in committee organizational meeting and attends committee meetings,
 - reviews committee annual plan and budget with the committee chair,
 - provides advice to and reviews committee responsibilities with committee chairs,
 - ensures established goals of these committees are met,
 - ensures committee compliance with established Board policies,
 - reports committee progress to the Board at each meeting,
 - ensures committee meeting minutes/summaries are submitted to Secretary/Treasurer, and
 - coordinates, as necessary between President, Board and these committees.
5. Serves as designated chair of the Nominating Committee.
6. Promotes membership and involvement in the Association.
7. Serves as host for Golden Rodents Annual Breakfast. As host, sends out invitations to the breakfast at least 30 days in advance. Presents the current President of the Association with the Golden Rodents Pin.

Qualifications

Immediate Past President of Virginia Association.

Term of Office

One Year

Committee Liaison

Strategic Planning
Award
Nominating

Lab Practices
5-S



FEDERATION DELEGATE

Duties

1. Represents the Association to the House of Delegates of the WEF.
2. Advises Association Board on WEF issues. Reports to Board at regularly scheduled Board meetings.
3. Provides input to policy decisions of the Association.
4. Assists the President as requested in formulating and evaluating the goals of the Association. Also, senior Delegate assists President with hosting WEF representative at the Annual Meeting.
5. Serves as voting member of the Board.
6. Serves as host to WEF officers present at Association functions.
7. Submits quarterly reports on WEF activities to membership via *The Conduit*.
8. Promotes membership and involvement in the Association.
9. Attends WEF MA Exchange Meeting and WEFTEC.

Qualifications

Active, Honorary, Life, or corporate member of the VWEA in good standing.

Term of Office

Three years as determined by the dates of the WEF Annual Conference. Elected at Association Annual Meeting may not succeed self if term has been more than two years.



PROFESSIONAL WASTEWATER OPERATIONS (PWO) REPRESENTATIVE

Duties

1. Represents the PWO Members in Virginia.
2. Provides input to policy decisions of the Association.
3. Assists the President as requested in the formulation of the goals of VWEA.
4. Serves as voting member of the Board.
5. As committee liaison:
 - participates in committee organizational meeting and attends committee meetings,
 - reviews committee annual plan and budget with the committee chair,
 - provides advice to and reviews committee responsibilities with committee chairs,
 - ensures established goals of these committees are met,
 - ensures committee compliance with established Board policies,
 - reports committee progress to the Board at each meeting,
 - ensures committee meeting minutes/summaries are submitted to Secretary/Treasurer, and
 - coordinates, as necessary, between President, Board and committees.
6. Promotes membership and involvement in the Association.
7. Attends WEF Member Association Exchange Meeting.

Qualifications

PWO member in good standing of the VWEA.

Term of Office

Three Years.

Committee Liaison

Safety and Security
Operations/Ops Challenge

Collections Systems
WARN



ASSOCIATION REPRESENTATIVE

The Association Board Representative shall advise the Board on enhancing membership value, communications, and information technology.

Duties

1. Represents the Young Professional Members in Virginia.
2. Provides input to policy decisions of the Association.
3. Assists the President as requested in the formulation of the goals of VWEA.
4. Serves as voting member of the Board.
5. As committee liaison:
 - participates in committee organizational meeting and attends committee meetings,
 - reviews committee annual plan and budget with the committee chair,
 - provides advice to and reviews committee responsibilities with committee chairs,
 - ensures established goals of these committees are met,
 - ensures committee compliance with established Board policies,
 - reports committee progress to the Board at each meeting,
 - ensures committee meeting minutes/summaries are submitted to Secretary/Treasurer, and
 - coordinates, as necessary, between President, Board and committees.
6. Promotes membership and involvement in the Association.
7. Attends WEF Member Association Exchange Meeting.

Qualifications

Active, Honorary, Life, or corporate member of the VWEA in good standing

Term of Office

Three years

Committee Liaison



Communications
Continuing Education & Development
CVRAC
SWVRAC

Information Technology
NVRAC
EVRAC



YOUNG PROFESSIONAL REPRESENTATIVE (YP)

Duties

1. Represents the Young Professional Members in Virginia
2. Provides input to policy decisions of the Association.
3. Assists the President as requested in the formulation of the goals of VWEA.
4. Serves as voting member of the Board.
5. As committee liaison:
 - participates in committee organizational meeting and attends committee meetings,
 - reviews committee annual plan and budget with the committee chair,
 - provides advice to and reviews committee responsibilities with committee chairs,
 - ensures established goals of these committees are met,
 - ensures committee compliance with established Board policies,
 - reports committee progress to the Board at each meeting,
 - ensures committee meeting minutes/summaries are submitted to Secretary/Treasurer, and
 - coordinates, as necessary, between President, Board and committees.
6. Promotes membership and involvement in the Association.
7. Attends WEF Member Association Exchange Meeting.

Qualifications

Young Professional member in good standing of the VWEA.

Term of Office

One Year. May serve for a maximum of three years.

Committee Liaison

Young Professional
Scholarships

Student Activities