



Ohio Section

American Water Works Association

HANDBOOK

Approved: 7/25/2021

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Introduction

This document, known as the Handbook, is a compilation of the current policies and procedures of the Ohio Section AWWA (OAWWA). The Handbook has been prepared to assist OAWWA Board members, Committee/Council/District chairs, Committee/Council members, and District officers in the performance of their respective roles.

The ultimate source of the OAWWA mission and purpose, direction and behavior are the bylaws of the association. The purpose of this document is to provide continuity between termed officers and Committee members. These guidelines have been reviewed and updated according to OAWWA bylaws.

This Handbook can be revised by a majority vote of the Governing Board. The OAWWA Board is to be consulted for explanation or clarification of the contents of the Handbook.

Mission & Vision

Vision

A better world through better water

Mission

Providing solutions to effectively manage the world's most vital resource.

Core Principles

- Protect Public Health
- Safeguard the Environment
- Inspire Innovation
- Advance Diversity and Inclusion
- Share Best Practices
- Strengthen Public Trust

Elevator Speech

The American Water Works Association is an international, nonprofit, scientific and educational society dedicated to providing total water solutions assuring the effective management of water. Founded in 1881, the Association is the largest organization of water supply professionals in the world.

Our membership includes over 4,300 utilities that supply roughly 80 percent of the nation's drinking water and treat almost half of the nation's wastewater.

Policies & Procedures

Conflict of Interest Policy

This conflict of interest policy is designed to help directors, officers, employees and members ("Responsible Persons") of the Ohio Section of the American Water Works Association (the "Section") identify situations that present potential conflicts of interest and to provide the Association with a procedure which, if observed, will allow a transaction to be treated as valid and binding even though a Responsible Person has or may have a conflict of interest with respect to the transaction.

DEFINITIONS

Conflict of interest. For purposes of this policy, the following circumstances shall be deemed to be a Conflict of Interest:

- *Outside interests*
 - A Contract or Transaction between the Section and a Responsible Person or a Family Member of a Responsible Person.
 - A Contract or Transaction between the Section and an entity in which a Responsible Person or a Family Member of a Responsible Person has a material interest in excess of 5% or of which such person is a director, officer, agent, partner, trustee, personal representative, guardian, custodian, or other legal representatives
- *Outside activities*

A Responsible Person or a Family Member of a Responsible Person accepting gifts, entertainment or other favors with a value in excess of \$100 from any individual or entity that:

 - Does or is seeking to do business with the Association or
 - Is seeking to receive a loan or grant, or to secure other financial commitments or benefits from the Association.

Responsible Person is any person who is an officer, director, employee or member of the American Water Works Association, including, when the context requires, a Family Member of any such person.

Family Member is a spouse, domestic partner, parent, child or spouse of a child, brother, sister, or spouse of a brother or sister of a Responsible Person.

Contract or Transaction is any agreement or relationship involving the sale or purchase of goods, services, or rights of any kind, the providing or receipt of a loan or grant, the establishment of any other type of pecuniary or financially meaningful relationship.

PROCEDURES

- Prior to any Board or Committee action on a Contract or Transaction involving a Conflict of Interest, any Responsible Person having a Conflict of Interest who is in attendance at the meeting shall disclose all facts material to the Conflict of Interest. Such disclosure shall be reflected in the minutes of the meeting.
- If an officer or director of the Section is unable to attend a meeting of a Board or Committee at which he or she has reason to believe that the Board will act on a matter in which the officer or director has a Conflict of Interest, then that person shall disclose to the chair of the meeting all facts material to the Conflict of Interest. The chair shall report the disclosure at the meeting and the disclosure shall be reflected in the minutes of the meeting.
- Any Responsible Person who has a Conflict of Interest shall not participate in or be permitted to hear the Board's discussion of the matter except to disclose material facts and to respond to questions. Any Responsible Person who is an officer, director or employee of the Section shall not attempt to exert his or her personal influence with respect to the matter, either at or outside the meeting.
- A Responsible Person who has a Conflict of Interest with respect to a Contract or Transaction that will be voted on at a meeting shall not be counted in determining the presence of quorum for purposes of the vote. The Responsible Person having a Conflict of Interest may not vote on the Contract or Transaction and shall not be present in the meeting room when the vote is taken. Such person's ineligibility to vote shall be reflected in the minutes of the meeting.

- Responsible Persons who are not members of the Governing Board of the Ohio Section of the American Water Works Association shall disclose to the Chair, Secretary-Treasurer or staff of the Section any Conflict of Interest that such Responsible Person has with respect to a Contract or Transaction. Responsible Persons who have a Conflict of Interest with respect to a Contract or Transaction that is not the subject of Board action shall also make the same disclosure. In either case, such disclosure shall be made as soon as practicable as the Responsible Person knows of the Conflict of Interest. Any responsible Person who is an officer, director or employee of the Section shall refrain from any action that may affect the Section’s participation in the Contract or Transaction.
- In the event it is not entirely clear that a Conflict of Interest exists, the Responsible Person with the potential conflict shall disclose, in writing, the circumstances to the Chair, Secretary-Treasurer or staff of the Section, who shall determine whether there exists a Conflict of Interest that is subject to this policy.
- Each Responsible Person shall exercise care not to disclose confidential information acquired in connection with any such Contract or Transaction the disclosure of which might have an adverse effect on the business of the Association. Furthermore, a Responsible Person shall not disclose or use information relating to the business of the Association for the personal profit or advantage of the Responsible Person or a Family Member.

DISSEMINATION AND REVIEW OF POLICY

This policy shall be published on the Section website and otherwise made available to all members of the Section. Each officer, director and employee of the Section shall be required to review a copy of this policy and acknowledge in writing that he or she has done so.

Each officer and director of the Section shall annually complete a disclosure form identifying any relationships, positions, or circumstances in which such Responsible Person is involved that could reasonably be expected to lead to a Conflict of Interest. Such relationships, positions or circumstances include any significant ownership interest (more than 5%) of a business that might provide goods or services to the Section. The Section will treat any such disclosures as confidential information.

The Governing Board shall review this policy annually. Any changes to the policy shall be communicated immediately to all Responsible Persons.

CERTIFICATION FORM

I declare that I have no knowledge, as of the date set forth below, of any relationships, positions, or circumstances in which I am involved that could be deemed a Conflict of Interest under the Conflict of Interest Policy of the Ohio Section of the American Water Works Association as currently in effect except as follows:

I hereby certify that the information set forth above is true and complete to the best of my knowledge. I also certify that I have reviewed, and I agree to abide by, the Ohio Section of the American Water Works Section’s Conflict of Interest Policy, as currently in effect and as it may be amended from time to time.

Signature _____ Date: _____

Name (printed) _____

Whistleblower Policy

The Ohio Section – American Water Works Association, hereinafter OAWWA, Whistleblower Policy: (1) encourages staff and volunteers to come forward with credible information on illegal practices or serious violations of adopted policies of the association; (2) specifies that the association will protect the person from retaliation; and (3) identifies where such information can be reported.

Encouragement of reporting. OAWWA encourages complaints, reports or inquiries about illegal practices or serious violations of the association’s policies, including illegal or improper conduct by the association itself, by its leadership, or by others on its behalf. Appropriate subjects to raise under this policy would include financial improprieties, accounting or audit matters, ethical violations, or other similar illegal or improper practices or policies. Other subjects on which OAWWA has existing complaint mechanisms should be addressed under those mechanisms, such as raising matters of alleged discrimination or harassment via the association’s human resources channels, unless those channels are themselves implicated in the wrongdoing. This policy is not intended to provide a means of appeal from outcomes in those other mechanisms.

Protection from retaliation. OAWWA prohibits retaliation by or on behalf of the association against staff or volunteers for making good faith complaints, reports or inquiries under this policy or for participating in a review or investigation under this policy. This protection extends to those whose allegations are made in good faith but prove to be mistaken. OAWWA reserves the right to discipline persons who make bad faith, knowingly false, or vexatious complaints, reports or inquiries or who otherwise abuse this policy.

OAWWA may take disciplinary action (up to and including termination) against an employee who in management’s assessment has engaged in retaliatory conduct in violation of this policy.

In addition, OAWWA will not, with the intent to retaliate, take any action harmful to any employee who has provided to law enforcement personnel or a court truthful information relating to the commission or possible commission by OAWWA or any of its employees of a violation of any applicable law or regulation.

Where to report. Complaints, reports or inquiries may be made under this policy on a confidential or anonymous basis. They should describe in detail the specific facts demonstrating the basis for the complaints, reports or inquiries. They should be directed to OAWWA’s Chair or Executive Director; if both of those persons are implicated in the complaint, report or inquiry, it should be directed to any officer of the association. OAWWA will conduct a prompt, discreet and objective review or investigation. Staff or volunteers must recognize that the association may be unable to fully evaluate a vague or general complaint, report or inquiry that is made anonymously.

Adopted: 3/6/20

Records Retention Policy

The purpose of this policy is to provide a system for complying with document retention laws, ensure that the organization retains valuable documents, saves money, time and space, protect the organization against all allegations of selective document destruction, and provide for routine destruction of nonbusiness, superfluous, and outdated documents.

Documents that should be retained and the period of retention are listed in Attachment A. In general, documents that are not subject to a retention requirement should be kept only long enough to accomplish the task for which they were generated.

Our organization has a legal duty to retain relevant documents which it knows or believes may be relevant to any legal action. Such documents also include those that could lead to discovery of admissible evidence. Accordingly, all document destruction is automatically suspended when a lawsuit, claim or government investigation is pending, threatened or reasonably foreseeable. In such a case, paper document destruction, as well as electronic destruction must cease immediately. In the case of electronic destruction, the system administrator is responsible for ensuring that any automatic destruction program is disabled and reviewing all electronic systems that contain documents potentially relevant to the litigation or claim.

Attachment A

Records Retention Policy

Permanent Records

- Audit reports of accountants
- Capital stock and bond records
- Cash books
- Charts of accounts
- Checks
- Contracts and leases still in effect
- Correspondence (legal and important matters only)
- Deeds, mortgages and bills of sale
- Depreciation schedules
- Insurance records, current accident reports, claims, policies, etc.
- Financial statements (end-of-year, other months optional)
- General and private ledgers (and end-of-year trial balances)
- Journals
- Minutes of directors and Committees, including by-laws & charter
- Property appraisals by outside appraisers
- Property records, including: costs; depreciation reserves; end of year trials balances; depreciation schedules; blueprints and plans
- Tax returns and worksheets; revenue agents' reports and other documents relating to determination of income tax liability
- Names of benefactors and donors

Seven (7) Year Records

- Accident reports and claims (settled cases)
- Accounts payable ledgers and schedules
- Accounts receivable ledgers and schedules
- Checks (canceled, but see exception below)
- Contracts and leases (expired)
- Expense analyses and expense distribution schedules
- Inventories of products, materials and supplies
- Invoices to members and customers
- Invoices from vendors
- Notes receivable ledgers and schedules
- Option records (expired)
- Payroll records and summaries, including payments to pensioners
- Plant cost ledgers
- Sales records
- Scrap and salvage records (inventories, sales, etc.)
- Stock and bond certificates (canceled)
- Subsidiary ledgers
- Time books
- Voucher register and schedules
- Vouchers for payments to vendors, employees, etc.

Three (3) Year Records

- Correspondence (general)
- Employee personnel records (after termination)
- Employment applications
- Insurance policies (expired)
- Internal audit reports (in some situations, longer retention)
- Periods may be desirable
- Membership applications
- Petty cash vouchers
- Physical inventory tags
- Savings bond registration records of employees
- Scholarship application records

Two (2) Year Records

- Bank reconciliations
- Duplicate deposit slips
- Purchase orders
- Requisitions

One (1) Year Records

- Correspondence (routine) with members, customers, or vendor

Virtual Training Standard Operating Procedures

Roles

OAWWA Staff

- Will file all course information for approval and assignment of contact hour numbers through OEPA's eBiz
- Will coordinate with Districts and Committees to set dates for courses
- Upload attendance for all OAWWA courses through OEPA's eBiz
- Coordinate and document online registration for all OAWWA courses
- Handle all registration questions for courses
- Serve as the liaison between the OEPA and the OAWWA, including Districts and Committees, for any questions related to courses, course approval, and attendance documentation.
- Set up and maintain the chosen platform for virtual learning, currently GoToWebinar
- Coordinate and conduct a practice session with speakers, if necessary
- Monitor attentiveness and contact hour eligibility during the course
- Load and administer polling questions as required
- Provide all attendees who achieved the required attentiveness and polling responses with an electronic certificate of attendance

District/Committee

- Provide courses
- Send all required information for contact hours to office 5 weeks prior to event
- Confirm speaker's ability to present at the chosen time/date
- Provide speaker contact information so OAWWA can coordinate a practice session
- Provide moderator for virtual event

Procedures

General

- If there are no in-person events scheduled for the month, OAWWA can schedule up to two (2) virtual education events with contact hours.
- Virtual events with contact hours should not have more than 3 contact hours per day. Anything beyond 3 contact hours should be scheduled over two days.
- Virtual courses should be at a minimum 45 minutes.
- Virtual courses will be limited to 75 participants
- Cancellation Policy: No refunds given after the registration deadline.
- This process is subject to change based on a decision by the OAWWA Governing Board.

Prior to the Course

- Both the Section and Districts/Committees will work together to decide on a mutually agreeable date.
- Five weeks prior to the course, or earlier, provide to OAWWA all course information, including title, date, time, instructors and their qualifications, agenda and topic information.
- A course fee of \$15 per contact hour for members and \$20 for nonmembers will be established and advertised.
- All registration will be online through the OAWWA website. For Districts, invoicing and processing checks will remain the responsibility of the District Treasurer. For credit card payments and invoicing for Committee training, the OAWWA staff will handle.
- Any speaker changes must be communicated to the OAWWA office as soon as possible.
- OAWWA will work with speakers to conduct a practice session the week prior to the scheduled date of the course.
- OAWWA will email any attendee registered with OAWWA but who failed to register with the virtual platform to explain that registration is necessary for both in order to participate.

- Each attendee must register with a unique email.
- Each attendee must be on their own device. Contact Hours will only be given to the registered attendee who logs in, regardless of how many others view the webinar on that device.

During the Course

- Courses will be conducted and monitored by OAWWA Staff.
- Each attendee must remain “active” during the webinar, meaning having the webinar on their main screen with their cursor on that screen, for a minimum of 90% of the time.
- Each attendee must respond to at least 90% of the polling questions posed during the webinar.

After the Course

- OAWWA staff will review the activity level and poll participation of each attendee. Those meeting the qualifications will receive an electronic certificate.
- Within 10 business days of course these electronic certificates will be sent.
- This data will be uploaded into the EPA’s E-Biz site within 30 days of the course, per OEPA requirements.
- OAWWA will maintain all records and files for virtual courses.

Accounting and Financial Policies

Access to Records. In accordance with federal law, it is the policy of the Ohio Section AWWA to provide copies of the following records of the Section to any person. Copies will be made available within 30 days by mail. Requests must be made in writing.

IRS Form 990 – most recently filed

Not-for-profit tax-exempt status letter from the IRS

Financial statements – balance sheet and income statement for most recent month

Audit. Per the Ohio Section AWWA bylaws, the Finance and Audit Committee shall perform an internal audit of the Section's finances annually, and an external audit shall be conducted at least once every three years or more often, if directed by the Governing Board. The external audit shall be conducted by a qualified financial advisor who is neither an employee of the Section nor a member of the Governing Board. A copy of the audited or reviewed financial Statement shall be provided to the Association. Additionally, an external audit should be conducted at the conclusion of the Treasurer's term.

Bank Reconciliation. The Executive Director will review the bank statements and the Bookkeeper will reconcile the accounts, which shall then be reviewed by the Executive Director. The Executive Director will provide monthly reports to the Treasurer for review. The Treasurer will then provide a financial summary report to the Governing Board at each Board meeting.

Basis of Accounting. The Ohio Section AWWA will use the cash-based method of accounting that recognizes revenues when they are received and expenses when they are paid.

Budget Adjustments & Schedule. The Treasurer and the Executive Director shall establish an annual schedule for budget preparation and approval, budget review, fiscal year audit, training budget estimates, committee budgets, and other appropriate reports. The schedule should be based on the Section fiscal year, January 1-December 31.

September 1: Budget Request forms sent to Committees

October 1: Budget Request forms received from Committees

October: Initial budget prepared by Treasurer and Staff

November: Budget reviewed and approved by Governing Board at the November Board meeting

Once the Governing Board approves the annual budget, budget changes may occur by one of the following methods:

1. The Finance and Audit Committee may approve up to \$2,000 for unbudgeted expenditures (per request). All Finance and Audit Committee approved expenditures will be reported to the Governing Board at the next Governing Board meeting.
2. Expenses equal to or greater than \$2,000 require Governing Board approval.

Cash Management Policy. At a minimum, the Ohio Section AWWA will maintain a checking account in which all deposits will be made and which will be used to pay Section expenses; an interest-earning savings account; and other accounts as directed by the Governing Board.

Committee Reimbursement. Committees with an approved budget do not need Treasurer or Governing Board approval for expenditures as long as the expenditure was detailed in the approved Committee Budget Request during the annual budget process and are within the approved budget for that expense. Any items that were not approved during the annual budget process, or for items which exceed the approved amount, must be submitted to the Treasurer for approval.

1. The Finance and Audit Committee may approve up to \$2,000 for unbudgeted expenditures (per request). All Finance and Audit Committee approved expenditures will be reported to the Governing Board at the next Governing Board meeting.
2. Expenses equal to or greater than \$2,000 require Governing Board approval.

Districts. Districts of the Ohio Section AWWA are able to have their own bank accounts and handle their own money so long as they are maintaining timely and accurate records in the District QuickBooks accounts and submitting monthly statements to the Executive Director, Treasurer and CPA (Whalen). Additional policies and procedures are detailed out in the District SOPs.

Donations. Donations from money raised by the Charitable Outreach Committee, and its subcommittees, must be approved by the Governing Board prior to the money being raised. Benefactor organizations must be a 501c3 charitable organization.

Expenses. Once the Board approves the annual budget, expenses may be paid according to the Accounting and Financial Policies. It is understood that the Board approves the budget with an expectation that expenses will align with stated planned activities, although some discretion may be exercised by staff and committee chairs within the approved budget amount. The Executive Director is authorized to approve payment for any expense covered by the approved budget. Any expense or invoice submitted for payment that exceeds the approved budget, or combined with already paid expenses, exceeds the approved budget, must be approved by the Finance & Audit Committee prior to disbursement. It is important for committee chairs to get authorization before incurring any expense, particularly an expense outside the approved budget.

Fees and Rates. The Governing Board will review all Conference/Seminar/School/Book/etc fees and reimbursement rates for Board and volunteer travel annually during the budget process. These fees must keep up with inflation and other changes in costs, revenues, and budgetary needs.

Finance & Audit Committee. The members of the Finance & Audit Committee are as follows: Past Chair, Treasurer (Chair), Assistant Treasurer, Trustee as appointed by the Governing Board Chair.

Financial Statement Preparation and Distribution. The Executive Director and the Treasurer will prepare financial reports for each Board meeting for Governing Board review. These reports shall include a Balance Sheet and an Income Statement.

Fiscal Year. The Section fiscal year shall be from January 1 to December 31.

Outside Organizations. The Ohio Section AWWA will help to support other water-related 501c3 organizations by holding that organization's money if they are unable to themselves, per Governing Board approval. However, a Memorandum of Understanding (MOU) must be in place prior to the Section receiving or collecting any funds.

Purchasing Authority. All items purchased by the Ohio Section AWWA must be approved as part of the approved annual budget. If an item is not included in the approved budget, then it must be presented to the Finance & Audit Committee for approval. If this item will affect the approved budget, then the Governing Board must approve an adjustment to the budget.

Refunds. The Section Refund Policy shall be published on all registration forms. Full refunds for registration fees, less a processing fee for online payments, will be granted if the customer or member requests the refund in writing prior to the stated deadline. Refunds issued will reduce the corresponding revenue account accordingly.

Registration Fees. All Section events with contact hours shall have a member and non-member registration rate.

Reimbursement Procedures. To receive reimbursement, a completed reimbursement form and all applicable receipts must be submitted to the Executive Director within 60 days of the initial expenditure. Credit card statements are not acceptable receipts. Any reimbursement requests received after 60 days will not be guaranteed reimbursement. Advances will not be provided for any expense.

Reserve Fund Policy. The purpose of this policy is to provide funds for the payment of major and unique financial shortfalls in the event that other reasonable actions or remedies are unsuccessful.

- **Build-up and maintenance.** The reserve fund should be built up and/or maintained through net proceeds, so long as these proceeds are not needed for the following year's operating expenses. Money shall be transferred from the Section Checking account into the Money Market Savings account each quarter. The Finance & Audit Committee and Executive Director will review any upcoming expenses and the Outstanding Checks report to determine the appropriate amount of cash to transfer. Once notified, the Bookkeeper will initiate the transfer of funds.
- **Composition of Funds.** The reserve fund may be comprised of stocks, bonds, long-term cash deposits (other than operating cash); no more than 30 percent of the reserve funds shall be in the form of equities.
- **Districts.** The Section recommends that Districts keep 1 year of operating expenses in reserves.
- **Minimum amount.** The reserve fund is to be an amount equal to the total budgeted expenses for the current fiscal year and to be determined at the time the annual budget is adopted by the Board.
- **Transfers from the reserve fund.** Requests for appropriations from the reserve fund must be submitted to the Governing Board in writing, with a description of the purpose of the proposed appropriation.
- **Treasurer's report.** Prior to each such appropriation by the Board, the Treasurer shall review the condition of the reserve fund and report the current status of its liquidity to the Board.

Signatory Authority. The Executive Director or current Section Governing Board Chair is authorized to sign contracts on behalf of the Section, with Finance & Audit Committee approval. Supplemental agreements such as banquet event orders may be signed by the Executive Director but must not exceed the expected financial liability reflected in the overarching contract. No contract may be signed by any other individual.

Speaker Gifts. Committees may offer speakers for committee sponsored training, a speaker gift for their participation. The gift may be a gift card, a discounted registration to the event, or a complimentary registration to the event. Gifts should be of minimal value. Cash cannot be given as a gift. The policy does not extend to joint events with other organizations, such as One Water, or the Section annual conference.

Travel Policy. The purpose of this policy is to ensure that (a) adequate cost controls are in place; (b) travel expenditures are appropriate; and (c) to provide a uniform and consistent approach for the timely reimbursement of authorized travel expenses incurred. Individuals requesting reimbursement are required to provide itemized receipts for any and all expenses after travel has been completed.

- **Approval for Travel.** Committee travel to an approved Activity must be included in the Committee Budget Request during the annual budget process. Additionally, Board travel to an approved Activity will also be included and approved during the annual budget process.
- **Reimbursement Eligibility.** It is understood that the traveler's first funding source is the traveler's employer. In situations where the employer does not cover travel expenses in full or in part, the following, unless otherwise specified in this document, are expenses eligible for reimbursement:
 - **Air Transportation.** Travelers should seek to obtain the lowest fares possible without undue burden. Airline tickets are to be booked using coach class only. The cost of upgrading service or flight changes will not be reimbursed. OAWWA does not reimburse for travel insurance.
 - **Baggage Fees.** Fees for one checked bag each way will be eligible for reimbursement.
 - **Cancellation Fees.** For bona fide emergencies or an Ohio Section AWWA business-related travel change, penalties and fees for late cancellation or modification of air travel or hotel reservations may be reimbursed upon the approval by the Finance & Audit Committee. Travel changes for personal convenience will be the traveler's responsibility.
 - **Ground Transportation.** Travelers should utilize the most cost-effective means of ground transportation, including hotels shuttles, public transit, and/or other public transportation whenever possible. Car rentals, if necessary, for business reasons, must be approved in advance by the Treasurer. When approved, car

rental reservations should be made in advance. Travelers are encouraged to travel safely and should choose the method that ensures safe arrival at their destination.

- **Parking.** Any fees incurred by parking your vehicle are eligible for reimbursement, provided a receipt is presented.
 - **Lodging.** Hotel reservations for AWWA events and the Ohio Section Annual Conference are to be made through the event room block.
 - **Meals.** During Activity days, or travel to and from the Activity, meals will be reimbursed provided a receipt is submitted with the reimbursement request. Meals should not exceed \$75 per day
 - **Mileage.** The Ohio Section AWWA does not reimburse mileage for in-state travel. If the cost of travel to an out-of-state event is lower by driving, the Ohio Section AWWA will reimburse at the prevailing IRS volunteer rate for travel to and from the out-of-state event for use of a personal vehicle that is not subsidized by an employer. Parking fees are also eligible for reimbursement.
 - **Registration Fees.** When applicable and when not waived or otherwise paid by others.
- **Activities Supported by the Ohio Section AWWA.** The following is a list of activities generally supported at some level by the Ohio Section AWWA. The level of support and/or number of individuals eligible to attend is determined and approved by the Governing Board each year during the annual budget process. However, no traveler should assume approval of travel by this list and must follow the previous procedures to secure approval and be eligible for reimbursement.
 - AWWA Annual Conference and Expo (ACE)
 - AWWA Board Meetings (AWWA Director Only)
 - AWWA Summer Workshop
 - AWWA Regional Meeting of Section Officers (RMSO)
 - AWWA Washington DC Fly-In
 - AWWA Young Professionals Summit
 - AWWA Membership Summit
- **Travel to Ohio Section AWWA Annual Conference (or One Water Joint Conference & Expo).**
 - **Reimbursement Eligibility.** Must be current Governing Board member and it is understood that the traveler's first funding source is the traveler's employer. In situations where the employer does not cover travel expenses in full or in part, the following, unless otherwise specified in this document, are expenses eligible for reimbursement, provided the traveler received prior approval from the Governing Board:
 - **Lodging.** Hotel reservations for the Ohio Section Annual Conference (or One Water) are to be made as directed by the Executive Director.
 - The Ohio Section will cover the cost of a hotel room at the host hotel for the Section Chair, Vice Chair, Secretary, Treasurer and AWWA Director.
 - **Mileage.** The Ohio Section AWWA does not reimburse mileage for in-state travel.
 - **Parking.** Any fees incurred by parking your vehicle are eligible for reimbursement, provided a receipt is presented.
 - **Registration Fees.** When applicable and when not waived or otherwise paid by others.

Approved and adopted 11/19/2021



Ohio Section

American Water Works Association

Expense Reimbursement Form

Please email completed form and applicable receipts to emily@assnoffices.com and copy the appropriate Committee chair.

Date(s) of Expense: _____	
Expense Purpose: _____	
Location: _____	
Expenses	
Travel	
Airfare:	\$ _____
Taxi/Ride Share:	\$ _____
Parking:	\$ _____
Hotel:	\$ _____
Tips:	\$ _____
Meals:	\$ _____
Misc:	\$ _____
Other Expenses (please explain)	
	\$ _____
	\$ _____
	\$ _____
	\$ _____
	\$ _____
	\$ _____
Total Reimbursement Requested:	\$ _____
Make Check Payable to:	
Name: _____	
Address: _____	
City/State/Zip: _____	
Phone/Fax: _____	
Email: _____	
Ohio Section AWWA Office Use Only	
GL Code: _____	Date Paid: _____

Policy for Establishing a Committee or Council

Establishment of a Committee

An Ohio Section member seeking to establish a new Committee should submit a proposal to the Governing Board at least one month prior to a scheduled Board meeting. The Member who submitted the proposal, or an appointed representative, must attend the Board Meeting to answer any questions. The Board will review and discuss at the next scheduled Board meeting. Approval and establishment of the Committee will be in accordance with the Ohio Section Bylaws.

The proposal should define the objective of the Committee and how it supports the mission and strategic plan of the Section; a plan for recruiting Committee members; an initial calendar of events, including any planned Committee meetings and/or trainings; and any potential funds required.

Upon establishment of the Committee, an SOP must be created and submitted to the Board, along with a budget request for the current fiscal year and a Committee roster, by the following scheduled Board Meeting or October 1, whichever is first.

Establishment of a Council

An Ohio Section member seeking to establish a new Council should submit a proposal to the Governing Board at least one month prior to a scheduled Board meeting. The Member who submitted the proposal, or an appointed representative, must attend the Board Meeting to answer any questions. The Board will review and discuss at the next scheduled Board meeting. Approval and establishment of the Council will be in accordance with the Ohio Section Bylaws.

The proposal should demonstrate how the Council would address one of the critical major components of the Association's mission; a plan for recruiting Council members; an initial calendar of events, including any planned Council meetings or trainings; and any potential funds required.

Upon establishment of the Council, an SOP must be created and submitted to the Board, along with a budget request for the current fiscal year and a Council roster, by the following scheduled Board Meeting or October 1, whichever is first.

Event Code of Conduct Policy

The Ohio Section AWWA (OAWWA) is committed to providing a safe, productive, and welcoming environment for all meeting participants and OAWWA staff. All participants, including, but not limited to, attendees, speakers, volunteers, exhibitors, OAWWA staff members, service providers and all others are expected to abide by this Meeting's Code of Conduct.

This Policy applies to all OAWWA meeting-related events, including those sponsored by organizations other than OAWWA but held in conjunction with OAWWA events, on public or private platforms.

OAWWA has zero-tolerance for any form of discrimination or harassment, including but not limited to sexual harassment by participants or our staff at our meetings. If you experience harassment or hear of any incidents of unacceptable behavior, OAWWA asks that you report the misconduct to the OAWWA Executive Director, or any OAWWA Governing Board member so that we can take the appropriate action.

Unacceptable Behavior is defined as:

- Harassment, intimidation, or discrimination in any form.
- Verbal abuse of any attendee, speaker, volunteer, exhibitor, OAWWA staff member, service provider, or other meeting guest.
- Examples of verbal abuse include, but are not limited to, verbal comments related to gender, sexual orientation, disability, physical appearance, body size, race, religion, national origin, inappropriate use of nudity and/or sexual images in public spaces or in presentations, or threatening or stalking any attendee, speaker, volunteer, exhibitor, OAWWA staff member, service provider, or other meeting guest.
- Disruption of presentations during sessions, in the exhibit hall, or at other events organized by OAWWA throughout the meeting. All participants must comply with the instructions of the moderator and any OAWWA event staff.
- Presentations, postings, and messages should not contain promotional materials, special offers, job offers, product announcements, or solicitation for services. OAWWA reserves the right to remove such messages and potentially ban sources of those solicitations.

OAWWA reserves the right to take any action deemed necessary and appropriate, including immediate removal from the meeting without warning or refund, in response to any incident of unacceptable behavior, and OAWWA reserves the right to prohibit attendance at any future meeting, virtually or in person.

Governing Board

Organization

The Section Governing board shall be composed of the following elected voting members: Chair, Vice Chair, Secretary, Treasurer, At-Large Trustees (2), District Trustees (4), Past Chair, and Director. The Section Governing Board shall also have the following appointed non-voting members: Assistant Secretary and Assistant Treasurer.

Responsibilities

- Act as a liaison, advisor and advocate to Committees as assigned by the Section Chair
 - Report to Section Chair for each assigned Committee in the absence of Committee Chair
 - Communicate decisions and actions of the Governing Board to assigned Committees
 - Review annual budget requests and Committee SOPs
- Prepare for and participate in all meetings of the Section Governing Board
- Meet and conduct business at least five (5) times a year. Additional meetings may be called at the discretion of the Section Chair
- Attend AWWA events as directed by the Section Chair
- Represent the Section Governing Board at the Section Annual Conference
- Attend other Section and District events as directed by the Section Chair
- Prepare communications and/or reports as requested by the Section Chair

Chair

Term of Office

One (1) year, commencing at the Annual Business Meeting

Eligibility for this position

- Must be a member of the Ohio Section AWWA
- Current Vice Chair elected by vote of the eligible membership

Responsibilities

- Voting member of the Section Governing Board
- Act as a liaison, advisor and advocate to Committees as assigned by the Section Governing Board
 - Report out for each assigned Committee in the absence of Committee Chair
 - Communicate decisions and actions of the Governing Board to assigned Committees
- Preside at meetings of the Section and of the Governing Board
- Supervise and coordinate affairs of the Section
- Assign special projects and duties to Section Officers and Committee/Council Chairs
- Represent the Section in an official capacity, as required
- Appoint Governing Board members to act as liaisons to Section Committees and Councils
- Administer the policies of the Section as outlined in the Handbook
- Involve and inform the Vice Chair of the Section affairs and correspondence
- Name a presiding officer at functions at which he/she and the Vice Chair will be absent
- Review annual budget as presented by the Treasurer and administrative staff
- Prepare written annual evaluation of administrative staff after obtaining the written evaluation forms that each Governing Board member submits. Discuss evaluation with administrative office staff.
- Oversee fiscal audits as directed by the Section Governing Board
- Prepare an article for each edition of the Section newsletter
- Prepare agenda for Governing Board meetings
- Coordinate with administrative staff for notification of all Section Governing Board meetings to Governing Board Members, Committee/Council/District Chairs, and Participating Organization liaisons.
- Serve as a member of the Nominating Committee

Vice Chair

Term of Office

One (1) year, commencing at the Annual Business Meeting

Eligibility for this position

- Must be a member of the Ohio Section AWWA
- Selected by the Nominating Committee and elected by vote of eligible membership
- Has served one (1) term on the Section Governing Board

Responsibilities

- Voting member of the Section Governing Board
- Act as a liaison, advisor and advocate to Committees as assigned by the Section Governing Board
 - Report out for each assigned Committee in the absence of Committee Chair
 - Communicate decisions and actions of the Governing Board to assigned Committees
- Preside at meetings of the Section and of the Governing Board in the absence of the Chair
- Participate in the annual evaluation of administrative staff
- Serve as Chair of the Nominating Committee
- Serve as member of the Finance and Audit Committee

Director

Term of Office

Three (3) years, commencing at the AWWA Annual and Exposition (ACE)

Eligibility for this position

- Must be a member of the Ohio Section AWWA
- Must have served at least one term as Chair of the Ohio Section
- Selected by the Nominating Committee and elected by vote of eligible membership

Responsibilities

- Voting member of the Section Governing Board
- Act as a liaison, advisor and advocate to Committees as assigned by the Section Governing Board
 - Report out for each assigned Committee in the absence of Committee Chair
 - Communicate decisions and actions of the Governing Board to assigned Committees
- Assist and coordinate with Association Officers during visits to Ohio Section activities
- Represent the Section on the Association Board
- Represent the Association on the Section Board
- Report on the Association Board activities
- Prepare an article for each edition of the Section newsletter
- Serve as Chair of the Bylaws Committee
- Serve as a member of the Nominating Committee

Past Chair

Term of Office

One (1) year, commencing at the Annual Business Meeting

Eligibility for this position

- Must be a member of the Ohio Section AWWA
- Current Chair elected by vote of eligible membership

Responsibilities

- Voting member of the Section Governing Board
- Act as a liaison, advisor and advocate to Committees as assigned by the Section Governing Board
 - Report out for each assigned Committee in the absence of Committee Chair
 - Communicate decisions and actions of the Governing Board to assigned Committees
- Advise and support the current Section Chair
- Participate in the annual evaluation of administrative staff
- Create Section updates for District to use at District Business Meetings
- Serve as a member of the Finance & Audit Committee

Secretary

Term of Office

Three (3) years, commencing at the Annual Business Meeting

Eligibility for this position

- Must be a member of the Ohio Section AWWA
- Selected by the Nominating Committee and elected by vote of eligible membership
- Has served at one (1) year as assistant Secretary or in another voting Governing Board position

Responsibilities

- Voting member of the Section Governing Board
- Act as a liaison, advisor and advocate to Committees as assigned by the Section Governing Board
 - Report out for each assigned Committee in the absence of Committee Chair
 - Communicate decisions and actions of the Governing Board to assigned Committees
- Support and assist administrative staff to:
 - Maintain the Section's minutes, agendas, attendance sheets and other necessary records
 - Maintain a contact list of the Section Governing Board, Districts Officers, and Committee/Council Chairs
 - Process all scholarship submissions
 - Determine annual membership awards, send notifications, and prepare and assist with the distribution and/or recognition of awards at the Annual Conference
 - Disseminate Governing Board meeting minutes
- Assist Section Chair in development of scripts for the Annual Conference
- Prepare award write-ups needed for the scripts and Visiting Officer at the Annual Conference
- Involve and inform the Assistant Secretary in duties of the Secretary
- Prepare reports for Governing Board meetings and the Annual Business Meeting
- Prepare or coordinate meeting minutes for each meeting of the Governing Board and Section

Assistant Secretary

Term of Office

at the discretion of the Section Governing Board

Eligibility for this position

- Must be a member of the Ohio Section AWWA
- Appointed by the Section Governing Board

Responsibilities

- Non-voting member of the Section Governing Board
- Act as a liaison, advisor and advocate to Committees as assigned by the Section Governing Board
 - Report out for each assigned Committee in the absence of Committee Chair
 - Communicate decisions and actions of the Governing Board to assigned Committees
- Create and update the action item list from Governing Board meetings
- Assist and support the Secretary

Treasurer

Term of Office

Three (3) years, commencing at the Annual Business Meeting

Eligibility for this position

- Must be a member of the Ohio Section AWWA
- Selected by the Nominating Committee and elected by vote of eligible membership
- Has served at one (1) year as assistant Treasurer or in another voting Governing Board position

Responsibilities

- Voting member of the Section Governing Board
- Act as a liaison, advisor and advocate to Committees as assigned by the Section Governing Board
 - Report out for each assigned Committee in the absence of Committee Chair
 - Communicate decisions and actions of the Governing Board to assigned Committees
- Attend AWWA events as directed by the Section Chair
- Attend Section and District events as directed by the Section Chair
- Involve and inform the Assistant Secretary in duties of the Treasurer
- Provide oversight to administrative staff in regards to maintaining:
 - Section bank and investment accounts
 - financial records of all Section funds
 - 501c3 designation and tax exempt status as appropriate in Ohio
- Oversee annual tax filings
- Develop Annual Budget
- Oversee implementation of financial policies
- Oversee administrative staff to ensure all monies due the Section are collected and promptly deposited and assure that the Section incurs no indebtedness greater than its liquid assets; pay all legitimate charges against the Section and submit the annual financial reports to the Association.
- Prepare reports for Governing Board meetings and the Annual Business Meeting
- Participate in the annual evaluation of administrative office
- Conduct annual meeting with Section's Assistant Treasurer and District Treasurers to review District budgets and provide updates on expectations and/or changes in policies and procedures for all Treasurers as they apply.
- Serve as Chair of the Finance & Audit Committee

Assistant Treasurer

Term of Office

at the discretion of the Section Governing Board

Eligibility for this position

- Must be a member of the Ohio Section AWWA
- Appointed by the Section Governing Board

Responsibilities

- Non-voting member of the Section Governing Board
- Act as a liaison, advisor and advocate to Committees as assigned by the Section Governing Board
 - Report out for each assigned Committee in the absence of Committee Chair
 - Communicate decisions and actions of the Governing Board to assigned Committees
- Assist and support the Treasurer
- Serve as a member of the Finance & Audit Committee

At-Large Trustees

Term of Office

Three (3) years, commencing at the Annual Business Meeting

Eligibility for this position

- Must be a member of the Ohio Section AWWA
- Selected by the Nominating Committee and elected by vote of eligible membership
- Has served as a District officer or Committee chair

Responsibilities

- Voting member of the Section Governing Board
- Act as a liaison, advisor and advocate to Committees as assigned by the Section Governing Board
 - Report out for each assigned Committee in the absence of Committee Chair
 - Communicate decisions and actions of the Governing Board to assigned Committees
- Participate in board initiatives/task forces as directed by the Section Chair

District Trustees

Term of Office

Four (4) years, commencing at the Annual Business Meeting

Eligibility for this position

- Must be a member of the Ohio Section AWWA
- Selected by the Nominating Committee and elected by vote of eligible membership
- Has served as a District officer or Committee chair

Responsibilities

- Voting member of the Section Governing Board
- Act as a liaison, advisor and advocate to Committees as assigned by the Section Governing Board
 - Report out for each assigned Committee in the absence of Committee Chair
 - Communicate decisions and actions of the Governing Board to assigned Committees
- Act as a liaison, advisor and advocate to the District he/she is representing
 - Report out in the absence of District Chair on District activities
 - Communicate decisions and actions of the Governing Board to the District Chair
- Attend all District meetings for the District he/she is representing

Committees & Councils

Committee Guidelines

Each Committee supports one of the four goals of the strategic plan (Member Engagement, Education & Training, Advocacy & Outreach, and Organizational Effectiveness) or was established to assist in the Event Management of the Annual Conference. Governing Board liaisons are assigned to each Committee at the first meeting of the new Governing Board.

Scope and Function of a Committee

- Committees are formed by the Governing Board and report to the Governing Board, unless determined otherwise by the Governing Board. The Governing Board, at its discretion, may delegate specific duties to Committees.
- Ensure that the objective of the Committee is in line with and supports the overall mission and strategic plan of the Section.
- Recruit additional members to their Committees to assist them in carrying out their responsibilities.
- Prepare articles for use in the Section newsletter and/or website regarding Committee activities.
- Attend all Committee meetings as called by the Committee Chair
- Should it be found, at any time, that a Committee is not adequately functioning or that the Committee Chair is not discharging their duties or actively participating in the Committee, the Section Chair will attempt to rectify the situation. If unsuccessful, the ineffective Committee Chair will be replaced, or if determined necessary by a vote of the OAWWA Governing Board, the entire Committee dismissed and/or reactivated.

Committee Chair Responsibilities

- Must be a member of the Ohio Section AWWA and preferably a senior member of the Committee
- Acceptance of a Committee Chair appointment presumes willingness by the appointee to contribute time, effort and knowledge to advance the objectives of the Committee and attain its goals.
- Recommend a person to be appointed Committee Chair by the Section prior to stepping down. Preferably, the person shall be a senior Committee member.
- Prepare an annual Committee budget including how it helps to meet the goals of the Section's Strategic Plan and submit to the Treasurer.
- Prepare a Standard Operating Procedure (SOP) Manual for the Committee. Review and update this document on an annual basis.
- Prepare a list of Committee events/dates for inclusion in the annual Section calendar.
- Maintain contact with OAWWA Governing Board liaison with notification of Committee meetings and minutes.
- Committee Chairs and/or representatives from each Committee are encouraged to attend all board meetings and are required to attend board meeting that establishes the annual budget.
- Hold meetings of the Committee meetings as deemed necessary. The number of meetings varies with the purpose and function of the Committee.
- Report on Committee activities and accomplishments at Governing Board meetings, or to the Committee's Board Liaison if the Committee Chair or designated representative cannot attend
- Maintain a list of current Committee membership.

Council Guidelines

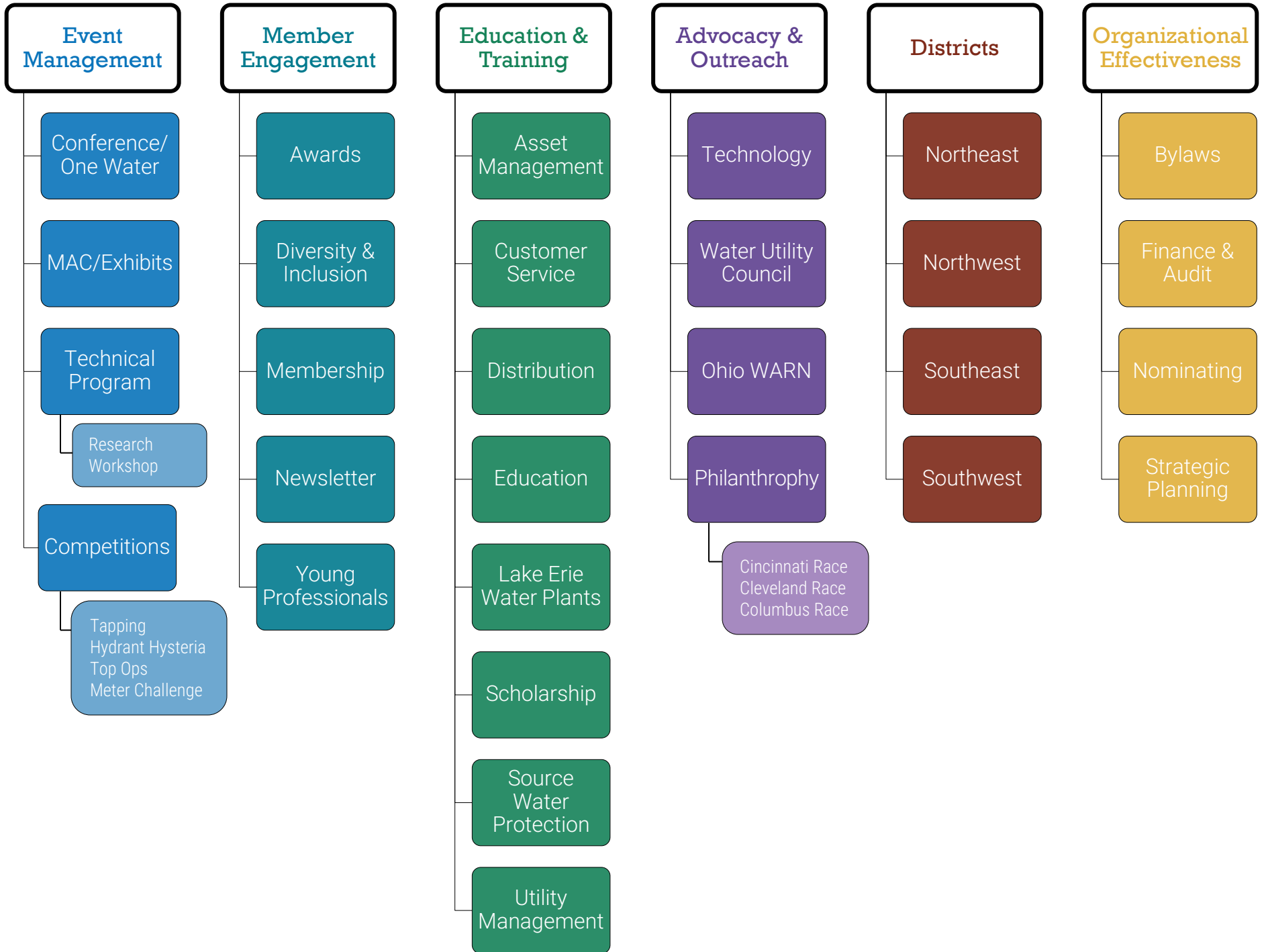
Scope and Function of a Council

- Councils are organized to address the critical major components of the Association's mission. There are two Councils: Manufacturers/Associates Council and Water Utility Council.
- Ensure that the objective of the Council is in line with and supports the overall mission and strategic plan of the Section.
- Recruit additional members to their Councils to assist them in carrying out their responsibilities.
- Should it be found, at any time, that a Council is not adequately functioning or that the Council Chair is not discharging their duties or actively participating in the Council, the Section Chair will attempt to rectify the situation. If unsuccessful, the ineffective Council Chair will be replaced, or if determined necessary by a vote of the OAWWA Governing Board, the entire Council dismissed and/or reactivated.
- Prepare articles for use in the Section newsletter and/or website regarding Council activities.
- Attend all Council meetings as called by the Council Chair

Council Chair Responsibilities

- Must be a member of the Ohio Section AWWA and preferably a senior member of the Council
- Acceptance of a Council Chair appointment presumes willingness by the appointee to contribute time, effort and knowledge to advance the objectives of the Committee and attain its goals.
- Recommend a person to be appointed Council Chair by the Section prior to stepping down. Preferably, the person shall be a senior Council member.
- Prepare an annual Council budget including how it helps to meet the goals of the Section's Strategic Plan and submit to the Treasurer.
- Prepare a Standard Operating Procedure (SOP) Manual for the Council. Review and update this document on an annual basis.
- Prepare a list of Committee events/dates for inclusion in the annual Section calendar.
- Maintain contact with OAWWA Governing Board liaison with notification of Council meetings and minutes.
- Council Chairs and/or representatives from each Council are encouraged to attend all board meetings and are required to attend board meeting that establishes the annual budget.
- Hold meetings of the Council meetings as deemed necessary. The number of meetings varies with the purpose and function of the Committee.
- Report on Council activities and accomplishments at Governing Board meetings, or to the Council Board Liaison if the Council Chair or designated representative cannot attend
- Maintain a list of current Council membership.

Committee Structure



Event Management Committees

Conference Management Committee

Purpose: To plan and conduct the Section Annual Conference

Committee Chair: There should be two Committee Co-Chairs appointed by One Water Task Force. The Co-Chairs should reside in or near the city where the conference will be held.

Term: One (1) year

Succession: Senior Committee members from previous conference management Committees in the host city.

Structure: The Committee will be made up of four (4) members: two (2) Co-Chairs from the Ohio Section AWWA and two (2) Co-Chairs from the OWEA. Committee Co-Chairs shall appoint additional Committee members as necessary to carry out assigned responsibilities.

Responsibilities:

- Assist with advertising and promoting the event
- Ensure that training and educational needs of attendees are met
- Ensure that the industry-specific portion of the conference goes as planned
- Committee Chairs and/or representatives from the Committee are encouraged to attend all board meetings and are required to attend board meeting that establishes the annual budget.
- Work with administrative staff to present an event budget for respective board approvals
- Recruit volunteers to assist during the event

One Water Task Force

Purpose: to provide continuity and long term planning for the joint One Water Annual Conferences

Term: As determined by the Section Governing Board

Succession: Appointed by the Section Governing Board

Structure: Four (4) Ohio Section members

Responsibilities:

- Appoint two (2) co-chairs to participate in the planning of the conference
- Provide continuity between conferences by relaying all feedback to incoming conference co-chairs
- Review potential venue contracts with administrative staff to select conference sites
- Determine any necessary changes needed to policies or schedules, based on feedback

Manufacturers/Associates Council

Purpose: Develop programs and activities affecting MAC members, act as a liaison to the Section Governing Board for MAC policies, and work to promote the Annual Conference.

Committee Chair: Council Chair elected by the Council

Term: Three (3) years

Succession: In accordance with the Council Bylaws

Structure: The Council shall be composed of a Chair and representatives from each of the four (4) Districts of the Section. All MAC members must be active OAWWA members from the consulting, manufacturing, contracting, or distribution of equipment and supplies arena of the water industry.

Responsibilities:

- Develop MAC programs and activities.
- Contribute articles to the Section newsletter.
- The Chair shall develop and maintain liaison with his/her counterpart at the Association level.

Resources:

- AWWA Publication: How to Involve Manufacturers, Manufacturer's Representatives, Suppliers, Contractors and Related Service Providers available at:
<https://sectionsupport.awwa.org/Portals/3/Governance/InvolveManufacturesHowTo.pdf?ver=2018-12-14-105144-830>

Technical Program Committee

Purpose: Responsible for the preparation and supervision of the technical program of the Section Annual Conference, preparation and supervision of the technical program of the Safe Drinking Water Act Workshop (or the One Water Government and Regulatory Affairs Workshop) and recognition of outstanding papers/presentations prepared by members

Committee Chair: The Committee Chair must be approved by the Section Governing Board

Term: Three (3) years

Succession: Committee Vice Chair or senior Committee member as appointed by the Section Chair

Structure: Committee Chair shall appoint additional Committee members as necessary to carry out assigned responsibilities.

Responsibilities:

- Develop a technical program for the Section Annual Conference by soliciting technical speakers
- Review papers for inclusion in conference program and/or awards.
- Review newsletter articles and presentations for awards.
- Coordinate with administrative staff for application for OEPA contact hours.
- Work with the Conference Management Committee
- Attend Conference Planning meetings
- Schedule, organize and conduct Committee meetings.
- Develop a technical program for the Safe Drinking Water Act Workshop (or the One Water Government and Regulatory Affairs Workshop in conjunction with members of the Ohio Water Environment Association) by soliciting speakers

Research Committee

Purpose: To advance and disseminate knowledge and information regarding water related research

Committee Chair: The Committee Chair must be approved by the Section Governing Board

Term: Three (3) years

Succession: Committee Vice Chair or senior Committee member as appointed by the Section Chair

Structure: Committee Chair shall appoint additional Committee members as necessary to carry out assigned responsibilities. If possible, this should include representation from all four Districts.

Responsibilities:

- Responsible for the preparation and supervision of the Research Workshop at the Section Annual Conference
- Contribute articles to the Section newsletter.
- Coordinate Research related activities.
- Participate in the annual conference through training sessions and other activities.

Competitions Committee

Purpose: To encourage participation of operations personnel through skill based competitions.

Committee Chair: The Committee Chair must be approved by the Section Governing Board

Term: Three (3) years

Succession: Committee Vice Chair or senior Committee member as appointed by the Section Chair

Structure: Committee Chair shall appoint additional Committee members as necessary to carry out assigned responsibilities.

Responsibilities:

- Work with the Districts to organize regional competitions.
- Coordinate the competitions at the Section Annual Conference. Competitions include: Tapping, Top Ops, Meter Madness, Hydrant Hysteria and Water Taste Test as detailed in the Competitions Committee SOP.
- Promote the competitions through the Section's newsletter and website.
- Write an article for the Winter newsletter regarding the annual competitions.
- Assist the winning teams with preparations for the annual competition at ACE.
- Provide judges and emcees for the annual competitions.
- Develop rules and regulations for the competition based on Association standards.
- Procure awards/prizes for the participants.

Resources:

- AWWA Publication: Annual Pipe Tapping Contest Rules and Regulations, <https://www.awwa.org/ace/Competitions/Pipe-Tapping-Rules>
- AWWA Publication: AWWA Top Ops Rules, <https://www.awwa.org/ace/Competitions/Top-Ops-Rules>
- AWWA Publication: AWWA Meter Madness Rules <https://www.awwa.org/ace/Competitions/Meter-Madness-Rules>
- AWWA Publication: Hydrant Hysteria <https://www.awwa.org/ace/Competitions/Hydrant-Hysteria-Rules>

Membership Engagement Committees

Awards Committee

Purpose: To acknowledge outstanding work by utilities and individuals in furthering the goals of the Section, volunteering their time and effort, providing clean, safe drinking water, advancing the water industry, and other areas that positively reflect on the organization.

Committee Chair: The Committee Chair must be approved by the Section Governing Board

Term: Three (3) years

Succession: Committee Vice Chair or senior Committee member as appointed by the Section Chair. Recommended volunteer to have a clear understanding of Section Awards and related activities

Structure: Committee Chair shall appoint additional Committee members as necessary to carry out assigned responsibilities. If possible, this should include representation from all four Districts

Responsibilities:

- Review and modify nomination forms annually.
- Solicit nominations for the annual Section awards listed below (as detailed out in the Awards Committee SOP) via Section newsletter and website
 - John Lechner Award of Excellence
 - Fuller Award
 - Operator Meritorious Award for Water Treatment
 - Operator Meritorious Award for Water Distribution
 - Richard Melick Award for Education
 - John Sadzewicz Award
 - Kenneth Miller (Water for People) Award
 - Membership/"Valentine" Recruitment Award
- Act as a liaison to the subCommittees responsible for selection of each of the annual Section awards including provision of nomination forms, procurement of award write-ups, and coordination of plaque procurement with Professional Services.
- Assist in presentation of awards at the Section Annual Conference.
- Coordinate with conference management Committee to assure all materials are printed correctly as needed for Annual Conference.
- Annually evaluate whether the Section and/or its members are eligible for any AWWA awards. If so, the Committee will prepare and submit the necessary information to apply for the award. AWWA awards are listed at www.awwa.org.
- Assist the Board with any special awards or recognition, including those at the Association level.
- Coordinate with Section Secretary regarding longevity awards.
- Coordinate with technical program Committee regarding "Best of" awards.
- Coordinate with customer service regarding Keith Hunsberger award.
- Advertise/solicit award nominations via the Section newsletter and web site.
- Develop award nominations.
- Communicate with the newsletter Committee chair for publication of award winners.
- Maintain a list of award winners for inclusion in annual conference or other publications.

Resources:

- AWWA Honors & Awards Website: <https://www.awwa.org/Membership-Volunteering/Awards>
- OAWWA Award Forms & Descriptions: <https://oawwa.org/page/awards>

Newsletter Committee

Purpose: To publish the Ohio Section newsletter. Presently, the newsletter is published three times a year (Spring, Summer and Winter). The primary audience for the publication is the members of Ohio Section AWWA

Committee Chair: The Committee Chair must be approved by the Section Governing Board

Term: Three (3) years

Succession: Committee Vice Chair or senior Committee member as appointed by the Section Chair.

Structure: Committee Chair shall appoint additional Committee members as necessary to carry out assigned responsibilities.

Responsibilities:

- Utilize the Section newsletter to:
 - Provide news and information of importance to the Ohio water community.
 - Provide an outlet for the various Committees of OAWWA to publicize their work and generate support for such efforts.
- Utilize the newsletter to provide timely notification of upcoming events and items of potential interest to members of the served organizations.
- Solicit advertisements to offset the cost of printing.

Resources:

- Past issues: <https://oawwa.org/page/newsletter>
- Advertising information: <https://oawwa.org/page/advertising>

Diversity & Inclusion Committee

Purpose: To proactively promote volunteer and employment opportunities that will encourage diversity and celebrate the mosaic of people who bring a variety of backgrounds, styles, perspectives, beliefs to the water industry.

Committee Chair: The Committee Chair must be approved by the Section Governing Board

Term: Two (2) years

Succession: Committee Vice Chair or senior Committee member as appointed by the Section Chair.

Structure: Committee Chair shall appoint additional Committee members as necessary to carry out assigned responsibilities.

Responsibilities:

- Take lead role in establishing, providing, and promoting diversity within the Ohio Section.
- Provide training opportunities for industry members focused on diversity topics.
- Participate in the annual conference through training sessions and other activities.
- The Chair shall develop and maintain liaison with his/her counterpart at the Association level.

Resources:

- AWWA Publication: How to Establish and Operate a Diversity Program available at: <https://sectionsupport.awwa.org/Portals/3/Goverance/DiversityMmbrInclusionHowto.pdf?ver=2018-12-14-105144-623>

Membership Committee

Purpose: To recruit new members to the organization, retain members, and get current members actively involved in Ohio Section AWWA

Committee Chair: The Committee Chair must be approved by the Section Governing Board

Term: Three (3) years

Succession: Committee Vice Chair or senior Committee member as appointed by the Section Chair.

Structure: Committee Chair shall appoint additional Committee members as necessary to carry out assigned responsibilities.

Responsibilities:

- The Committee shall establish and carry out programs to obtain new members, and retain existing members in the American Water Works Association throughout the Section.
 - Develop a written plan and budget for section's membership activities.
 - Disseminate membership applications.
 - Develop recruiting projects.
 - Establish retention program.
- Coordinate with his/her counterpart at the Association level.
- The Committee shall select the recipient of the Section's Recruitment Award for the most worthy volunteer, as determined by the Committee, which shall be presented at the Business Meeting during the Section Annual Conference.
- Represent the Section at the AWWA Membership Summit as budgeted by the Section Governing Board
- Prepare the write up for the Section's Recruitment Awardee to be read at the Section Annual Conference.
- Prepare the write up for the Section's Recruitment Awardee to be included in the Winter Newsletter.

Resources:

- AWWA Membership Guide available at:
<https://sectionsupport.awwa.org/Portals/3/Membership/Membership%20Basics/OnboardingGuide.pdf?ver=2020-10-22-072353-403>
- AWWA Membership Tools: <https://sectionsupport.awwa.org/Membership-Tools/Membership-Basics>

Young Professionals Committee

Purpose: to increase involvement of Young Professionals (YPs) in OAWWA activities, events, and Committees.

Committee Chair: The Committee Chair must be approved by the Section Governing Board

Term: Two (2) years

Succession: Committee Chair Elect or senior Committee member as appointed by the Section Chair.

Structure: Committee Chair shall appoint additional Committee members as necessary to carry out assigned responsibilities. If possible, this should include representation from all four Districts. YPs are members who 35 years old or younger and/or have less than 5 years of professional experience.

Responsibilities:

- Generally, support student chapters and students interested in becoming more involved in Ohio Section.
- Organize social and networking events and facility tours throughout the year, including one at the Section Annual Conference.
- Coordinate the annual student paper program and awards.

- Represent the Section at the AWWA YP Summit as budgeted by the Section Governing Board
- Support the Fresh Ideas contest promoted by the Association.
- Provide volunteer support for judging at State Science Fair. Distribute scholarships to winners on behalf of the Ohio Section
- Provide information to newsletter chair for newsletter updates on Committees' recent and upcoming activities.
- Coordinate with administrative staff to update the website on a quarterly basis at minimum.
- Assist in identifying young professionals to provide assistance to other Committees.
- Prepare the write up for the student paper program awards to be read at the Section Annual Conference.
- Prepare the write up for the student paper program awards to be included in the Winter Newsletter.

Resources:

- AWWA Young Professionals Center <https://www.awwa.org/Membership-Volunteering/Students-Young-Professionals>
- AWWA Membership Talking Points: YP https://sectionsupport.awwa.org/Portals/3/Membership/Membership%20Basics/18287_MemberTalkingPoints_YP.pdf?ver=2020-07-08-142758-440
- Committee Webpage: https://oawwa.org/page/yp_comm

Education and Training Committees

Asset Management Committee

Purpose: To advance and disseminate knowledge and information regarding asset management

Committee Chair: The Committee Chair must be approved by the Section Governing Board

Term: Two (2) years

Succession: Committee Vice Chair or senior Committee member as appointed by the Section Chair

Structure: The Committee shall have three officers, each with 2-year terms, as well as ad-hoc subCommittee chairs. The Committee Chair shall appoint additional Committee members as necessary to carry out assigned responsibilities.

Responsibilities:

- Support the Technical Program Committee with reviewing abstracts related to Asset Management for the Section Annual Conference
- Develop definitions, discussion, and source material describing asset management concepts, principles, and practices
- Develop guidance on how to develop asset management plans
- Develop guidance and case studies on implementation; and document the benefits and lessons learned from asset management implementations.
- Assist the national AWWA Asset Management Committee to complete national initiatives as appropriate.
- Act as a liaison to Ohio regulatory agencies in their development of asset management policy and guidance.
- Coordinate with administrative staff to update the website on a quarterly basis at minimum.

Resources:

- Committee Webpage: https://oawwa.org/page/am_comm

Customer Service Committee

Purpose: To develop and provide educational opportunities in areas of customer service for OAWWA members and their staff

Committee Chair: The Committee Chair must be approved by the Section Governing Board

Term: Three (3) years

Succession: Committee Vice Chair or senior Committee member as appointed by the Section Chair

Structure: Committee Chair shall appoint additional Committee members as necessary to carry out assigned responsibilities.

Responsibilities:

- Take lead role in establishing, providing, and promoting excellence in customer service within the Ohio Section.
- Provide training opportunities for industry members focused on customer service topics.
- Participate in the annual conference through training sessions and other activities.
- The Chair shall develop and maintain liaison with his/her counterpart at the Association level.
- The Committee shall select the recipient of the Keith Hunsberger Outstanding Customer Service Award which shall be presented during the Section Annual Conference.
- Prepare the write up for the Keith Hunsberger Outstanding Customer Service Award to be read at the Section Annual Conference.
- Prepare the write up for the Keith Hunsberger Outstanding Customer Service Award to be included in the Winter Newsletter.

Distribution Committee

Purpose: To develop material, training and seminars that addresses the special needs and interests of personnel in regards to transmission, distribution, metering and customer services of public water systems. This Committee shall serve as an Ohio Section resource to address concerns pertaining to the water distribution system.

Committee Chair: The Committee Chair must be approved by the Section Governing Board

Term: Two (2) years

Succession: Committee Vice Chair or senior Committee member as appointed by the Section Chair

Structure: The Committee shall consist of the Committee Chair, the Committee Vice Chair and a Secretary that shall be selected by the Committee Chair. The Committee Chair shall appoint additional Committee members as necessary to carry out assigned responsibilities.

Responsibilities:

- To advance and disseminate knowledge and information regarding design, operation and maintenance of water distribution systems.
- To help the water industry focus on water quality in the distribution system.
- Contribute articles to the Section newsletter.
- Coordinate an annual Distribution Workshop.
- Work with the Technical Program Committee to provide distribution topics for the Annual Conference.

Education Committee

Purpose: To deliver grant funded small systems training as directed by AWWA

Committee Chair: The Committee Chair must be approved by the Section Governing Board

Term: Three (3) years

Succession: Committee Vice Chair or senior Committee member as appointed by the Section Chair

Structure: Committee Chair shall appoint additional Committee members as necessary to carry out assigned responsibilities, including at minimum one young professional and one member of the governing board

Responsibilities:

- Review workshop materials provided by AWWA
- Identify trainers to deliver content created by AWWA and USDA/RCAP in accordance with the grant guidelines
- Coordinate and collect contact hour information for trainings
- Work with administrative staff to
 - Identify a venue to host the trainings
 - Coordinate and promote trainings to small systems
 - Compile post-workshop documents to submit to AWWA
 - Submit courses to Ohio EPA for contact hours

Resources:

- RCAP Trainings: <https://sectionsupport.awwa.org/Programs/EPA-Grant-Area-1>
- USDA Trainings: <https://sectionsupport.awwa.org/Programs/USDA-Small-Systems-Grant>

Lake Erie Water Plant Committee

Purpose: To provide education and sharing of knowledge between the personnel operating water plants using Lake Erie as their source of water supply and as a forum for its members to discuss matters of common interest as they relate to issues affecting the operations of their plants and distribution systems.

Committee Chair: The Committee Chair must be approved by the Section Governing Board and Committee members.

Term: Two (2) years

Succession: Committee Vice President

Structure: The Committee officers shall consist of the Committee President, Committee Vice President, Committee Secretary, and Committee Treasurer. Additional Committee members will be appointed as necessary to carry out assigned responsibilities.

Responsibilities:

- To provide a forum for Water Plants using Lake Erie as their source water supply
- To provide education to personnel of Water Plants using Lake Erie as their source water supply

Resources:

- <https://oawwa.org/page/lakeeriewpg>

Scholarship Committee

Purpose: To encourage water industry related education through scholarship.

Committee Chair: The Committee Chair must be approved by the Section Governing Board

Term: Three (3) years

Succession: Appointed by the Section Chair

Structure: The Committee shall consist of the Committee Chair and three voting Committee members

Responsibilities:

- Promote the scholarship program through Section newsletter, eblasts and web site articles and contact with Ohio universities.
- Evaluate submitted scholarships and determine annual winners.
- Present the scholarship winners at the OAWWA Annual Conference.

Resources:

- Ohio Section Scholarship Webpage: <https://oawwa.site-ym.com/page/scholarships>

Utility Management Committee

Purpose: To provide Committee members and overall membership expert knowledge and training on utility management topics. The following topics are provided as an example: finance and budgeting, rate making, succession planning, recruiting and staff development, outreach and communications, strategic and long-term planning.

Committee Chair: The Committee Chair must be approved by the Section Governing Board

Term: Three (3) years

Succession: Senior Committee member as appointed by the Section Chair

Structure: Committee Chair shall appoint additional Committee members as necessary to carry out assigned responsibilities.

Responsibilities:

- Identify opportunities to educate Committee and membership on utility management activities.
- Provide training opportunities for industry members focused on management topics.
- Participate in the annual conference through training sessions and other activities.
- The Chair shall develop and maintain liaison with his/her counterpart at the Association level.

Advocacy and Outreach Committees

Ohio WARN

Purpose: A Water/Wastewater Agency Response Network (WARN) is a network of utilities helping other utilities to respond to and recover from emergencies. The mission of WARN is to provide expedited access to specialized resources needed to respond to and recover from natural and human caused events that disrupt public and private drinking water and wastewater utilities.

Committee Chair: Nominated and Elected by all Ohio WARN voting members. The Chair must have a minimum of 2 years on the OH WARN Steering Committee.

Term: 2 year term with an expiration 12/31-even year.

Succession: The Vice Chair followed by the Secretary

Structure: Chair, Vice-Chair, Secretary, Regional Coordinators(4). All positions from member utilities and nominated/elected by all OH WARN voting members. We also consist of advisors including EPA, ODH, DPS, ORW, and Ohio RCAP.

Responsibilities:

- Provide a Mutual Aid Agreement to member utilities to be signed and put into their community codes.
- Keep OPS Plan updated and all corresponding resources updated.
- Ensure OH WARN website is functional for members to be able to access resources and have the ability to make requests
- Provide Training to help with spreading OH WARN and increasing membership.

Resources:

- <https://www.ohwarn.org/>
- <https://www.awwa.org/Resources-Tools/Resource-Topics/Water-Wastewater-Agency-Response-Network>
- <https://www.ohwarn.org/wp-content/uploads/2021/04/090330-How-to-Access-WARN.pdf>

Charitable Outreach Committee

Purpose: To promote the engagement and advancement of the Water Equation and Water for People charities across the state of Ohio. To achieve this goal, the Committee will: (1) increase awareness of water issues, both locally and in developing countries and (2) raise funds to further the cause of both charities, i.e. support the successful implementation of drinking water and sanitation projects in developing countries.

Committee Chair: The Committee Chair must be approved by the Section Governing Board

Term: Three (3) years

Succession: succeeded by Subcommittee Chair or senior committee member, as appointed by the current Chair or the Governing Board

Structure: Committee Chair shall appoint additional Committee members as necessary to carry out assigned responsibilities

Races for Global Water

Annual 5K races held in Cincinnati, Cleveland and Columbus to benefit Water for People. Further details can be found in the Committee SOP.

Responsibilities:

- Schedule, organize and facilitate Committee meetings.
- Plan fundraising events and community relations projects including events at the Section Annual Conference, Race for Global Water Columbus, Race for Global Water Cleveland and Race for Global Water Cincinnati
- Coordinate with Section Treasurer regarding income, expenses and disbursements.
- Coordinate with the board and Ohio Water Environmental Association Water for People chair to provide nomination to the Awards Committee for the Kenneth J. Miller Award.
- Prepare the write up for the Kenneth J. Miller Award to be included in the Winter Newsletter.

Resources:

- Water for People <https://www.waterforpeople.org/>
- The Water Equation <https://www.awwa.org/Water-Equation>

Technology Committee

Purpose: Works as a liaison with Ohio EPA to formulate policies related to the adoption and use of technologies related to drinking water treatment.

Committee Chair: The Committee Chair must be approved by the Section Governing Board. If possible, a water utility employee

Term: Two (2) years

Succession: Committee Vice Chair or senior Committee member as appointed by the Section Chair

Structure: The Committee Chair and Vice Chair are recommended by the Committee and appointed by the Section Chair. The Committee Chair will be a water utility employee if possible. Committee Chair shall appoint additional Committee members as necessary to carry out assigned responsibilities. Committee members shall be selected to represent water utilities, engineering consultants, and the Ohio EPA Division of Drinking and Ground Water and academia.

Responsibilities:

- Determine need for guidance documents and/or white papers for water treatment and distribution processes.
- Develop such documents.

Resources:

- Technology Committee current guidance documents are included on OAWWA's website.

Water Utility Council (WUC)

Purpose: Develop programs to initiate, evaluate, respond, and comment within the framework of the Ohio Section and the Association policies on legislative, regulatory, and other matters that directly affect water utilities of Ohio.

Council Chair: The Council Chair must be approved by the Section Governing Board

Term: Three (3) years

Succession: Elected by Water Utility Council Membership

Structure: The Council shall be composed of seventeen (17) voting members. The Chair and four (4) representatives from each of the four Districts. All members must be active members or a designated representative of an organization

member, and employed by a water utility of the Section. The sixteen (16) representatives are appointed by their respective District Chair.

Responsibilities:

- The Ohio Water Utility Council focuses principally on developing policy positions among its members so as to affect the state and federal legislative and administrative processes. The Council works closely with individual member entities, as well as with the Association Water Utility Council.
- The Chair shall develop and maintain liaison with his/her counterpart at the Association level.
- Provide participation for the annual Washington Fly In.
- Follow and prepare policy statements when issues arise that impact the water industry.
- Maintain bylaws that shall be approved by the Section Governing Board when changes are made.

Resources:

- AWWA WUC Website: <https://www.awwa.org/Policy-Advocacy/Leadership/Water-Utility-Council>

Organizational Effectiveness Committees

Bylaws Committee

Purpose: Review Section Bylaws, operations manual and current practices. Propose changes to reconcile them and keep the Section in conformance with the Articles of Incorporation and the Bylaws of AWWA.

Committee Chair: The Committee Chair is the Director of the Section

Term: Three (3) years

Succession: Incoming Director

Structure: Director shall serve as Chair with Committee Chair and Committee members as appointed by the Section Chair. Committee members should be current or recent Board members with a familiarity with current operation of the organization.

Responsibilities:

- Review the section Bylaws and Handbook on a routine basis and see that current practices conform to Bylaw requirements.
- Propose changes as necessary, and as needed to conform to the Articles of Incorporation and Bylaws of Association AWWA.
- Submit proposed changes to the Section Governing Board for review and approval
- Submit Governing Board-approved changes to Section Services Representative for approval by the AWWA Executive Committee
- In accordance with the requirements of the current Bylaws, make the proposed changes available for review by the Section membership at least 30 days prior to the annual meeting. Proposed changes should be published in the Section newsletter and on the Section website.
- At the annual meeting, a vote of the attending membership shall be held to approve the proposed Bylaw changes. If approved by the membership, proposed changes should be submitted to AWWA for review and acceptance at the next Director's Meeting (generally the following January).
- Submit proposed changes to the Handbook to the Governing Board for review and approval.

Resources:

- Ohio Section Bylaws: <https://oawwa.org/page/governance>
- AWWA Publication: How to Revise Your Section Bylaws <https://sectionsupport.awwa.org/Governance/Bylaws>

Finance & Audit Committee

Purpose: To verify the financial transactions of the Section and assist with development of financial policies and guidelines for the Section.

Committee Chair: The Committee Chair is the Treasurer of the Section

Term: Three (3) years

Succession: Incoming Treasurer

Structure: Treasurer, Assistant Treasurer, Vice Chair, and Past Section Chair

Responsibilities:

- Review **Investment Policy** and Reserve Policy annually. Recommend revisions as appropriate.
- Perform an internal audit of the Section's finances annually per Section bylaws.

- Coordinate an external review of Section funds at least once every three years or more often, if directed by the Governing Board, per Section bylaws.
- Evaluate the financial review completed by an outside accountant and implement recommended changes as necessary.
- Assist with contract review as needed.
- Assist with year-end tax filings as needed.

Nominating Committee

Purpose: To select new Board members to fill vacancies.

Committee Chair: The Committee Chair is the Vice Chair of the Section

Term: One (1) year

Succession: Incoming Section Vice Chair

Structure: The Committee shall be composed of the current Section Vice Chair, Section Chair, and Section Director

Responsibilities:

- At least one hundred twenty days (120) days prior to OAWWA Annual Conference the Committee shall arrange for the selection of at least one (1) eligible candidate for each office to be filled, and shall present these nominations to the Section Chair for action by the membership.
- Conduct nominations and elections for the following board positions as needed: Director, Vice Chair, District and At-Large Trustees, Secretary and Treasurer.
- Assure that the candidate(s) are announced in the next available Section newsletter.
- Present a list of potential candidates to Officers for discussion at the March OAWWA Governing Board meeting.
- Prepare a list of final nominations for inclusion in the Section newsletter.

Strategic Planning Committee

Purpose: Assist the Section with planning to map the current and future goals.

Committee Chair: The Committee Chair is appointed by the Section Chair

Term: Three (3) years

Succession: Committee Vice Chair or senior Committee member as appointed by the Section Chair

Structure: Committee Chair shall appoint additional Committee members as necessary to carry out assigned responsibilities

Responsibilities:

- Perform in conjunction with the Governing Board a complete review and update of the strategic plan at least once every three years.
- Meet with the Section Governing Board annually (between major revisions) to determine progress on the current plan's action items.
- Work with Committees to align their goals with those of the strategic plan.
- Submit proposed changes to the strategic plan to the OAWWA Governing Board for approval.

Resources:

- AWWA Publication: How to Develop and Implement a Strategic Plan:
<https://sectionsupport.awwa.org/Portals/3/Goverance/StrategicPlanHowTo.pdf?ver=2018-12-14-105145-400>

Districts

The Ohio Section has four (4) Districts: Northeast, Northwest, Southeast and Southwest. Membership within a specific District is primarily determined by the member’s place of business. It is not uncommon for Ohio Section members to participate with functions from more than one District.

Boundaries

Northeast	Ashland, Ashtabula, Carroll, Columbiana, Cuyahoga, Geauga, Harrison, Holmes, Jefferson, Knox, Lake, Lorain, Mahoning, Medina, Portage, Richland, Stark, Summit, Trumbull, Tuscarawas, Wayne
Northwest	Allen, Auglaize, Crawford, Defiance, Delaware, Erie, Fulton, Hancock, Hardin, Henry, Huron, Logan, Lucas, Marion, Mercer, Morrow, Ottawa, Paulding, Putman, Sandusky, Seneca, Shelby, Union, Van Wert, Williams, Wood, Wyandot
Southeast	Athens, Belmont, Coshocton, Fairfield, Franklin, Gallia, Guernsey, Hocking, Jackson, Lawrence, Licking, Meigs, Monroe, Morgan, Muskingum, Noble, Perry, Pickaway, Pike, Ross, Scioto, Vinton, Washington
Southwest	Adams, Brown, Butler, Champaign, Clark, Clermont, Clinton, Darke, Fayette, Greene, Hamilton, Highland, Madison, Miami, Montgomery, Preble, Ross, Scioto, Warren



District Guidelines

The goals of the Districts should be to enhance and support the Ohio Section AWWA mission and goals through education, networking, philanthropic work, and promotion of membership within the AWWA. The Districts are the grass roots level of the organization and are in direct contact with operators and service providers for communities, providing them with a unique ability to recruit new members and volunteers.

Scope and Function of a District

- At a minimum, District Officers should include a Chair, Vice Chair and Secretary/Treasurer.
- Each District should hold a minimum of three (3) education trainings a year with a District business meeting
- Disseminate Section news and information at the District business meeting
- Involve and inform District Trustee in all District Officer meetings
- Provide support to the Section scholarship programs

District Chair Responsibilities

- Must be a member of the Ohio Section AWWA
- Preside at District meetings, conducting them according to Robert's Rule of Order for Parliamentary Procedure
- Promote membership within AWWA
- Recruit members to become more involved with Section activities and Committees
- Appoint a District Nominating Committee to search for candidates for District Officers

Annual Calendar

January

- Governing Board Meeting
- AWWA Membership Summit

February

- AWWA YP Summit
- Newsletter content deadline

March

- One Water Government Affairs & Regulatory Workshop
- Governing Board Meeting

April

- AWWA Fly-in
- AWWA RMSO

May

- Governing Board Meeting
- Newsletter content deadline

June

- AWWA ACE

July

- One Water Joint Conference
- Governing Board Meeting

August

- New Board Member Orientation

September

- Administrative Staff Review
- Call for Committee/Council/District Budget Requests
- Governing Board Meeting

October

- Newsletter content deadline

November

- Governing Board Meeting

December

Revision Log

Date	Revisions by	Summary of Revision
11/30/2021	Emily Davis	Add financial and accounting policies as approved by the Governing Board on 11/19/21
9/20/2022	Emily Pierson	<ul style="list-style-type: none"> - Added Policy for Establishing a Committee or Council - Revised Accounting and Financial Policies
1/23/2022	Emily Pierson	<ul style="list-style-type: none"> - Revised Accounting and Financial Policies - Add Event Code of Conduct Policy
2/26/2024	Emily Pierson	<ul style="list-style-type: none"> - Update Mission and Core Principles per Strategic Plan - Revised Finance and Audit Committee structure per Minutes – January 2024