

WHEREAS, the Northeast Section of the Ohio Water Environment Association (NESOWEA) is a section of the Ohio Water Environment Association (OWEA) which is a 501(c)(3) Organization and a Member Association (MA) of the Water Environment Federation (WEF); and

WHEREAS, NESOWEA relies upon accurate policies and procedures to help govern the organizations and maintain consistency in responses to questions, inquiries and practices; and

WHEREAS, Policies and Procedures (P&P) shall be considered living documents subject to revision based on experience and the changing environment of NESOWEA, OWEA and WEF and for which NESOWEA wishes they be maintained in an accurate and up to date manner.

WHEREAS, NESOWEA relies on a dedicated and passionate Executive Committee (EC) to manage and lead the organization, who perform their services as a volunteer committee, and

WHEREAS, the duties of each position on the EC are necessary to define in order to manage the organization effectively.

THEREFORE, NESOWEA has adopted the following policy and procedure:

POLICY AND PROCEDURE

1st Year Executive Committee Member

- Coordinates 50/50 Raffle with assistance of other EC members.
- Collect lunch tickets at all section events.
- Assist with event registration/name tags/new member registration as needed.
- Learn, observe, and ask about section and state level activities and responsibilities.
- Serve as liaison for assigned section committee(s).
- Assist with setup of laptop and projector for section events and coordinate presentation files for speakers.
- Responsible for storage, transport, and setup of sound system.
- Fulfill duties of the 2nd Year EC Member in their absence.
- Maintain and update SharePoint on web site.
- Ensure section required Buckeye Bulletin Articles (Watershed and Plant Profile) are submitted on time.

2nd Year Executive Committee Member

- Takes the lead on event registration/name tags/new member registration/meal tickets with assistance of other EC members.
- Serve as liaison for assigned section committee(s).
- Fulfill duties of the 3rd Year EC Member in their absence.
- Provide event registration lists for use at the registration tables.
- Provide attendance counts to the VP in advance of the event for coordination with the caterer.
- Coordinate online registration for the web site.
- Post event notifications on the web site.

3rd Year Executive Committee Member

- Coordinates pictures at all NESOWEA events with the NESOWEA camera.
- Get pictures to NESOWEA Website and any others requesting them.
- Serve as liaison for assigned section committee(s).
- Fulfill duties of the Secretary in their absence.
- Place and collect signs as needed at section events.
- Coordinate timely approval of all contact hour courses (Form A) for NESOWEA events including those sponsored by individual committees such as laboratory, collection system, and watershed.
- Provide copies of the approved courses, titles, and numbers at section events.
- Provide contact hour forms for events.
- Coordinate and maintain NESOWEA Website.
- Coordinate presentations for section meetings.
- Responsible for the box of condiments and projector screens.
- Update meeting scroll.

Secretary

- Take notes for all section and Executive Committee meetings.
- Support the EC meeting agendas by ensuring that discussions are addressed one topic at a time.
- Post typed notes of meetings for the EC to review and edit as needed.
- Serve as a liaison for assigned section committee(s).
- Fulfill duties of the Vice President in his/her absence.
- Manage shirt and hat inventory.

Treasurer

- Fulfill all financial-related responsibilities of the section.
- Provide financial statements and treasurer reports to the EC at each EC meeting and the official Treasurer's Report to the section at the Annual Business Meeting.
- Make recommendations to the EC regarding financial options.
- Set up laptop and projector for section events.
- Provide cash, receipts and pens for section events.
- Generate and provide SMECCo Board at section events.
- Store contact hour forms after the events.
- Contact donors for SMECCo.

Vice President

- Schedule all section events in coordination with the EC.
- Ensure an appropriate host site for the plant-site section meetings.
- Research the best lunch sites/caterers for each section meeting.
- Meet with the plant superintendent hosting section meetings approximately 2.5 months in advance of the event. Visit potential lunch sites and caterers on the same day if possible.
- Coordinate EC meeting dates and section meeting locations at least 7 weeks in advance of the event.
- Coordinate the course agendas for all section meetings except the Industrial Waste Seminar.
- Make a recommendation on a menu for the EC to approve for each section event.

- Order and arrange for pickup of all section and state-level award plaques to be given at the section Annual Business Meeting.
- Coordinate the communication and attendance of all award recipients at the section Annual Business Meeting.
- Serve as a liaison for assigned section committee(s).
- Fulfill duties of the President in his/her absence.
- Coordinate staffing of events for registration, new member registration, and name tags. Will solicit help from Committee Chairs and volunteers as needed.
- Works toward securing industrial site visits if possible.
- Generate appreciation certificates for all speakers at section events.
- Coordinate food (breakfast, lunch and break) and associated supplies for all section events.
- Moderate at all section events.

President

- Facilitate selection of and initial communication with section Committee Chairpersons.
- Provide an agenda for the section Executive Committee meetings.
- Preside over section Executive Committee meetings.
- Open section meetings and introduce the moderator for the event.
- Vote in EC meetings in the event of a tie.
- Preside over the Annual Business Meeting in May.
- Provide communications and resources to ensure the rest of the EC is able to fulfill individual responsibilities.
- Is ultimately responsible for section membership needs being reasonable met through the work of the Executive Committee and section committees.

State Delegate

- Represent the section at State EC and Committee Meetings
- Report back to the Section EC what is happening at the state level and solicit section EC feedback
- Assist with 50/50 ticket sales as needed
- Assist with registration duties as needed
- Provide a State Representative Report for each of the Sparkling Waters publications

Past President

- Serve as the Chair of the Past President's Committee
- Serve as a consultant resource to the President and the rest of the Executive Committee
- Assist the President in notifying the other Past Presidents about the Christmas Lunch gathering
- Review Executive Committee nominations for propriety and preside over elections and chair advancement at the section's annual business meeting