



CALIFORNIA WATER ENVIRONMENT ASSOCIATION



PRESIDENT'S RESPONSIBILITIES

1. Presides over dinner and Board meetings. Explain the Kirt Brooks Scholarship Fund and Program.
2. Makes committee chair appointments (as per Constitution & Bylaws and subject to approval of the Board).
3. Serves as one of the two delegates from the Section to the Southern Regional Committee of the CWEA. Prepares a report for the next SARBS Board meeting. Appoints 2nd delegate and alternate.
4. Creates monthly agenda and ensures it is sent to all Board members and committee chairs at least two weeks before the Board meeting. Keeps track of all special items to include on particular month's agenda.
5. Selects a monthly Board meeting host and creates a "Meeting Announcement" for Board members which states the place, time, directions and RSVP contact for meeting. Ensures the host has made arrangements for lunch and the Treasurer will provide payment.
6. Prepares Section news articles (preferably with photos) for the CWEA BULLETIN. Deadlines are February 1, May 1, August 1, and November 1. May also provide *President's Message* for the "Clarifier" by the 15th of the previous month.
7. Establish direction for the Section. Provides general supervision for the Board officers.
8. Coordinate and cooperate with other sections and CWEA as appropriate. Ensures all required reporting documents are sent to CWEA in a timely fashion.
9. Invites CWEA President to the Award Banquet and to the Installation of Officers. Include a flyer and program (if available). Also invites Association Executive Director (Lindsay Roberts). Typically, local section pays for the CWEA President and Executive Director's accommodations.
10. Make hotel accommodation arrangements for Awards Banquet and other events if needed. Provide information to VP to be included on the flyers.
11. Proofread "Clarifier". Review web page information and provide updates to webmaster. Keeps up events database
12. Review LS/Com from CWEA.
13. Updates Handbook by March 1st for incoming Board.



**CALIFORNIA
WATER ENVIRONMENT ASSOCIATION**



PRESIDENT-ELECT'S RESPONSIBILITIES

1. Preside over meetings.
2. Assist in the performance of the President's duties and act in the absence of the President.
3. In the event of a vacancy in the office of President, the President-Elect will assume the duties and title of that office for the remainder of that term.
4. Act as a representative to the Southern Regional Committee in the absence of the President.
5. Write new policies and distribute to all handbook holders.
6. Assist the Vice President with Program Responsibilities as requested.
7. Budget and Budget review.
8. Coordinate conferences that are assigned to the Section.



CALIFORNIA WATER ENVIRONMENT ASSOCIATION



VICE PRESIDENT RESPONSIBILITIES

MONTHLY BOARD MEETING

1. Presides over Board and general meetings in the absence of the President and the President-Elect (see President's responsibilities).
2. As the Section Program Chair, shall update the Board members on coordination activities for the dinner and special event meetings. Generates an updated Meeting and Training Schedule for distribution at the Board meeting.

PROGRAM CHAIR

1. Coordinate with the Los Angeles Basin (Fall) and San Diego (May) Sections for the joint meetings.
2. Solicit corporate donations for the dinner and special event meetings (example letters attached).
3. Provide to the "Clarifier" editor a list of corporate or member contributors for each dinner or special event meeting.

Dinner Meeting Arrangements

- a. Reserve meeting location.
- b. Select menu.
- c. Develop entrée cost (with assistance from President). Non-reservation fee will be at least \$3.00 greater than pre-registration fee. Remember to add sales tax, service charge, PDC Subsidy (when applicable) and cost of speaker's meals/accommodations (if any) when calculating the cost of dinner. Refer to FP-106 and FP-109 for dinner meeting subsidy. Keep in mind even dollar costs in \$5.00 increments facilitate registration (\$20.00, \$25.00).
- d. Sign contract.
- e. Arrange for deposit with Treasurer.
- f. Arrange for speaker.
- g. Arrange for audio-visual equipment (if necessary).
- h. Arrange for entertainment (if applicable).
- i. Arrange for tours (if applicable).
- j. Generate flier (example attached). Must be to "Clarifier" editor by the 15th of the previous month. Ideally, flyers should run in 2 issues prior to the event. If flyer is not available 2 months in advance, provide available information in announcement form (e.g. date, location, speaker). Be sure to include "no-show" disclaimer.



CALIFORNIA WATER ENVIRONMENT ASSOCIATION



Dinner Meeting Arrangements (continued)

- k. Provide a contact for member reservations. The contact will prepare the Registration List alphabetically; best if last name for each couple and NOT a group number per agency, to reduce confusion at check-in table. Make sure contact has copy of flyer and is aware of choice of meal, if more than one selection. Bring list to dinner meeting and make sure Treasurer has a copy.
- l. Notify restaurant/facility with number of meals required; make sure there are allowances for "At-the-door" attendees. If no on-site meals provided, put information on the flyer.
- m. Ensure door prizes and door prize tickets will be at meeting (at least 5 prizes, if possible). Every attendee gets one door prize ticket (equal chance at winning.)
- n. Ensure Registration/Check-In table is staffed and Treasurer brings cash box.
- o. Ensure other details are covered, such as Corporate Recognition Sign, Flyer & Materials Display, Name Badges/Tags, P.A. system, Banner, and other items for display/presentation.

Awards Banquet Arrangements

- a. The Awards Banquet is to be a pre-paid event. Review contract and establish Pre-registration payment deadline, including time for mail delays (4-5 days) and check deposits to be available (2-3 business days, check with Treasurer on bank requirements.)
- b. Check with President about Hotel accommodations (if any) to put information on the flyer for other attendees. Double check other details to include on flyer, such as parking fees.
- c. Provide an article for publication in the August "Clarifier" informing the membership that the Banquet is coming, and will require pre-registration and pre-payment. Notify agencies paying for attendees about pre-registration and pre-payment requirements to get monies by deadline.
- d. Provide flier and registration form for Banquet in September and October issues of the "Clarifier".
- e. See "Dinner Meeting Responsibilities" for additional information. Double check on all details to be covered by other Board members, such as Award plaques and certificates, decorations, Scholarship "Check", and other displays/presentations.

Special Event Arrangements

- a. Solicit a Committee Chair for each event (Baseball/Hockey Game & Tailgate Meeting, Gimmicks & Gadgets, Picnic.)



**CALIFORNIA
WATER ENVIRONMENT ASSOCIATION**



- b. Ensure that each Committee Chair accomplishes the following:
- i. Sets up a committee as needed.
 - ii. Selects location (if applicable).
 - iii. Develops a flier with similar information as dinner flier. Advertise in at least two issues of the "Clarifier" prior to the event.
 - iv. Selects menu.
 - v. Develops all costs (entrée, menu, and door prize tickets.)
 - vi. Submits pre-budget to Board members.
 - vii. Provides a contact for member reservations.
 - viii. Notifies restaurant/facility with number of meals required. Makes sure there are allowances for "At-the-door" attendees; if none, put information on the flyer.
 - ix. Ensures door prizes are purchased.
 - x. Ensures all supplies are purchased or available (includes audio-visual equipment, P.A. system, banner, cash box, door prize tickets, Corporate Recognition Sign, and name badges).
 - xi. Generates a financial re-cap of the event to be submitted at the following Board meeting and updates the Board until all financial transactions are completed.
 - xii. Notifies the Board before the event on the intention of handling excess food, drinks, or other materials. Excess materials subject to spoiling can be used as door prizes, can be given to committee members and other helpers, or can be sold in packages. Excess materials, which can be safely stored, will be secured for future SARBS-related activities.



**CALIFORNIA
WATER ENVIRONMENT ASSOCIATION**



SECRETARY'S RESPONSIBILITIES

1. Takes minutes at each Board meeting and provides to President within two weeks for review and inclusion in Board agenda packet. (See attached information.) Receives minutes and reports from committees to be included in the Board agenda packet. Ensures that the CWEA Executive Director receives Board Meeting Agendas, Minutes, "Clarifier" issues, and other correspondence from the Section on SARBS letterhead.
2. Oversees the responsibilities of the Membership Chair and assists with:
 - a. Verifies with CWEA, which SARBS members are CWEA members and which are not. This is for election privileges, award nominations, etc.
 - b. Coordinates the Membership Drive (September to December) by placing announcements in the "Clarifier" and arranging the appropriate award(s).
 - c. Prepare letters to agencies to encourage renewals and new memberships.
 - d. Notifies Membership Chair of Life Members who are not to receive renewal notices or yellow labels.
 - e. Provides blank labels to Membership Chair for printing newsletter labels.
3. Updates complimentary list of SARBS members at the beginning of each calendar year. These names generally are the newsletter editors or secretaries of each local section, as well as the CWEA President and Executive Director.
4. Distributes correspondence at the Board meetings. Maintains the Handbook and keeps track of all historical information.
5. Stocks stationary (letterhead and envelopes). Provides prepared renewal envelopes to the "Clarifier" Editor by **August 15th** for the September issue {Get 100 over the number of members at the time of the order.}
6. Provides to the CWEA an updated roster of all new officers and committee chairs (including addresses and phone numbers) by **February 1st**. This information will be included in the April issue of the BULLETIN and goes out to all local sections.
7. Assists Treasurer at the registration table at all monthly meetings with door prize tickets and new memberships. Coordinates with Info. Czar to maintain the SARBS Calendar of Events for publication. Works with Past President to create ballots for election of officers and for revisions to the Constitution and Bylaws.



TREASURER'S RESPONSIBILITIES

1. Attends monthly Board Meetings and performs the following functions:
 - a. Submit monthly Treasurer's Report, consisting of Revenue and Expenses (consistent with CWEA Financial Report), and the Ending Checkbook Balance for the previous month.
 - b. Ensures submittal of Preliminary and Final Reports of all activities, and Final Reports of dinner meetings.
 - c. Bring checkbook to pay on invoices or receipts submitted at the meeting as well as for lunch after the meeting. {All check require two (2) signatures.}
 - d. Collect money received from Membership Chair.
2. Attends dinner meetings and other SARBS-sponsored activities and performs the following functions:
 - a. Bring cash box and receipt book for dinner payments at the door.
 - b. Manage the Registration Table. Have Reservation List and fill in "At-the-door" attendees as well as the type of payment for each meal. (Note persons who do not show up—for invoicing.) Bring SARBS pins, if any, to sell.
 - c. Bring checkbook to pay restaurant for dinner meeting. Make all payments by check and record check number on receipts or invoice for easy reference.
 - d. Bring tickets for dinners (if choice of menu) and door prize drawing. If tickets provided for dinners, advise waiter/waitress that they will need to pick up dinner tickets when serving dinner, as we will pay for as many tickets as they pick up. Door prize tickets are not sold; every attendee receives one ticket for equal opportunity in the drawing. Bring fish bowl for door prize ticket drawing.
 - e. Keep track of the Kirt Brooks Scholarship and inform the President for announcing the amount.
3. Deposits money received and maintains receipts of deposits. Prepares Check Request Form for Board members to use. Provides checks (with two signatures) or obtains cashier's check to make payments as needed.
4. Enters checks written and deposits made onto the checkbook ledger. Calculates the running balance. Notifies CWEA of all checks written for over \$5,000.
5. Receives and verifies bank statements comparing them to the checkbook ledger. Makes copy of statement and checkbook ledger to be sent with monthly CWEA Report(s).



**CALIFORNIA
WATER ENVIRONMENT ASSOCIATION**



6. Prepares invoices for dinner meeting “no-shows” and other agency dinner attendees. At the end of the year, checks with the agency contact to verify invoicing for next year. Due to the Banquet is a prepaid event—prepares invoice(s) for agencies to pre-pay and sends invoice along with Banquet flyer when it is available.
7. Prepare monthly Treasurer’s Report for SARBS Board Meeting and for CWEA. Gets monthly information from PDC Treasurer to send with Section report. Sends monthly reports by the **15th of the following month**. Prepares year-end Report for Fiscal Year and sends it to CWEA by **July 15th**. [See checklist and forms.]
8. The program “Quickbooks” has been provided for recording all transactions. (Program provided by CGvL Engineers). Reports to the Board, Invoices and Purchase Orders can be generated. Outgoing Treasurer provides training and software to Incoming Treasurer.
9. Receives cancelled checks and deposit slips from Bank. Gets signature card and secures signatures of selected Board officers and the CWEA Executive Director for transferring Bank reference to the Incoming Treasurer.
10. Follows all required CWEA reporting procedures. Notifies the Board whenever changes or problems occur. CWEA TAX I.D. # 95-2368216



**CALIFORNIA
WATER ENVIRONMENT ASSOCIATION**



2nd YEAR DIRECTOR'S RESPONSIBILITIES

1. Responsible for name badges:
 - a. Distribute and collect name badges at all monthly meetings.
 - b. Coordinates requests for new name badges with membership chair and confirms spelling and company name. Has them ready by next meeting.
 - c. Keeps a current inventory of the name badges.
2. Promotes WEF and CWEA. Oversees the Display of Flyers and the Flyer Distribution to agencies. Helps collect information for the Board and the "Clarifier".
3. Attends CWEA Membership committee meeting at the Annual Conference and other meetings if held throughout the year at nearby locations. Assists the Membership Chair.
4. Prepares Brochure, Membership Application, and reviews the WEB page, as needed.



**CALIFORNIA
WATER ENVIRONMENT ASSOCIATION**



DIRECTOR'S RESPONSIBILITIES

1. Attend Executive Board Meetings.
2. Bring the P.A. system and banner as directed. Help with audio-visual equipment.
3. Provide suggestions, opinions and guidance as appropriate or requested. Solicit membership as requested for feedback.
4. Attend special meetings as requested by the President.
5. Undertake special activities or projects as appropriate.
6. Encourage more Operations, Maintenance, Collections, Laboratory, Electrical/Instrumentation and Industrial Waste personnel participation. Assist committee chairs in recruiting committee members in those vocations.
7. Promote SARBS activities (awards, dinner meetings, volunteering, location searches, etc.)



**CALIFORNIA
WATER ENVIRONMENT ASSOCIATION**



CORPORATE DIRECTOR'S RESPONSIBILITIES

1. Receives Corporate non-renewal list from Membership Chair around December and contacts each Corporate member personally. If having difficulty contacting a Corporate member, discuss with the Board first if their business card should be dropped. Corporate members are usually worth carrying a few extra months until absolutely verifying that they no longer want to be Corporate status.
2. Receives Corporate membership update from the Membership Chair and verifies each month that a business card is in the newsletter for every Corporate member. Calls and requests cards, if necessary. Work with Editor of "Clarifier".
3. Assists Vice President in soliciting donations for door prizes and sponsorships.
4. Coordinates the "Corporate Introductions" at the dinner meetings. Selects a few Corporate members to speak to the attendees and times them (about 2 minutes.)
5. Oversees the Corporate "advertisements." Ensures payment is made to the Treasurer and the Board reviews the ad.
6. Acts as liaison from the corporate members to the Board. Also, attends the CWEA Manufacturers Committee meeting at the Annual Conference or other meetings if held throughout the year at nearby locations.



CALIFORNIA WATER ENVIRONMENT ASSOCIATION



PAST PRESIDENT'S RESPONSIBILITIES

1. Will be the Awards Chairperson. See separate Awards Chair Handbook.
2. Gives guidance, direction and scheduling to these:
 - a. Current President
 - b. Local Section Award Chairs: Plant of the Year, Operator of the Year, Laboratory Person of the Year, Maintenance Person of the Year, Electrical/Instrumentation Technician of the Year, Industrial and Hazardous Waste Person of the Year, Collection System Person of the Year, Supervisor of the Year, Engineering Achievement, Research Achievement, Public Education, Safety, and Collection System of the Year
 - c. Awards Committee Secretary
 - d. Committee Chairs
3. Provide summary of SARBS awards to Editor for publishing in July newsletter. Provides summary of WEF & CWEA Awards to Editor for publishing in October newsletter.
4. Coordinates with CWEA Awards Committee Chair regarding deadlines for nominations. Reviews applications for WEF and CWEA awards to be submitted from the Section.
5. Makes all arrangements for plaques including President's outgoing plaque. These plaques should be ordered in writing (to ensure correct spelling) to CWEA Executive Director. Makes all arrangements for certificates for ALL nominees in each category. Responsible for creating a "PROGRAM" for the Installation and Awards Banquet. Needs to work with President on deciding the schedule for evening and sequencing of presentations. Works with Vice President to obtain list of Corporate sponsors to be listed on the PROGRAM. Proof Program extremely carefully. Accuracy of spelling names/companies is a must.
6. Chairs the Nomination Committee. Contacts two (2) previous Presidents to create a slate of officers for presentation at the October Section meeting. Slate should also go to editor for publication in the October newsletter along with a voting announcement. Works with Secretary to create ballots for November voting of officers.



**CALIFORNIA
WATER ENVIRONMENT ASSOCIATION**



INFO. CZAR'S RESPONSIBILITIES

Responsibilities include but are not limited to:

1. Coordinates monthly, with Editor on what will be needed for the upcoming issue of the "Clarifier" and what has been submitted.
2. Makes necessary contact with appropriate individuals to obtain needed materials, articles, flyers, announcements etc.



MEMBERSHIP CHAIR'S RESPONSIBILITIES

1. Receives and processes membership applications.
2. Maintains current roster and periodically provides the list to the Board.
3. Provides mailing labels for the "Clarifier" Editor.
4. Keeps a record of all "renewals" for eventual production of non-renewal list, renewal notices and yellow labels. Coordinates with 2nd Year Director as needed.
5. Help Secretary with Membership Drive:
 - a. Provides name and address for the production of renewal envelopes and the membership application to go in the "Clarifier."
 - b. Includes renewal notice in the September, October, and November issues of the "Clarifier".
 - c. Publishes non-renewal list for Board members to actively recruit. Distributes at November and December Board meetings.
 - d. Provide non-renewal list to Secretary in December for sending reminder notices to larger agencies.
 - e. Provide labels of non-renewed Corporate members to the Corporate Director to send individual reminder letters.
 - f. Drop all non-renewed regular members as of the end of January. Drops non-renewed Corporate members after the Corporate Director has contacted each member by mail and by phone (usually by end of February).
6. Includes Life members into the roster and mailing list. Never send them a notice regarding payment of dues.
7. Sends any money received to the Treasurer for deposit. Note cash or check number on application for back-up support.
8. Verifies business card is enclosed with corporate membership applications and forwards them to the Newsletter Printing/Mailing Chair. If no business cards, contacts the person and requests one. If no business card arrives, gives the name and contact information to the Corporate Director for follow-up.



**CALIFORNIA
WATER ENVIRONMENT ASSOCIATION**



EDITOR'S RESPONSIBILITIES

1. Editor gathers materials to be printed in "Clarifier". Editor may have to edit articles or prioritize selection of articles in order to meet newsletter postage or weight constraints.
2. Editor to "edit" all articles to prevent offense to the SARBS membership. The following should be excluded:
 - a. foul language
 - b. religious disparagement
 - c. personal disparagement
 - d. personal opinions
 - e. political references
3. Work with the "Info Czar" to make sure that all fliers, articles, TCP information, etc. are submitted in a timely manner. (Also, see attached "Clarifier" Calendar).
4. Collect labels and corporate business cards from Membership Chair. Collect postage from Treasurer.
5. Work with printer to provide most fiscally responsible monthly newsletter. Quotes from printers should include folding, stapling, quality of paper to be used.
6. Provide a monthly written report of postage and printing costs of the previous month's edition of the "Clarifier".
7. Keep each issue of the "Clarifier" under 1oz. unless prior approval by the SARBS President is received.
8. Send newsletter original to printing/mailing chair