

Organizational Manual

New England Water Environment Association



NEWEA
WORKING FOR WATER QUALITY

NEWEA Organization Manual
November 2018

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INTRODUCTION

General

The NEWEA Organization Manual is designed to familiarize officers and committee chairs with the administration of the Association and to provide a description of their duties and responsibilities. While the NEWEA Bylaws are the foundation of the organization, the organizational manual interprets and builds on that foundation. The organizational manual is the handbook for efficient operation of the association, and it should be updated regularly in order to keep NEWEA vital and relevant. While changes to this set of documents is subject to the approval of the Executive Committee, any active member should feel comfortable suggesting changes that will help NEWEA to serve its membership and the industry more effectively.

This organizational manual has several intents:

1. To define, explain, and detail officer duties and responsibilities.
2. To provide clarification of committees' responsibilities, membership, and duties.
3. To serve as a tool for incoming committee members, and to members appointed or elected to various positions of responsibility.
4. To serve as an outline for officers and committee chairs regarding the policies, structure, and procedures of the organization.

To achieve this, the NEWEA manual includes the following sections:

1. **Officer Descriptions:** This section outlines responsibilities and duties of the officers and directors of the Association and describes the organizational structure.
2. **Committee Types and Functions:** The Committee Types and Functions outline the responsibilities and duties of the various committees.
3. **Committee Descriptions:** The Committee Descriptions provide a detailed listing of the duties and tasks each committee must perform in order to achieve the fulfillment of its responsibilities and duties.
4. **Policies, Procedures, and Programs:** This section contains the Association's policies, procedures, and programs for specific committee duties and/or tasks.
5. **Financial Guidelines:** Includes the Guidelines for Developing Officer and NEWEA Director Expense Budgets and Committee Budget Development Guidelines.

While the manual is intended to be as complete as possible, those using it should bear in mind that it is intended as a framework so that each individual and committee may grow creatively within the Association to more fully meet the goals of improving the water environment in New England. As the membership grows and changes, this framework should also grow and change in order to be of value to the association membership.

General Objective Statement

The New England Water Environment Association, Inc. was established in 1929 as a not-for-profit organization whose objective is the advancement of fundamental knowledge and technology of design, construction, operation and management of wastewater treatment works and other water pollution control activities; NEWEA is dedicated to the preservation of water quality and water resources.

Vision:

NEWEA is an educational and technical organization that promotes the protection and enhancement of our water environment.

Mission:

The Mission of NEWEA is to:

1. Provide education and technical training.
2. Provide an open and interactive forum for industry professionals.
3. Advance public understanding.
4. Advocate sound public policy.

*** The current NEWEA Vision and Mission was adopted by the Executive Committee at the March 12, 1998 Executive Committee Meeting along with seven strategic initiatives as proposed by the ad hoc Strategic Planning Committee.*

Covering the six New England states, NEWEA serves over 2,100 members, and is a member association of the Water Environment Federation, an internationally renowned organization.

Officer Responsibility

1. The Vice President, President Elect, President, and Past President serve on a successive basis, unless extenuating circumstances develop. They will not serve more than one year in any one position.
2. The Treasurer, Communications Council Director, Meeting Management Council Director, and Federation Delegates may serve up to three successive one-year terms.
3. The State Directors and the Public Outreach, Collection Systems/Water Resources, and Treatment Systems Operations/Management Council Directors will each serve one three-year term.
4. Executive Committee members receiving expense reimbursements will provide an accounting of expenditures within the budget year. Receipts will be necessary.
5. All officers report directly to the President.
6. Officers are the voting members of the Executive Committee. **It is the obligation of each officer to arrange for representation for Executive Committee meetings. Any officer unable to attend an Executive Committee meeting is expected to arrange for a proxy to attend and vote in his or her stead, as indicated in the NEWEA Bylaws.**
7. Officers shall serve as Council Directors and/or members on association committees as designated in the Association's Organization Chart.

8. The Senior Management Team (SMT) consists of the President, President Elect, Vice President, Treasurer, and immediate Past President, with the Executive Director serving in a non-voting advisory role. The role, responsibilities, and limits of authority for the Senior Management Team are defined as the ability to make administrative and staff related decisions that do not affect NEWEA policies and procedures. The intent is for the Senior Management Team to make decisions regarding the day-to-day business of the Association for the time periods between Executive Committee meetings: such as repair or purchase of office equipment or adjusting staff schedules.
9. Fiduciary Responsibilities of NEWEA Officers – NEWEA is a not-for profit corporation, incorporated under the general laws of Massachusetts. Therefore, each officer of NEWEA must assume corporate fiduciary responsibility to the organization. Fiduciary responsibility is not a matter of representation of interested parties (as with an elected public office); instead, it is a legal obligation as an officer in the organization, requiring the officer to act and make decisions in the best interests of the NEWEA, regardless of any personal or outside interests. A more detailed explanation of officer fiduciary responsibility can be obtained from the NEWEA Office upon request.
10. Each officer shall be active as an Executive Committee member and stimulate interest and activity in the Association and the Federation for individuals in the field who are not yet members.
11. Each officer shall seek and implement ways to promote membership in NEWEA.

Tasks and Procedures

1. Copies of all correspondence regarding NEWEA business should be sent to the NEWEA President and to the NEWEA Executive Director.
2. Officers are required to attend all NEWEA Executive Committee Meetings and are expected and encouraged to attend and participate in the Annual and Spring Conferences.
3. NEWEA officers should ensure that adequate communication occurs between the NEWEA Committees and their industry constituencies, especially in support of NEWEA outreach programs. For instance, in support of the Operator Exchange program, State Directors shall foster communication between the NEWEA Plant Operations Committee and the Affiliated State Association (ASA) Coordinator, and between Coordinators from the host state and the visiting state.
4. Each officer shall keep apprised of their respective constituents' activities and programs and shall report to the Executive Committee the status of said programs. For example, State Directors shall monitor and report on state association training, operator/maintenance certification programs, and other ASA initiatives.
5. Communication among officers is strongly encouraged, in order to ensure that informed decisions can be made regarding NEWEA business, and also to develop informational and cooperative ties among NEWEA's various constituent groups. Suggested activities for encouraging this communication are:

- a. Attendance at ASA and other constituency group annual conferences, trade shows, etc.
 - b. Sharing of newsletters and other communications among represented constituencies/associations to all other Officers.
6. Officers are encouraged to invite officials from their respective constituencies' organizations (for example, Presidents or Executive Directors of ASAs and local professional association chapters) to NEWEA's Executive Committee Meetings and to the NEWEA Annual and Spring Meetings. Each ASA President of record is customarily sent an agenda and a meeting notice for each of the above meetings, and other affiliated groups shall be included as requested. Each ASA President normally receives an offer of complimentary registration to NEWEA's Annual Conference.

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OFFICER DESCRIPTIONS

President

1. Is the Chief Executive Officer of the Association, and as such, is responsible for all activities, decisions, and policies of the Association.
2. Is the chair of the Executive Committee, and as such, directs their activities.
3. Is responsible for providing direction and guidance to the Executive Director.
4. Is an ex-officio member of all committees except the Nominating Committee, is responsible for assigning specific work plans for development by the Association committees, for implementing and evaluating the effectiveness of said committees, for the appointment of all committee chairs, and for review and approval of candidates for vice chair. Vice chairs may not be appointed or removed without the approval of the President.
5. Leads and directs the Senior Management Team, and as such, is empowered to make decisions necessary for the day to day management of Association business between meetings of the Executive Committee.

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President Elect

1. Assumes the office of President in case of illness or absence of the President, or at any other time the President so designates.
2. Is designated to serve as Planning Committee Chair.
3. Is a designated member of the Finance Committee.
4. Shall serve on the Management Review Committee.
5. In general, at the behest and direction of the President, functions as a member of the Senior Management Team.
6. Serves as an ex-officio member of all committees other than the Nominating Committee and those for whom the president elect is designated chair.

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Vice President

1. Assumes the office of President Elect at the direction of the President, or in the absence or illness of both senior officers, assumes the office of President, or assumes one or both offices at any such time the President designates.
2. Is a designated member of the Finance Committee.
3. Is a designated member of the Assessment and Development Committee
4. Is designated to serve as Council Director for Ad hoc Committees.
5. Shall serve on the Management Review Committee.
6. In general, at the behest and direction of the President, functions as a member of the Senior Management Team.
7. As a Council Director, shall coordinate with Chairs and/or members of the Committees but does not normally need to attend individual committees' meetings.
8. As a Council Director, shall foster synergy among the committees on their council regarding technical sessions/ specialty seminars, information sharing, etc.
9. As a Council Director, shall coordinate committee issues that require resolution with Assessment and Development Committee and other NEWEA Officers for review and discussion.
10. Shall serve as the Council Director of the ASA Directors and Ad-hoc Committees Council. The Council shall consist of all six ASA Directors and all Ad-hoc committees in any given year.
11. Serves as an ex officio member of all committees other than the Nominating Committee and those for whom the vice president is the designated chair

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Treasurer

1. Is the chief financial officer of the Association, and as such, is responsible for the accounting of all income and expenditures of the Association.
2. Is designated to serve as Finance Committee Chair.
3. Is responsible for working with, and providing financial information to the Finance and Executive Committees, and to the Executive Director, as required.
4. Is empowered to disburse Association funds on a day-to-day basis as is necessary for the operation of the Association.
5. Is empowered to make investments with Association funds, in consultation with the Finance Committee and with Executive Committee Approval, to the best advantage of the Association.
6. Makes all necessary and directed reports to the President, or designated representatives, between meetings of the Executive Committee. The Treasurer shall make a financial report to the membership at the Annual Business Meeting, and shall prepare a report to be included in the Spring issue of the Association's Journal. Quarterly reports shall be submitted to the Executive Committee for approval.
7. In general, at the behest and direction of the President, functions as a member of the Senior Management Team.
8. Shall oversee the Annual Financial audit of the Association by an outside Certified Public Accounting firm.

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Communications Director

1. Responsible for the coordination of all official outgoing media produced by the Association for its membership, for recruiting, and for general public education purposes. Official outgoing media includes the Journal, the email Newsletter, the NEWEA website, web-blasts, and status updates on social media sites such as Twitter and Facebook.
2. Shall serve as Council Director to the following committees: Journal, Newsletter, Public Awareness, and Website.
3. Is responsible for the review of budgets prepared by the Journal, Newsletter, Public Awareness, and Website committees prior to submission to the executive committee.
4. In general, strives to provide timely, informative, and professional publications and media outreach that reflect and promote the water environment efforts in New England.
5. As a Council Director, shall coordinate with Chairs and/or members of the Committees but does not normally need to attend individual committees' meetings.
6. As a Council Director, shall foster synergy among the committees on the council regarding technical sessions/ specialty seminars, information sharing, etc.
7. As a Council Director, shall coordinate committee issues that require resolution with the Assessment and Development Committee and other NEWEA Officers for review and discussion.

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Meeting Management Director

1. Is responsible for coordination of the Association's Conference Arrangements, Program, Registration, and Exhibits Committees, and serves as Council Director to each committee.
2. Is responsible for coordinating the printing and mailings for the Association's Annual Conference and Spring Meeting programs and announcements.
3. Is responsible for coordinating the preparation of budgets for the conference related committees, and submitting the budgets for the Annual Conference and Spring Meeting to the Finance Committee.
4. Is a designated member of the Finance Committee.
5. Sets exhibitor and registration fees for the Annual Conference and the Spring Meeting in coordination with the appropriate committees.
6. As a Council Director, shall coordinate with Chairs and/or members of the Committees but does not normally need to attend individual committees' meetings.
7. As a Council Director, shall foster synergy among the committees on the council regarding technical sessions/ specialty seminars, information sharing, etc.
8. As a Council Director, shall coordinate committee issues that require resolution with Assessment and Development Committee and other NEWEA Officers for review and discussion.
9. Shall serve as the Council Director of the Meeting Management Committees Council. The Meeting Management Committees Council shall consist of the Conference Arrangements, Exhibits, Program, and Registration Committees.

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Executive Director Secretarial Duties

1. The Executive Director or a staff designee shall serve as the recording secretary for meetings of the Executive Committee, and shall be responsible for recording, finalizing and distributing minutes of all Executive Committee meetings and the Annual Business Meeting.
2. Draft minutes of Executive Committee meetings should be produced as soon as possible after a meeting, but no later than 30 days prior to any subsequent meeting of the Executive Committee so that members may review and offer informed comments to the minutes prior to their formal approval.
3. Final minutes will be approved at a subsequent Executive Committee meeting and will reflect all motions, action items and significant discussion items. Minutes do not need to reflect routine items submitted in electronic reports
4. Approved minutes along with agenda and all meeting reports material will be filed electronically and available on the NEWEA web page.

Past President

1. In general, functions as an active voting member of the Executive Committee in order to assure continuity of management in the activities of the Association.
2. Functions in an advisory capacity to the Executive Committee.
3. May serve in any capacity as mutually agreed upon, or designated by the President.
4. Is designated as Management Review Committee Chair.
5. Is a designated member of the Awards Committee.
6. Is a designated member of the Finance Committee.
7. Serves as Council Director of the Bylaws, Nominating, and Assessment and Development Committees.
8. In general, at the behest and direction of the President, functions as a member of the Senior Management team.
9. As a Council Director, shall coordinate with Chairs and/or members of the Committees but does not normally need to attend individual committees' meetings.
10. As a Council Director, shall foster synergy among the committees on the council regarding technical sessions/ specialty seminars, information sharing, etc.
11. As a Council Director, shall coordinate committee issues that require resolution with Assessment and Development Committee and other NEWEA Officers for review and discussion.
12. Shall serve as the Council Director of the Administrative Committees Council. The Administrative Committees Council shall consist of the Assessment and Development, Awards, Bylaws, Committee Member Appreciation, Management Review, Nominating, and Sponsor Committees.

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Federation Delegate(s)

1. Shall advise the NEWEA Executive Committee of Federation issues, developments, and other matters as necessary.
2. Shall represent the Association and its views to the House of Delegates of the Federation, and represent the Federation and its views to the Association.
3. In general, shall function as an Association representative on WEF matters, at the direction and behest of the President and the Executive Committee.

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NEWEA State Director(s)

1. Acts as a voting officer of the NEWEA Executive Committee, responsible for attendance and reporting forward at all Executive Committee Meetings, considering all matters of business that come before that committee, and acting in the best fiduciary and legal interests of NEWEA with regard to all such business.
2. Shall establish and maintain liaison with, and stimulate interest among, the respective state constituencies and interest groups and other organizations concerned with wastewater treatment and environmental water quality issues.
3. Shall serve on the NEWEA Awards Committee to assist in soliciting nominations and ensuring that deserving candidates, especially from the designated state, are available for various awards as assigned and designated. Refer to Awards Committee description.
4. Shall participate on the Government Affairs Committee, ensuring that concerns of interest to the state and local constituencies are included in NEWEA Position Papers and Congressional Briefing activities. Refer to the Government Affairs Committee description.
5. Shall assist with certification and recertification programs and training.
6. Shall assist with coordination of teams for the Operations Challenge.
7. Shall assist with the coordination between the Plant Operations Committee and the Affiliated State Association (ASA) Operator Exchange Program Coordinator
8. Shall author a report for at least two issues of the NEWEA Journal annually, in line with published deadlines.
9. Shall share, trade, and discuss relevant information, local news, and common issues with other Directors, and encourage cross-participation in respective constituent organizational events.
10. Shall encourage participation in special NEWEA Executive Committee meetings (“all chairs” meetings such as those at annual and spring conferences) by representatives of constituent groups, e.g., ASA or compatible organization presidents, executive directors, or other officers.

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Public Outreach Council Director, Collection Systems and Water Resources Council Director, and Treatment Systems Operation and Management Council Director

1. Acts as a voting officer of the NEWEA Executive Committee, responsible for attendance and reporting forward at all Executive Committee Meetings, considering all matters of business that come before that committee, and acting in the best fiduciary and legal interests of NEWEA with regard to all such business.
2. Shall serve as the Council Director of one of the following Committee Councils:
 - a. Public Outreach Council: Government Affairs, Humanitarian Assistance and Grants, Membership, Public Education, Safety, Scholarships, Student Activities, Water for People, and Young Professionals.
 - b. Collection Systems and Water Resources Council: Collection Systems, Collection Systems Certification, CSO/Wet Weather Issues, Industrial Wastewater, Stormwater, Sustainability, Water Reuse, and Watershed Management.
 - c. Treatment, Systems Operation and Management Council: Asset Management, Contaminants of Emerging Concern, Energy, Laboratory Practices, Operations Challenge, Plant Operations, Residuals Management, Small Community, and Utility Management.
3. Coordinates with chairs and/or members of the committees within the respective council, but is not normally obligated to attend individual committees' meetings.
4. Fosters synergy among the committees on the council regarding technical sessions/specialty seminars, current matters of interest, and general information sharing, etc.
5. Serves as a resource for advice to assigned committee chairs, vice-chairs and other volunteers seeking guidance in the conduct of NEWEA business.
6. Coordinates with Assessment and Development (A&D) Committee in developing and administering a uniform review of each assigned council committee at least triennially. The purpose of the review process will be to:
 - a. Ensure a review of each committee according to the established schedule.
 - b. Encourage a review by the committee chair and others of the appropriateness and execution of the committee charges, goals, and objectives in light of the Association's strategic plan and the current state of the industry.
 - c. Offer an alternative route for committee chairs to offer suggestions, submit inquiries, and request help with committee administration.
 - d. Encourage committee outreach to interested members through sharing of recruitment and member retention ideas.
7. Distributes the uniform review form to the chairs of the assigned committees being reviewed, explains review process to the committees, and ensures that review responses are submitted as scheduled.
8. Receives and comments on completed reviews received from the committees before submittal to the A&D Committee for compilation and assessment.

9. Consults with the Assessment and Development Committee as necessary and appropriate regarding issues and recommendations based on committee reviews from the director's council to be reported by A&D Committee to the Executive Committee.
10. Coordinates committee issues that require resolution with Assessment and Development Committee and other NEWEA Officers for review and discussion.
11. Confers with the Assessment and Development Committee as needed regarding Council Director duties and tasks required, and consults with them as appropriate with regard to committee issues and challenges
12. Serves in an advisory role for the Planning Committee as requested.
13. Shares, trades, and discusses relevant information, local news, and common current issues with other Directors, and encourages cross-participation in respective constituent organizational events.

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COMMITTEE TYPES, FUNCTIONS, AND DUTIES

COMMITTEE TYPES, FUNCTIONS, AND DUTIES

General

The Association has three types of committees.

1. **MANAGEMENT COMMITTEES** - These committees are required to run and administer the operation of the Association. The Chairs, senior or past officers of the Association in most cases, act as both chair and Council Director members. The management committees and chairs are as follows:
 - a. Executive Committee – President
 - b. Assessment and Development – Appointed by the President
 - c. Awards Committee – Appointed by the President
 - d. Bylaws Committee – Appointed by the President
 - e. Committee Member Appreciation – Appointed by the President
 - f. Finance Committee – Treasurer
 - g. Journal Committee – Appointed by the President (with help of Communications Director)
 - h. Management Review Committee – Immediate Past President
 - i. Planning Committee – President Elect
 - j. Nominating Committee – Senior Past President*
 - k. Sponsor – Appointed by the President

*Senior Past President refers to the senior of the three most recent Past Presidents.
2. **STANDING COMMITTEES** - Standing Committees represent and promote specific areas of practice or interest within the industry; the President appoints standing committee chairs. The committees are apportioned among the technical councils under Council Directors and other officers and the Executive Director as shown on the Organizational Chart.
 - a. Subcommittees – A subcommittee may be formed by a standing committee from its membership in order to accomplish a specifically focused activity or set of tasks that are in line with the charge of the standing committee but that may require extra attention, expertise, or focus beyond routine committee activities. A subcommittee may be continual to handle recurring tasks (e.g., annual award selections or specialized training) or it may be temporary for the purpose of accomplishing a single finite goal (e.g., hosting a special activity such as a national conference). In either case, the subcommittee reports to the parent committee, but does not report to the Executive Committee except through or by agreement with the chair of the standing committee.
3. **AD HOC COMMITTEES** - These are committees that are established by the President to serve for a short period of time, typically up to three years, often to explore or “test the waters” on an emerging or unexplored field of interest. Each ad hoc committee shall be reviewed annually to determine if it will remain ad hoc, if it should be considered for Standing Committee status, or if it should be sunsetted upon completion of the assigned project. An ad hoc Committee can become a Standing Committee by vote of the Executive Committee. The President appoints the Chairs of ad hoc committees, and their Council Director is normally the Vice President.

Council Director Role

1. The Council Director role is to provide leadership and oversight to a committee, and to act as a committee liaison to the Executive Committee. This is to ensure that the committee's ideas and interests are conveyed to the Executive Committee, and that the committee is represented by a voting member on the Executive Committee.
2. A Council Director position is fulfilled by an elected officer appointed to a specific Council. When an officer ceases to hold office, that person's Council Director role also ceases, and the new holder of the office assumes the Council Director duties.
3. It is the responsibility of the Council Director to: advise that each committee develop annual goals and objectives; participate in person or via conference call on at least one committee meeting per year for each committee in its charge; review select committee correspondence; and ensure fair hearing of the committee during Executive Committee sessions.
4. While the Council Director has all the rights, responsibilities, and duties of any other member of the committee, including the right to vote, the primary role is to routinely communicate with the committee chair and provide guidance, as necessary, to ensure that the committee works successfully toward its goals.

General Committee Duties

1. The Chair shall select, by February 1 of each year, the remaining members of the committee, giving consideration to the disciplines and geographical distribution of the membership. All committee members will be members of the Association.
2. Committee chairs may serve no more than three successive years in that position (except under extreme circumstances) and shall be subject to reappointment each year at the discretion of the incoming President.
3. Each committee chair shall appoint a vice-chair who is subject to approval by the President, and who shall be expected to assume the committee chair position in succession to the current committee chair.
4. All chairs shall designate a person to record accurate minutes of each committee meeting, and to provide a copy of these meeting minutes to the Executive Director within thirty days of the meeting.
5. Each committee chair, within thirty days of assuming office, shall submit to the Executive Director a list of goals and objectives for the forthcoming year. Prior to the Annual Conference, each chair shall submit to the Executive Director a report briefly outlining the status of the goals and objectives submitted at the beginning of the past year. In the case of committees directly involved with duties at the Annual Conference, the year-end reports may be submitted within 30 days after the Annual Conference.
6. It is the responsibility of each committee chair to develop, and submit to the Finance Committee Chair, an annual committee budget as directed, and explain the basis for all budget requests.

7. The Chairs shall schedule committee meetings at their discretion, with a recommendation of two face-to-face meetings per year; utilization of conference calls, e-mail, and other electronic means are also encouraged as methods of communication. The Executive Director shall be notified in advance of committee meetings, and will notify appropriate non-roster people.
8. Chairs and/or designated representatives shall report to, and attend Executive Committee meetings as requested.
9. It is the responsibility of the committee chairs to provide the Newsletter or Journal Chair with committee updates as requested in accordance with annual newsletter and Journal schedules.
10. A brief report on current committee activities shall be prepared and sent to the Executive Director prior to any Executive Committee meeting (for inclusion in the mailing or for distribution) to which chairs are invited. This will typically occur on a quarterly basis.
11. Chairs of all technical committees shall be responsible for the planning and implementation of at least one specialty seminar during their tenure, typically each three years at a minimum.
12. Committee chairs shall be responsible for preparing related award nominations for submittal to the Awards Committee as directed.
13. It is assumed that each committee chair shall liaison with the President and Executive Director, and the following committees: Journal, Membership, Newsletter, Program, Website, and Assessment and Development as necessary.
14. The committee chair shall be active as an Executive Committee participant and stimulate interest and activity in the Association and the Federation for individuals in the field who are not yet members.
15. All committee members shall be encouraged to promote membership in NEWEA.
16. The committee Chair and Vice Chair shall be responsible for ensuring communication of committee activities and issues with its respective Council Director.

Task Force Function and Duties

GENERAL

Task forces are established by the President to serve for a short period of time, typically less than one year. Task forces are established to assess significant issues that are (1) of importance and urgency to the organization, and (2) do not fall within the responsibility of a single existing officer or committee.

Task forces are often formed to formalize a joint effort among several officers or committees to address issues of an urgent nature. The task forces shall report at Executive Committee Meetings. Task forces are intended to differ from Ad hoc committees (as defined in the organization manual) in the following respects:

1. One year duration
2. Will be terminated; not eligible to be considered for standing committee status
3. The role of task force chairs does not include Executive Committee Membership
4. Task forces are often made up of existing officers and committee representatives to deal with a broad, overarching issue



TASK FORCE DUTIES

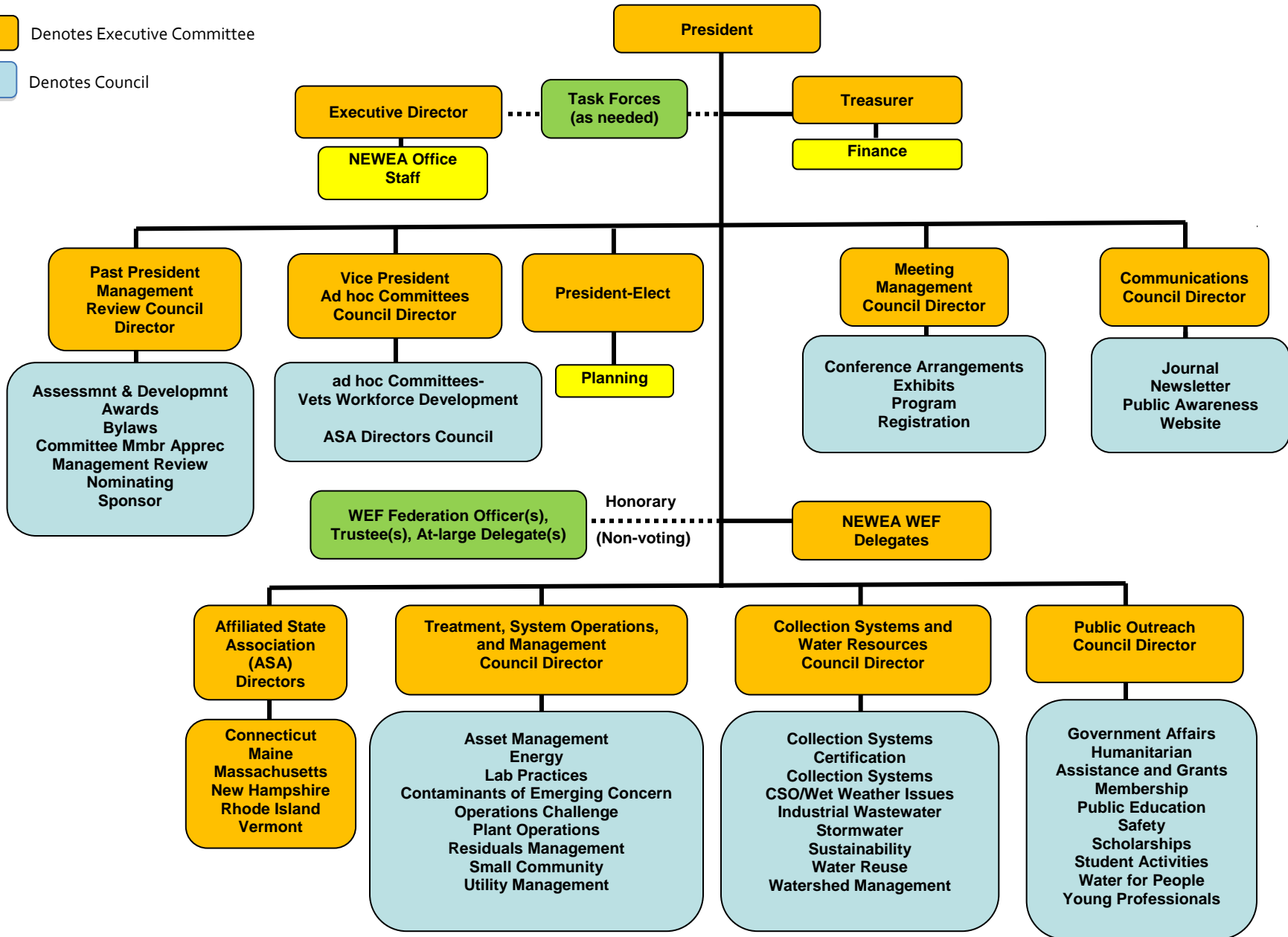
1. Task forces are often formed to formalize joint responsibility and cooperation among existing committees to assess a particular issue of importance to the organization. The President will appoint the chair and select/approve key officers, committees, and/or active members to be represented on the Task force. All task force members will be members of the Association.
2. Task force chairs may serve no more than one year in that position.
3. Each task force chair, within thirty days of appointment, shall submit a list of goals and objectives to the Executive Director.
4. Task force chairs shall schedule meetings as needed. At least two face-to-face meetings are recommended. These can be supplemented by conference calls, e-mail, and other methods of communication. The Executive Director shall be notified in advance of task force meetings and will notify the appropriate people.
5. Chairs and/or designated representatives shall report to and attend Executive Committee meetings as requested. Task force chairs are not formal members of the Executive Committee. In many cases the appointed chair may be a member of the Executive Committee because of another role or office held.
6. A brief report on current task force activities shall be prepared and sent to the Executive Director prior to any Executive Committee meeting (for inclusion in the mailing or for distribution) for which the task force is on the agenda. This will typically occur on a quarterly basis.
7. It is assumed that each task force chair shall serve as liaison with the President, Executive Director, and any other committees identified in the goals or membership of the task force.

8. Within one year, the task force chair shall submit a report to the Executive Director briefly outlining the status of the goals and recommendations for termination of the task force. Recommendations may include no further action (resolution of issue), assignment of follow-on duties to existing officer(s) or committee(s), or creation of new officer(s) or ad hoc committee(s) if needed.
9. If the recommendations of the task force may have budget implications, this information should be submitted to the Finance Committee Chair.
10. It is the responsibility of the task force chairs to provide the Newsletter or Journal Chair with task force updates in accordance with annual newsletter and Journal schedules.
11. Task force chairs shall be active NEWEA members and stimulate interest and activity in the Association and the Federation for individuals in the field who are not yet members.
12. The Task Force Chair shall be responsible for completing the task and making timely recommendations to the Executive Committee to allow for a smooth transition upon completion of the task.

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NEWEA Organizational Structure

 Denotes Executive Committee
 Denotes Council



COMMITTEE DESCRIPTIONS

ASSESSMENT AND DEVELOPMENT COMMITTEE

(Management)

Overall Charge

1. To coordinate a review process for monitoring and evaluating committee activities with Council Directors. To assist the Executive Committee in guiding the Councils and individual committees in the discharge of their association work. To advise the Executive Committee regarding the charges, goals and objectives of the Standing and Ad hoc committees and the level of effectiveness of each committee. To review and update, on an annual or as-needed basis and in coordination with the Bylaws Committee, the Association's Organizational Manual.

Membership

1. The committee shall consist of at least 6 committed members and invited resources as needed (e.g., Council Directors or Executive Officers). The Chair shall be appointed by the President. The Chair, with the approval of the President, shall appoint a vice chair, and may add additional members to the committee. The Vice-President will be a standing member of the committee. It is recommended that the Chair, and if possible other members of the committee, have experience in NEWEA Committee work as officers, committee chairs, or in other like association functions.
2. Each of the three most senior NEWEA Directors shall be requested to serve in an advisory role to this committee in the final year of the Director's term.

Specific Duties

1. Meet with and be accessible to Council Directors to gauge their success and to advise and assist as necessary the Council Directors in understanding and performing their duties.
2. Develop, maintain, and follow a comprehensive matrix of NEWEA's standing committees for use in assisting the Council Directors to assess and assist their committees' functions as appropriate.
3. Annually review the activities and status of all ad hoc Committees.
4. Provide assistance as needed to Council Directors regarding administration of their council reviews and their recommendations for issue resolution, and assist Council Directors directly as needed with issue resolution.
5. Serve as a sounding board for both Council Directors and committee chairs regarding the committee management system, and assist either or both to initiate productive changes to committee management procedures.
6. Review and update Sunset Review Procedures as appropriate to ensure that all committee reviews are productive and positive.
7. Advise and make recommendations to the Executive Committee regarding committee-related changes.
8. As needed and appropriate, review and update the NEWEA Organizational Manual, coordinate with the NEWEA Bylaws committee to ensure harmony, and recommend any changes of the Organization Manual considered desirable or necessary to the Executive Committee for adoption.

Liaison with Others

1. All Council Directors, and, as necessary, all Standing and Ad hoc committee chairs.
2. Bylaws committee.
3. Executive Committee

Committee Activity

1. Provide an annual review of all Ad hoc Committees, and, in coordination with Council Directors, organize and accomplish a triennial review of each of the standing committees in each council. (For

guidance, see the COMMITTEE REVIEW PROCEDURES AND SCHEDULE near the end of this Organizational Manual).

2. Provide a yearly (or more often as necessary) update of changes for the NEWEA Organization Manual, and perform edits, alterations and rework to the organization manual at the behest of or on behalf of the Executive Committee. Coordinate Organizational Manual changes with the bylaws committee to ensure harmony between the Org. Manual and the Association's constitution and bylaws.

Tasks

1. Coordinate, through the Council Directors, the task of reviewing each standing committee at least triennially. Committee reviews generally include the following tasks, to be coordinated by the A&D Committee and facilitated by the Council Directors as appropriate:
 - a. Review each committee, via uniform written review, according to the established schedule.
 - b. Coordinate and meet as necessary with the chairs of the committees being reviewed and explain review process.
 - c. For each committee under review, review materials submitted from the committee chair and reviewed by the Council Directors regarding past, present and projected activities. The process should include assessment of the committee's effectiveness with regard to goals and objectives submitted by the committee.
 - d. In conjunction with the Council Director, review with the committee chair the appropriateness of the committee charges in light of the Association's strategic plan and the current state of the industry.
 - e. Encourage committee outreach to interested members through sharing of recruitment and member retention ideas
2. Work with the Council Directors as necessary and appropriate to interpret uniform committee review results in order to identify issues and determine recommendations. Submit a written report to the Executive Committee at its December meeting detailing recommendations for any committee changes and/or corrective actions that need to be taken.
3. Serve as a resource for committee chairs and Council Directors to settle any issues arising with regard to direction or guidance to ensure that committees are meeting the needs of NEWEA and that NEWEA is responding adequately to committee needs.
4. Annually review all Ad hoc Committees via written questionnaire to determine which will remain in place, be disbanded after having achieved their objectives, or be considered (as having proved successful and essential to the association's strategic plan and/or proved vital to the industry) for Standing Committee status.
5. Annually review and update the NEWEA Organization Manual to reflect, among other things, any changes based on committee review findings. In particular, maintain the Organization Manual, ensuring that all committees are included, and that Council Director groupings are compatible, in so far as possible with Association procedures and/or policies. Obtain input from the Executive Director, Officers, Bylaws Committee, and all committee chairs.
6. Present any recommended Organizational Manual updates to the Executive Committee for discussion and subsequent approval.
7. Review any recommendations, from planning sessions or other sources, for changes in organizational procedures; advise and assist the Executive Committee in considering the issues and in adopting any changes that may achieve recommendation by the Executive Committee.
8. Review and tailor the annual officer/committee orientation program, in conjunction with NEWEA senior officers, and work with NEWEA senior officers in organizing and presenting orientation materials.
9. Serve as a resource for advice to committee chairs, vice-chairs and others seeking guidance in the conduct of NEWEA business.

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ASSET MANAGEMENT COMMITTEE

(Standing)

Overall Charge

1. To be the focal group for developing Association policies / programs on asset management, and for educating members on the technical and cost-benefit aspects of adopting optimal asset management practices.
2. To review technical practices and disseminate information available to the membership regarding asset management and life cycle management terminology, technologies, and techniques.

Membership

1. The committee shall consist of at least seven members. The Chair shall be appointed by the President. Representation from each state is desired.

Specific Duties

1. To track changes in federal and New England state asset management policies, guidelines, and regulations.
2. To recruit technical papers for presentation at Association meetings and to coordinate with the Program Committee to develop technical sessions at the Annual Conference or Spring Meeting.
3. To disseminate information related to asset management regulations, legislation, policies, or guidelines to Association members.
4. To provide a forum for the exchange of information on issues related to asset management.
5. To coordinate nominations for the NEWEA Asset Management Award.
6. To participate in a least one existing or new student (of any age group) and/or public outreach activity (e.g., a presentation at a school classroom, a participating visit at a student chapter meeting, presenting before a community service club meeting) each year to promote academic and public awareness of technical challenges and occupational opportunities in the water and wastewater community.

Liaison with Others

1. Program Committee
2. Collection Systems Committee
3. Government Affairs Committee
4. Plant Operations Committee
5. Utility Management Committee
6. Awards Committee
7. Other Professional Organizations (NACWA, WEF, ASCE, etc.)

Committee Activity

1. To develop and implement activities that will increase industry awareness of asset management and its associated efficiencies and cost-saving opportunities.

Tasks

1. Solicit, in coordination with the Program Committee, technical papers for presentation at Association Meetings.
2. Coordinate with the Program Committee on planning and establishing technical sessions related to asset management.
3. Keep abreast of regulatory and legislative initiatives related to asset management. Where appropriate, assist Government Affairs Committee in reviewing and commenting on proposed regulations, policies, or guidelines.

4. Plan, organize, and execute specialty conferences related to asset management at least once during the tenure of the Chair.
5. Submit recommendations to the Awards Committee for the NEWEA Asset Management Award prior to the Spring Meeting. Refer to the Awards Committee description for the awards program schedule and process.
6. Annually review the procedure used to select the nominee for the NEWEA Asset Management Award. Establish or update the procedure in coordination with the Awards Committee.
7. Participate in a minimum of one existing or new student (of any age group) and/or public outreach activity (e.g., a presentation at a school classroom, a participating visit at a student chapter meeting, presenting before a community service club meeting) each year to promote academic and public awareness of technical challenges and occupational opportunities in the water and wastewater community.

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AWARDS COMMITTEE

(Management)

Overall Charge

1. To nominate and receive recommendations to nominate deserving members of the Association, and others, for recognition through receipt of Association and/or Federation awards.

Membership

1. The committee shall consist of a chair, a vice chair, the nine NEWEA Directors, and a liaison member appointed by each of the award-specific committees indicated below. The Chair shall be appointed by the President. It is strongly recommended that the appointed chair have some previous experience with the NEWEA Awards program. The Chair, with the approval of the President, shall appoint a vice chair, and may add additional members to the committee assigned specifically to select qualified nominees for Federation Awards and specific professional category awards.

Specific Duties

1. To solicit nominations of members of the Association who are worthy of receiving either Association or Federation recognition and to present these nominees to the Executive Committee for approval. Nominees may come from a variety of sources:
 - a. NEWEA members – Any member of NEWEA may recommend a candidate to the Awards Committee for consideration. Appropriate nomination materials must be submitted by specified dates.
 - b. NEWEA committees – Several NEWEA committees have taken on the responsibility of reviewing relevant nomination materials and recommending nominees to the Awards Committee:

NEWEA Committee	NEWEA Awards	WEF/MA Awards	WEF Awards
Asset Management	Asset Management		
Collection Systems	James J. Courchaine		Collection Systems
Laboratory Practices		Laboratory Analyst Excellence	
Plant Operations		William D. Hatfield	
Public Education	Paul Keough Public Educator		Public Education Schlenz Public Education
Safety	Operator Safety	George Burke Safety	Member Association Safety
Utility Management	Wastewater Utility		
Young Professionals	Outstanding Young Professional		Outstanding Young Professional

- c. Each State Director will be encouraged to bring specific suggestions from the respective ASA for the NEWEA Operator Award and the Alfred E. Peloquin Award, each of which is awarded in each state each year. All Directors will be urged to solicit deserving candidates for other NEWEA awards, such as the NEWEA Clair N. Sawyer Award, WEF Arthur Sidney Bedell Award, the NEWEA Operator Safety Award and the NEWEA E. Sherman Chase Award.

Regardless of the particular nominee's sponsor, the Awards Committee has the ultimate responsibility for ensuring the integrity and appropriateness of the awards it brings to the Executive Committee for approval.

2. To recommend to the Executive Committee any changes in the basis or procedures for selection that it deems appropriate.
3. To evaluate suggestions for establishment of new Association Awards and to make appropriate recommendations thereon to the Executive Committee.
4. To coordinate deadlines for candidate information with affected committees and with the Newsletter Committee chair so that award announcements and deadlines can be coordinated. To streamline the receipt, review, and approval of candidates, and to expedite the process that NEWEA staff must follow to submit paperwork and order awards, the Awards Committee recommends the following general deadlines:
 - a. WEF Awards (due to WEF by April 1) - Relevant committees and NEWEA office are notified in writing of proposed WEF Award Nominations by January 1 (this allows committees to meet at the Annual Conference). Awards Committee receives nomination and backup materials for recommended candidate by February 15. Awards Committee recommends candidates to Executive Committee at first Executive Committee meeting (typically in March).

WEF requires significant backup materials for these award submittals.

- b. WEF-Member Association (MA) Awards (due to NEWEA by June 1st) - Relevant committees and NEWEA office receive WEF-MA Award Nominations by June 1st. Awards Committee receives recommended candidate and/or reviews nominations prior to the start of the Spring Meeting (generally the first Sunday in June) and recommends candidates to the Executive Committee at the September Executive Committee Meeting.

WEF requires no backup materials for these awards; NEWEA requires, at minimum, the Candidate Information Form and biographical information.

- c. NEWEA Awards (due to NEWEA by June 1st) - Relevant committees and NEWEA office receive NEWEA Award Nominations by June 1st. Awards Committee receives recommended candidate and/or reviews nominations prior to the start of the Spring Meeting (generally the first Sunday in June) and recommends nominees to the Executive Committee at the September Executive Committee Meeting.

NEWEA requires, at minimum, the Candidate Information Form and biographical information.

Obviously, some flexibility may be necessary and conference calls and electronic votes are allowed if kept to a minimum. Two conference calls per year should be included in the budget.

Liaison with Others

1. Any committee or person for input.
2. Specific assistance from relevant committees as noted under Specific Duties.
3. Public Awareness and other Communications Council committees

Committee Activity

1. Solicit, review, select, and recommend nominees for the various Association and Federation awards with nominations submitted to the Executive Committee for approval in sufficient time to meet the deadlines for the specific awards.

Tasks

1. To solicit award nominations from the Association membership by publishing notices and articles in NEWEA Newsletter, distributing flyers at meetings, and developing and maintaining award information on NEWEA's web page.
2. To assist Association members and committees and NEWEA staff in preparing nominations
3. To review the various nominations that are submitted to select the award candidates and/or receive and review recommendations by appropriate NEWEA committees.
4. In coordination with and/or delegating to the NEWEA office and relevant committees, to communicate on a timely basis with WEF and NEWEA award candidates as to whether they will receive or will not receive an award. This communication should occur as soon as a decision has been made.
5. To coordinate notifications to all awards nominees. All awards nominees shall receive notification whether they will be receiving an award or not.
6. To choose a narrator to participate in the awards functions at the Annual Conference.
7. Criteria shall include proven skills in public reading/presentation, familiarity with the awards selection and program procedures, and the willingness and ability: to consult as needed in preparation of the awards script; to proof and rehearse the script (including researching and ensuring correct pronunciation of names); and to participate in the awards ceremony and, ideally, in any pre-ceremony photographic sessions to help become familiar with award recipients. Preference will be given (but not to the exclusion of other capable candidates) to former NEWEA executive officers and others who have participated in past awards ceremonies. To encourage broad participation, efforts shall be taken to avoid appointing the same person as narrator in consecutive years.
8. To coordinate and direct the awards ceremony program, including pre-ceremony photography session, preparation of awards presentation narrative, selection of an appropriate awards narrator, confirmation of ceremony speakers and presenters, and organization/arrangement of award plaques/certificates to ensure a smooth and suitably impressive ceremony.
9. To encourage presentations of awards at venues local to the recipients (such as individual affiliated association conferences) in the year following the NEWEA ceremony.

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BYLAWS COMMITTEE

(Management)

Overall Charge

1. To recommend and prepare proposed amendments to the Constitution and Bylaws for consideration by the Executive Committee, and submission of the same to the Federation Constitution and Bylaws Committee for approval in conjunction with submission to the membership for adoption.
2. To work with the Assessment and Development Committee regarding proposed changes to the NEWEA Organizational Manual, ensuring coordination and agreement with the language of the Bylaws.

Membership

1. The committee shall consist of at least three members with the chair appointed by the President. Participation of past officers and committee chairs is encouraged. The Past President shall serve as Council Director member.

Specific Duties

1. To monitor actions and activities of the Association for conformance to the Constitution and Bylaws and to suggest amendments when circumstances require them.
2. To draft all proposed amendments to Constitution and Bylaws.
3. To submit proposed amendments to the Executive Committee for initial certification.
4. To submit Executive Committee-certified amendments to the Federation Constitution and Bylaws Committee for their review and approval as conforming to the WEF Constitution and Bylaws.
5. To ensure that the certified amendments are brought to the membership as a whole for final ratification in accordance with the requirements as described in the Bylaws.
6. To revise the official printed/electronically distributed Constitution and Bylaws to reflect newly ratified amendments.
7. To determine if changes to the Constitution and Bylaws warrant a change to the Articles of Organization as issued by the Commonwealth of Massachusetts and to submit necessary documentation.
8. To follow through with Assessment and Development Committee in any changes to the NEWEA Organizational Manual necessary to ensure that the Organizational Manual does not conflict with the language or spirit of the Bylaws.

Liaison with Others

1. Federation Constitution and Bylaws Committee
2. NEWEA Assessment and Development Committee

Committee Activity

1. Recommend and prepare amendments to the Constitution and Bylaws as may be appropriate to the achievement of the Association's goals and objectives and to conform to Federation requirements. Follow up Bylaws amendments with Assessment and Development Committee as necessary on changes to the Organizational Manual to ensure concurrence of the two documents.

Tasks

1. Review minutes of Executive Committee Meetings to determine whether any actions of the committee may suggest or mandate desirable amendments to the Constitution and Bylaws, and to alert the committee to any noncompliance with Association or Federation Bylaws.

2. Keep abreast of Federation activities, which may generate proposed changes in the NEWEA Constitution and Bylaws in order to conform to the WEF Constitution and Bylaws.
3. Develop and submit to the Executive Committee 20 days prior to any scheduled Executive Committee Meeting, as deemed appropriate or as directed, recommendations for amendments to the Constitution and Bylaws.
4. Immediately after the meeting at which the proposed amendment is approved by Executive Committee vote, forward said proposed amendment to the Executive Director of the Federation for review by the Federation's Constitution and Bylaw Committee. Transmittal shall include a letter giving explanation and background of the amendment, as well as a "mark-up" copy of the proposed amended NEWEA Bylaws. WEF Constitution and Bylaws Committee shall review amendments to ensure harmony with WEF's Constitution and Bylaws and return comments/approval to NEWEA.
5. At least 75 days prior to the Annual Business Meeting, prepare final form, recommended amendments as approved by the Executive Committee and confirmed by the WEF C&B Committee, and forward it to the Executive Director for transmittal to the membership prior to the Annual Business Meeting.
6. Upon the ratification of the amendment by the NEWEA membership, coordinate with the Executive Director to assure that the Constitution and Bylaws are annotated to reflect the approved changes and filed with the appropriate authorities.
7. Concurrent with Bylaws changes or upon Executive Committee request, assist the Assessment and Development Committee to promulgate and finalize changes to the NEWEA Organizational Manual to ensure concordance with the Bylaws and to further elaborate Executive Committee interpretation of the Bylaws as applicable to everyday Association activities.

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COLLECTION SYSTEMS CERTIFICATION COMMITTEE

(Standing)

Overall Charge

1. To encourage certification as a measure of professional qualification and recognition, to promote the employment of trained and efficient personnel in the wastewater field and to administer the program of certification of collection system operators.

Membership

1. The committee shall consist of up to twelve members, with the chair appointed by the President. Representation by each state is desirable.

Specific Duties

1. To administer the certification program with specific responsibility for developing rules, regulations, application forms, and examinations for the certification program wastewater collection system personnel.
2. To receive all applications for certification and to investigate, verify, and evaluate the accompanying record of each applicant.
3. To prepare and conduct examination for the various grades of certification.
4. To issue certificates of the proper grade on behalf of the Association to all applicants meeting the requirements developed.
5. To promote the benefits of state certification programs which have resulted in the increase of professionalism in the operations and maintenance field.
6. To periodically review and update the written examinations for all grades.
7. To maintain confidentiality of all records.
8. To participate in a least one existing or new student (of any age group) and/or public outreach activity (e.g., a presentation at a school classroom, a participating visit at a student chapter meeting, presenting before a community service club meeting) each year to promote academic and public awareness of technical challenges and occupational opportunities in the water and wastewater community.

Liaison with Others

1. Collection Systems Committee
2. Plant Operations Committee

Committee Activity

1. To administer the Voluntary Certification Program for collection system operators and personnel.

Tasks

1. Review applications for certification.
2. Grant reciprocity if applicable.
3. Development of new questions and answers for examinations.
4. Administer examinations for certification of operators of wastewater collections systems.
5. Review and grade examinations.
6. Evaluate the results of the exams to ascertain the effectiveness of the exams and the training programs.
7. Forward the list of examinees, with the score to the Executive Director within 30 days of the examination. Assure that the Executive Director issues Pass/Fail letters and, for those who pass, prepares a certificate of the appropriate grade for transmittal to the successful examinee within two months of the examination date.

8. Participate in a minimum of one existing or new student (of any age group) and/or public outreach activity (e.g., a presentation at a school classroom, a participating visit at a student chapter meeting, presenting before a community service club meeting) each year to promote academic and public awareness of technical challenges and occupational opportunities in the water and wastewater community.

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COLLECTION SYSTEMS COMMITTEE

(Standing)

Overall Charge

1. To develop programs for stimulating participation in Association activities related to collection systems.

Membership

1. The committee shall consist of at least seven members with the Chair appointed by the President. Representation from each New England state, with a variety of collection systems background, is desirable.

Specific Duties

1. To provide a forum for the exchange of information on issues related to collection systems.
2. To encourage adequate training and certification of collection systems personnel, and to develop and disseminate training materials.
3. To coordinate with the Federation's Collection Systems Committee.
4. To encourage the distribution of information for new products, and technologies to members.
5. To plan and conduct one specialty conference at least once during the tenure of the Chair.
7. To coordinate nominations for NEWEA and WEF Collection Systems Awards.
8. To participate in a least one existing or new student (of any age group) and/or public outreach activity (e.g., a presentation at a school classroom, a participating visit at a student chapter meeting, presenting before a community service club meeting) each year to promote academic and public awareness of technical challenges and occupational opportunities in the water and wastewater community.

Liaison with Others

1. Collection Systems Certification Committee
2. Awards Committee
3. CSO/Wet Weather Committee
4. Operations Challenge Committee
5. Safety Committee

Committee Activity

1. Provide for the exchange of information relating to collection systems operations, design, construction, and management.

Tasks

1. Solicit, review, and submit papers for presentation at the Association Annual Conference and Spring Meeting.
2. Coordinate with the Program Committee on planning and establishing technical sessions.
3. Develop and disseminate training materials for collection system personnel.
4. Plan, organize, and execute specialty conferences on collection systems issues at least once during the tenure of the Chair.
5. Assist the Operations Challenge Committee in planning, organizing, and executing the collection systems event for the Operations Challenge. Appoint a member to serve on the Operations Challenge Committee
6. Submit recommendations to the Awards Committee for the NEWEA James J. Courchaine Collection Systems Award prior to the Spring Meeting and the WEF Collection Systems Award prior to February 15 (to allow submittal to WEF by April 1). Refer to the Awards Committee description for the awards program schedule and process.

7. Participate in a minimum of one existing or new student (of any age group) and/or public outreach activity (e.g., a presentation at a school classroom, a participating visit at a student chapter meeting, presenting before a community service club meeting) each year to promote academic and public awareness of technical challenges and occupational opportunities in the water and wastewater community.
8. Annually review the procedure used to select the nominees for the NEWEA and WEF Collection System Awards. Establish or update the procedure in coordination with the Awards Committee.

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COMMITTEE MEMBER APPRECIATION COMMITTEE

(Management)

Overall Charge

1. To preview and recommend to the Executive Committee sites for the Association's annual function to show appreciation for the work of committee members and to provide for proper arrangements of facilities for a successful function.

Membership

1. The committee shall consist of at least three members with the chair appointed by the President.

Specific Duties

1. To research, review and recommend sites and activities for the function to the Executive Committee.
2. To do all the necessary pre-arranging for the function as well as "on-site" and wrap up activities for a successful function.
3. Work closely with the Executive Director to ensure proper coordination.

Liaison with Others

1. Executive Committee
2. Executive Director

Committee Activity

1. To plan, organize and coordinate all activities related to the Committee Member Appreciation functions.

Tasks

1. Prepare a yearly budget for the function and submit to the Finance Committee.
2. Investigate a site, date, and function.
3. Recommend a site, date, and function to the Executive Committee.
4. Book site and function and obtain commitment on prices.
5. Coordinate printing and mailing of notices and monitoring RSVPs with the Executive Director.
6. Make arrangements for refreshments and liability insurance if necessary.
7. Coordinate on site with site manager and function manager.

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CONFERENCE ARRANGEMENTS COMMITTEE

(Standing)

Overall Charge

1. To preview and recommend sites for the Association's Annual Conference and Spring Meeting to the Executive Committee, and provide for proper arrangement of facilities to ensure successful meetings.

Membership

1. The committee shall consist of at least seven members, six of whom shall be the President Elect, Vice President, Meeting Management Director (Council Director) and chairs of the Program, Registration, and Exhibits Committees. The Chair, appointed by the President, shall be an individual not holding one of the offices named above or currently a chair of one of the above named committees.

Specific Duties

1. To research, review and recommend sites for Association meetings to the Executive Committee.
2. To do all necessary pre-arranging for meetings and provide for "during the meeting" coordination to ensure successful meetings.
3. To work closely with the Registration, Exhibits, and Program Committee chairs prior to and during Association meetings.

Liaison with Others

1. Exhibits Committee
2. Finance Committee
3. Meeting Management Director
4. Manufacturers' Representative
5. Program Committee
6. Registration Committee
7. Sponsor Committee

Committee Activity

1. To plan and organize site related activities for the Association's Annual Conference and Spring Meeting.

Tasks

1. Investigate sites as to suitability for future meetings on a continuous basis.
2. Tentatively book several suitable sites; a minimum of (2) years advance planning is suggested for siting the Annual Conference.
3. Solicit approval of the Spring Meeting site by the Vice President of the Association at a minimum one (1) year in advance.
4. Obtain approval of the selected site by Executive Committee.
5. Book sites and obtain commitment on prices
6. Review tentative activities with the President and the Executive Committee, allowing adequate time in advance of the meeting date, and coordinate with the Meeting Management Director, and the Program, Registration and Exhibits Committees as required.
7. Finalize arrangements and commitments with the site manager sufficiently in advance for the preliminary program mailing.

8. Arrange for at least, but not limited to the following activities:
 - a. Executive Committee Meeting (at Annual Conference and Spring Meeting)
 - b. Preliminary functions such as Meet and Greet Reception, Tuesday Night Gala or other social event, and President's Reception.
 - c. Registration area
 - d. Guest Program
 - e. Guest Hospitality Room
 - f. President's Suite
 - g. Arrangements for coffee and refreshments
 - h. Meeting room assignments
 - i. Committee meeting room assignments
 - j. Luncheons
 - k. Banquets/Receptions
 - l. Entertainment
 - m. Recreational Activities
 - n. Operator specific functions (Operations Challenge and related receptions)
 - o. Audio Visual Equipment
 - p. Exhibit areas (at Annual Conference and Spring Meeting)
9. Develop budgets for Annual Conference and Spring Meeting in conjunction with Meeting Management Director.

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CONTAMINANTS OF EMERGING CONCERN COMMITTEE

(Standing)

Overall Charge

1. To be the focal group for developing Association policies / programs on contaminants of emerging concern, and for educating members on the technical and emerging aspects of contaminants of emerging concern.
2. To review technical practices and disseminate information available to the membership regarding terminology, technologies, and techniques related to contaminants of emerging concern.

Membership

1. The committee shall consist of at least seven members. The Chair shall be appointed by the President. Representation from each state is desired.

Specific Duties

1. To track changes in federal and New England state policies, guidelines, and regulations related to contaminants of emerging concern
2. To recruit technical papers for presentation at Association meetings and to coordinate with the Program Committee to develop technical sessions at the Annual Conference or Spring Meeting.
3. To disseminate information related to regulations, legislation, policies, or guidelines regarding contaminants of emerging concern to Association members.
4. To provide a forum for the exchange of information on issues related to contaminants of emerging concern.
5. To participate in at least one existing or new student (of any age group) and/or public outreach activity (e.g., a presentation at a school classroom, a participating visit at a student chapter meeting, presenting before a community service club meeting) each year to promote academic and public awareness of technical challenges and occupational opportunities in the water and wastewater community.

Liaison with Others

1. Program Committee
2. Industrial Wastewater Committee
3. Government Affairs Committee
4. Water Reuse Committee
5. Watershed Management Committee
6. Residuals Management Committee
7. Laboratory Practices Committee
8. Newsletter Committee
9. Other Professional Organizations (NACWA, WEF, ASCE, etc.)

Committee Activity

1. To develop and implement activities that will increase industry awareness of contaminants of emerging concern and associated efficiencies and cost-saving opportunities.

Tasks

1. Solicit, in coordination with the Program Committee, technical papers for presentation at Association Meetings.
2. Coordinate with the Program Committee on planning and establishing technical sessions related to contaminants of emerging concern.

3. Keep abreast of regulatory and legislative initiatives related to contaminants of emerging concern. Where appropriate, assist Government Affairs Committee in reviewing and commenting on proposed regulations, policies, or guidelines.
4. Plan, organize, and execute specialty conferences related to contaminants of emerging concern at least once during the tenure of the Chair.
5. Participate in a minimum of one existing or new student (of any age group) and/or public outreach activity (e.g., a presentation at a school classroom, a participating visit at a student chapter meeting, presenting before a community service club meeting) each year to promote academic and public awareness of technical challenges and occupational opportunities in the water and wastewater community.

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CSO/WET WEATHER ISSUES COMMITTEE

(Standing)

Overall Charge

1. To be the focus for developing Association wet weather issues including policies regarding risks and management of combined sewer overflows (CSO), sanitary sewer overflows (SSO) and stormwater discharges and educating NEWEA members and the general public on the technical, legislative, financial, and regulatory aspects of these issues.

Membership

1. The committee will consist of at least seven members with the chair appointed by the President. Representation from each State is desirable.

Specific Duties

1. To develop policies and positions on legislative and regulatory initiatives related to wet weather pollution control issues.
2. To provide a liaison to assist in the dissemination of information including proposed and promulgated rules, regulations, and policies.
3. To provide a forum for the exchange of information on issues related to wet weather pollution control.
4. To recruit papers for presentation at Association meetings and to coordinate with the Program Committee on development of technical sessions.
5. To participate in a least one existing or new student (of any age group) and/or public outreach activity (e.g., a presentation at a school classroom, a participating visit at a student chapter meeting, presenting before a community service club meeting) each year to promote academic and public awareness of technical challenges and occupational opportunities in the water and wastewater community.

Liaison with Others

1. Collection Systems Committee
2. Government Affairs Committee
3. Plant Operations Committee
4. Public Education Committee
5. Watershed Management Committee

Committee Activity

1. Provide for the exchange of technical information relating to wet weather pollution control and watershed-based management. Develop policies and position papers for the Association.

Tasks

1. Solicit technical papers for presentation at Annual Conference and Spring Meeting.
2. Coordinate with the Program Committee on planning and establishing technical sessions.
3. Keep abreast of regulatory and legislative initiatives and prepare position papers for consideration by the Executive Committee.
4. Plan, organize, and execute specialty conferences on CSO/wet weather issues at least once during the tenure of the Chair.
5. Participate in a minimum of one existing or new student (of any age group) and/or public outreach activity (e.g., a presentation at a school classroom, a participating visit at a student chapter meeting, presenting before a community service club meeting) each year to promote academic and public awareness of technical challenges and occupational opportunities in the water and wastewater community.

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ENERGY COMMITTEE

(Standing)

Overall Charge

1. To be the focus for developing Association policies on energy use and on-site generation, and educating members and general public on the technical and regulatory aspects of energy use management/reduction and resulting air emissions.

Membership

1. The committee shall consist of at least seven members with the chair appointed by the President. Representation from each State is desirable.

Specific Duties

1. Develop Association policies and positions on legislative and regulatory initiatives related to energy efficiency, renewable energy, and air emissions including greenhouse gases resulting from energy production.
2. Provide liaison to assist in the dissemination of information including proposed and promulgated rules, regulations, and policies.
3. Provide a forum for the exchange of information on issues related to energy, including energy use management and reduction, energy efficient equipment and practices, on-site renewable energy production, and greenhouse gas emissions related to energy.
4. Recruit papers for presentation at Association meetings and coordinate with Program Committee on development of technical sessions.
5. Coordinate with the Federation's Sustainability Community of Practice.
6. Coordinate activities with state and regional associations interested in energy, including the New England Biosolids and Residuals Association.
7. Coordinate nominations for the NEWEA Energy Management Achievement Award.
8. To participate in a least one existing or new student (of any age group) and/or public outreach activity (e.g., a presentation at a school classroom, a participating visit at a student chapter meeting, presenting before a community service club meeting) each year to promote academic and public awareness of technical challenges and occupational opportunities in the water and wastewater community.

Liaison with Others

1. Federation's Sustainability Community of Practice.
2. Sustainability Committee
3. Residuals and Biosolids Committee
4. Plant Operations Committee
5. Public Education Committee
6. Awards Committee
7. Government Affairs Committee

Committee Activity

1. Provide for the exchange of technical information relating to energy use, energy efficiency, and on-site renewable energy generation. Develop policies and position papers for the Association.

Tasks

1. Solicit technical papers for presentation at Association Meetings.
2. Coordinate with Program Committee on planning and establishing technical sessions.

3. Keep abreast of regulatory and legislative initiatives and prepare position papers in association with the Government Affairs Committee for consideration by the Executive Committee.
4. Plan, organize, and execute specialty conferences on energy use management/reduction at least once every three years
5. Submit recommendations to the Awards Committee for the NEWEA Energy Management Achievement Award prior to the Spring Meeting. Refer to the Awards Committee description for the awards program schedule and process.
6. Annually review the procedure used to select the nominee for the NEWEA Energy Management Achievement Award. Establish or update the procedure in coordination with the Awards Committee.
7. Participate in a minimum of one existing or new student (of any age group) and/or public outreach activity (e.g., a presentation at a school classroom, a participating visit at a student chapter meeting, presenting before a community service club meeting) each year to promote academic and public awareness of technical challenges and occupational opportunities in the water and wastewater community.

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EXECUTIVE COMMITTEE

(Management)

Overall Charge

1. Shall strive to stimulate interest and active participation in the Association and its activities.
2. Shall conduct all business of the Association.

Membership

1. Shall comprise the Association President, who will chair the meetings, President Elect and Vice President, Treasurer, Communications Director, the nine NEWEA Directors, Past President, Meeting Management Director, and the NEWEA Federation Delegates. The Executive Director shall serve as a non-voting member.

Specific Duties

1. Shall carry out all duties as described in the Bylaws.
2. Shall supervise Association committees' activities.
3. Shall provide that a written record of all its proceedings be accurately maintained.
4. Shall conduct any and all business relative to the operation and wellbeing of the Association.

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EXHIBITS COMMITTEE

(Standing)

Overall Charge

1. To solicit exhibitors and provide for high quality facilities at the Annual Conference.

Membership

1. The committee shall consist of at least three members with the chair appointed by the President. Absence of conflicts of interest shall be a consideration in selecting members.

Specific Duties

1. To be responsible for developing and maintaining a mailing list of potential exhibitors.
2. To interview and recommend selection of an exhibit company to provide booth and drayage facilities.
3. To develop and be responsible for mailing solicitation letters to potential exhibitors, and handle all subsequent correspondence with exhibitors.
4. Maintain contact with exhibitors throughout the year to track ideas, issues, and concerns.
5. To provide on-site coordination and assistance to exhibitors, including exhibitor registration.
6. Assist the exhibitors on issues associated with the Annual Conference and trade show.
7. Conduct interviews and survey selected exhibitors following the annual meeting.
8. Make recommendations to the Executive Committee of discussion items which address the exhibitors' concerns
9. The Chair shall serve as a member of the Conference Arrangements Committee.
10. To participate in a least one existing or new student (of any age group) and/or public outreach activity (e.g., a presentation at a school classroom, a participating visit at a student chapter meeting, presenting before a community service club meeting) each year to promote academic and public awareness of technical challenges and occupational opportunities in the water and wastewater community.

Liaison with Others

1. Conference Arrangements
2. Finance Committee
3. Meeting Management Director
4. Sponsor Committee
5. Registration Committee

Committee Activities

1. Solicit exhibitors and provide for high quality exhibit facilities at the Annual Conference.
2. Conduct Interviews at the Annual Conference and trade show to help monitor and address issue and concerns.

Tasks

1. Develop and maintain a database of potential exhibitors with a copy provided to the Executive Director.
2. On-going contact with Exhibitors throughout the year to track ideas, issues, and concerns.
3. Interview and recommend selection of an exhibit company to provide booth facilities and drayage services.
4. Prepare and mail advance solicitation letter to priority exhibitors (as determined by Exhibits Committee) prior to August 30. Follow-up with additional mailing to other exhibitors approximately 30 days following the priority mailing (as determined by Exhibits Committee).

5. Prepare and mail by December 15, to firms and individuals selected as exhibitors at the Annual Conference, final information with regard to meeting activities, requirements and exhibit schedules.
6. Work closely with the Registration, Conference Arrangements, and Program Committees prior to and during the Annual Conference.
7. Attend and coordinate exhibit activities at the Annual Conference.
8. Assist Exhibitors during Annual Conference at the trade show.
9. Provide assistance and guidance to Technical Committees holding specialty seminars with exhibits.
10. Participate in a minimum of one existing or new student (of any age group) and/or public outreach activity (e.g., a presentation at a school classroom, a participating visit at a student chapter meeting, presenting before a community service club meeting) each year to promote academic and public awareness of technical challenges and occupational opportunities in the water and wastewater community.

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FINANCE COMMITTEE

(Management)

Overall Charge

1. To prepare the annual budget for the Association and to present it to the Executive Committee for adoption at the Executive Committee meeting prior to the beginning of the Association's fiscal year.

Membership

1. The committee shall consist of the Treasurer, who shall be chair, the President Elect, the Vice President, the Past President, and the Meeting Management Director.

Specific Duties

1. To request preliminary budgets from committee chairs and assure they are delivered in a timely fashion.
2. To evaluate and adjust committee budget requests along with determining other expenses of the Association and compare to anticipated income in order to provide for the sound financial management of the Association.
3. To prepare an annual overall budget for presentation to the Executive Committee.
4. To provide guidance to the Treasurer with regards to investments.
5. To review, as needed, budget request revisions during the fiscal year.

Liaison with Others

1. All committees

Committee Activity

1. Develop an annual budget for the sound fiscal operation of the Association. The Association's fiscal year shall be October 1st through September 30th.

Tasks

1. The budget shall be prepared as a series of schedules in accordance with the Financial Guidelines.
2. The Finance Committee Chair (Treasurer) shall forward appropriate schedules to the respective committee chairs to obtain preliminary estimates of the cost of committee activities for the coming year as requested.
3. All individual committee budget schedules shall be returned to the Finance Committee Chair as requested.
4. The Finance Committee Chair (Treasurer) shall develop a preliminary consolidated budget, and forward it to the Finance Committee members, as requested, for review and comment.
5. Review and adjust the preliminary budget as necessary to provide a total, balanced operating budget for the coming year, including a 1% transfer to reserves, and submit to the Senior Management Team by September 1st.
6. Submit the recommended final budget to the Executive Committee for approval at the September Executive Committee meeting.
7. Subsequent to budget approval, the Finance Committee Chair (Treasurer) shall advise the individual committee chairs of the approved budget for their respective Committee Activity for the coming year.
8. Review financial reports prepared by the Treasurer.

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GOVERNMENT AFFAIRS COMMITTEE

(Standing)

Overall Charge

1. To keep abreast, comment, and testify on existing and proposed legislation, guidelines, policy concept papers, regulations, and other issues related to the water environment and conduct activities to promote better understanding of regional water quality problems and solutions.

Membership

1. The committee shall consist of at least thirteen members with the chair appointed by the President. Representation shall be from each State. Consideration for membership shall be given to various disciplines and distribution. All NEWEA Directors shall be expected to participate as members in the activities of this committee.

Specific Duties

1. To keep abreast of and inform the members of the latest developments and proposed changes in state and federal water pollution laws, guidelines, regulations, and programs.
2. To review and comment on proposed changes to water pollution laws et al., to serve as a clearinghouse for preparation of position papers on same by appropriate NEWEA technical committees for Executive Committee approval, and to present testimony to appropriate federal bodies regarding the Association's position relative to changes or amendments.
3. To insure that comments, suggestions, and recommendations developed in the subject area are consistent with any standing Association policies and coordinate as necessary with other committees and the Water Environment Federation.
4. To communicate with EPA officials, the New England congressional delegation and individual state legislators when appropriate.
5. To arrange, if approved by the Executive Committee, a Congressional Briefing, in Washington, DC, for the New England Congressional Delegation and Association Membership.
6. To encourage and provide support for conducting state legislative briefings to be arranged by state affiliated associations. Facilitate sharing between states of approaches, agendas and results of state legislative briefings.
7. To provide assistance, when appropriate, to the Program Committee in developing topics of special interest in the above subject area for presentation at meetings of the Association.
8. To meet with EPA Regional Administrator and/or his/her representatives on a mutually agreeable schedule and to meet separately before each of these meetings to discuss agenda items. The Chair shall set dates of meetings and prepare tentative agendas to be sent to EPA prior to meeting.
9. To prepare or solicit position papers from other committees or the Executive Committee for presentation to EPA and legislative bodies. Position papers shall be approved in advance by the Executive Committee.
10. To participate in a least one existing or new student (of any age group) and/or public outreach activity (e.g., a presentation at a school classroom, a participating visit at a student chapter meeting, presenting before a community service club meeting) each year to promote academic and public awareness of technical challenges and occupational opportunities in the water and wastewater community.

Liaison with Others

1. Water Environment Federation Government Affairs Committee
2. NEWEA officers
3. All committees

Committee Activity

1. Present the Association and /or Federation positions on Legislative and Regulatory initiatives to appropriate bodies.

Tasks

1. If approved by the Executive Committee, coordinate scheduling of the Congressional Briefing with the Water Environment Federation's scheduling of its Washington Briefing (as appropriate).
2. Provide support to affiliated state associations for arranging state legislative briefings.
3. In coordination with other committees, prepare comments on proposed regulations/legislation for approval by the Executive Committee to appropriate Agency(s).
4. Encourage other NEWEA committees to prepare position papers on legislative and regulatory issues. Provide editorial review of said position papers and forward to the Executive Committee for approval.
5. Meet with Regional EPA staff periodically to discuss issues of mutual concern.
6. Refer to the Congressional Briefing Guide.
7. Coordinate with other professional associations, i.e., NACWA, AWWA, ACEC, NEWWA, WEF, APWA, et al. with regard to legislative and regulatory issues of mutual concern.
8. Participate in a minimum of one existing or new student (of any age group) and/or public outreach activity (e.g., a presentation at a school classroom, a participating visit at a student chapter meeting, presenting before a community service club meeting) each year to promote academic and public awareness of technical challenges and occupational opportunities in the water and wastewater community.

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HUMANITARIAN ASSISTANCE AND GRANTS COMMITTEE

(Standing)

Overall Charge

1. To review and recommend to the Executive Committee assistance for humanitarian causes, projects, organizations, individuals and/or other issues.

Membership

1. The committee shall consist of at least seven members, three of whom shall be the immediate Past President, President Elect and Vice President. The Chair, appointed by the President, shall be an individual not holding one of the offices above or currently a chair of another standing committee. To the extent possible, the committee should endeavor to have representation from all six New England states.

Specific Duties

1. Research, review and recommend humanitarian causes, projects, organizations, individuals and/or other issues for support and/or assistance from NEWEA to the Executive Committee
2. Perform all necessary investigations of such in order to allow the Executive Committee to make a decision on the type and amount of assistance to be provided.
3. Work closely with all committees, to the extent possible, to solicit input and comments regarding any Humanitarian Assistance and Grants Committee recommendation.
4. Plan and promote fund raising activities to support Humanitarian Assistance and Grants Committee recommendations
5. Publicize individual member and/or NEWEA humanitarian activities through available internal and external communication vehicles
6. Contact the Executive Director or President should an emergency situation occur that requires immediate action.
7. To participate in a least one existing or new student (of any age group) and/or public outreach activity (e.g., a presentation at a school classroom, a participating visit at a student chapter meeting, presenting before a community service club meeting) each year to promote academic and public awareness of technical challenges and occupational opportunities in the water and wastewater community.

Liaison with Others

1. All standing committees

Committee Activity

1. Research and investigate humanitarian causes, projects, organizations, individuals and/or other issues that NEWEA might choose to support "in kind" and/or monetarily

Tasks

1. Investigate humanitarian causes, projects, organizations, individuals and/or other issues on a continuous basis.
2. Prioritize and present findings to the Executive Committee for approval at or before the NEWEA Spring Meeting in order to allow for Finance Committee review and inclusion in the following year's budget.
3. Suggest appropriate funding sources for suggested causes, taking into account relation to NEWEA's corporate mission statement and any potential effects on the NEWEA non-profit status.
4. Participate in a minimum of one existing or new student (of any age group) and/or public outreach activity (e.g., a presentation at a school classroom, a participating visit at a student chapter

meeting, presenting before a community service club meeting) each year to promote academic and public awareness of technical challenges and occupational opportunities in the water and wastewater community.

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INDUSTRIAL WASTEWATER COMMITTEE

(Standing)

Overall Charge

1. To be the focus for developing programs for stimulating membership and participation by those involved in the industrial sector.

Membership

1. The committee shall consist of at least six members, with the chair appointed by the President. Membership from the industrial sector and from each New England state is encouraged.

Specific Duties

1. To stimulate interest and recruit members from within the industrial community by providing programming consistent with the needs of that community.
2. To provide a forum for the exchange of information on the issues affecting industrial waste treatment.
3. To recruit papers for presentation at Association meetings from the industrial sector, and to work with the Program Committee to provide interesting and informative sessions on industrial topics.
4. To sponsor industrial plant tours during Association meetings.
5. To encourage the training of industrial wastewater treatment plant operators and their active participation in the Association.
6. To present a focus through which the needs, desires, and unique problems of the industrial community may be brought to the attention of the Association.
7. To provide liaison and to assist in the dissemination of information including proposed and promulgated rules, regulations, and policies that may be of interest to the industrial community.
8. To participate in a least one existing or new student (of any age group) and/or public outreach activity (e.g., a presentation at a school classroom, a participating visit at a student chapter meeting, presenting before a community service club meeting) each year to promote academic and public awareness of technical challenges and occupational opportunities in the water and wastewater community.

Liaison with Others

1. Government Affairs Committee
2. Collection Systems Committee
3. Safety Committee
4. Plant Operations Committee

Committee Activity

1. Develop and implement industrial sector participation in Association activities.

Tasks

1. To establish contact with people within various industrial sector technical and professional organizations.
2. To work with contacts to conduct joint programs and seminars.
3. To work with Program Committee in planning and establishing technical sessions geared toward the industrial sector during the Annual Conference and Spring Meeting.
4. To develop methods for promoting the Association to industrial sector professionals.

5. Plan, organize, and execute specialty conferences on industrial waste issues at least once during the tenure of the Chair.
6. Participate in a minimum of one existing or new student (of any age group) and/or public outreach activity (e.g., a presentation at a school classroom, a participating visit at a student chapter meeting, presenting before a community service club meeting) each year to promote academic and public awareness of technical challenges and occupational opportunities in the water and wastewater community.

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JOURNAL COMMITTEE

(Standing)

Overall Charge

1. To be responsible for the assembly and publication of the Association's Journal, which shall serve to disseminate articles of interest to the members of the Association.

Membership

1. The Committee shall consist of at least three members, with the chair appointed by the President in coordination with the Communications Director. The Chair of the Journal Committee shall report to the Communication Director and is a member of the Communication Council.

Specific Duties

1. Solicit technical papers, meeting schedules, editorials, and any other items of interest from various sources for inclusion in the Journal.
2. To publish the Journal four times per year.
3. To manage advertising contracts and activities in order to ensure that proper advertising copy is received and adequate advertising income is derived.
4. To solicit new advertising contracts.
5. To select and work with the printer to ensure a timely and high quality production of the Journal.
6. To develop a schedule for the printing and mailing of the Journal.
7. To prepare and ensure publication of such other supplements to the Journal as may be required by the Executive Committee.
8. To participate in a least one existing or new student (of any age group) and/or public outreach activity (e.g., a presentation at a school classroom, a participating visit at a student chapter meeting, presenting before a community service club meeting) each year to promote academic and public awareness of technical challenges and occupational opportunities in the water and wastewater community.

Liaison with Others

1. Website Committee
2. Newsletter Committee
3. Public Awareness Committee
4. Affiliated State Associations
5. Program Committee
6. Laboratory Practices Committee

Committee Activity

1. Plan, edit, and publish the Association's Journal quarterly, and solicit advertising for the Journal.

Tasks

1. Coordinate and develop a schedule for mailings for the Journal.
2. Develop and implement a program for obtaining advertisers for the Journal and coordinate with Executive Director and Communications Director.
3. Develop and implement a program to obtain technical and non-technical papers for the Journal in conjunction with the Program Committee and with Technical Committees as required.
4. Prepare and publish the Association's Journal quarterly on a schedule acceptable to the Executive Committee.
5. Coordinate with the Public Awareness Committee, Communications Director, and NEWEA staff to find other publications to accept papers submitted to, but not accepted by, the Journal.

6. Participate in a minimum of one existing or new student (of any age group) and/or public outreach activity (e.g., a presentation at a school classroom, a participating visit at a student chapter meeting, presenting before a community service club meeting) each year to promote academic and public awareness of technical challenges and occupational opportunities in the water and wastewater community.

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LABORATORY PRACTICES COMMITTEE

(Standing)

Overall Charge

1. To encourage the participation of laboratory professionals in the Association and to address issues relating to standard laboratory practices.

Membership

1. The committee shall consist of at least six members with representation from each New England state whenever possible. The Chair shall be appointed by the President.

Specific Duties

1. To promote involvement of NEWEA's laboratory professional members in Association activities.
2. To promote accurate and timely dissemination of laboratory practice information to the membership.
3. To provide a forum for the exchange of information regarding standard laboratory practices in New England.
4. To develop and maintain beneficial relationships with Laboratory Practice Committees in other professional organizations.
5. To provide a liaison to the Federation's Laboratory Practices Committee.
6. The Chair shall appoint a member to serve on the Operations Challenge Committee.
7. To administer and oversee the Voluntary Laboratory Analyst Certification Program
8. To coordinate nominations for the WEF Laboratory Analyst Excellence Award.
9. To participate in a least one existing or new student (of any age group) and/or public outreach activity (e.g., a presentation at a school classroom, a participating visit at a student chapter meeting, presenting before a community service club meeting) each year to promote academic and public awareness of technical challenges and occupational opportunities in the water and wastewater community.

Liaison with Others

1. Industrial Wastewater Committee
2. Operations Challenge Committee
3. Plant Operations Committee
4. Public Education Committee
5. WEF's Laboratory Practices Committee
6. Awards Committee

Tasks

1. Submit recommendations to the Awards Committee for the WEF Laboratory Analyst Excellence Award prior to the Spring Meeting. Refer to the Awards Committee description for the awards program schedule and process.
2. Annually review the procedure used to select the nominee for the WEF Laboratory Analyst Excellence Award. Establish or update the procedure in coordination with the Awards Committee.
3. To solicit nominees for membership, and to arrange for ceremonial induction of new members to the NEWEA chapter of the Crystal Crucible Society.
4. Solicit papers on laboratory practices for presentation at the Association's Annual Conference and Spring Meeting.
5. Assist the Operations Challenge Committee in planning, organizing, and executing the laboratory event for the Operations Challenge. Appoint a member to serve on the Operations Challenge Committee.

6. For the Laboratory Analyst Certification Program; review applications, develop new questions and answers, provide proctor(s) at the exam sites, grade examinations, and evaluate exams for effectiveness.
7. Forward the list of examinees, with the score to the Executive Director within 30 days of the examination. Assure that the Executive Director issues Pass/Fail letters and, for those who pass, prepares a certificate of the appropriate grade for transmittal to the successful examinee within two months of the examination date.
8. Plan, organize and execute specialty conferences on laboratory practices issues at least once during the tenure of the Chair.
9. Participate in a minimum of one existing or new student (of any age group) and/or public outreach activity (e.g., a presentation at a school classroom, a participating visit at a student chapter meeting, presenting before a community service club meeting) each year to promote academic and public awareness of technical challenges and occupational opportunities in the water and wastewater community.

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MANAGEMENT REVIEW COMMITTEE

(Management)

Overall Charge

1. To review and update, on an annual basis, the Association's office space leasing arrangements and to assist and support in the human resource aspects of the Association.

Membership

1. The committee shall consist of the Immediate Past President, who shall serve as chair, the President and the President Elect.

Specific Duties

1. Monitor and negotiate as necessary the leasing contract for NEWEA office space.
2. Review, update, and recommend changes of the office location to the Executive Committee.
3. Review and evaluate the performance of the Executive Director.
4. Review the staff performance evaluations as prepared and finalized by the Executive Director.
5. In conjunction with the Executive Director, evaluate the staffing and facility needs of the Association on a continual basis, maintain staff job descriptions, and hire any new staff positions approved by the Executive Committee.

Liaison with Others

1. Executive Committee
2. Finance Committee
3. Management Firm

Committee Activity

1. Oversee all Association management responsibilities including, but not limited to the; annual review and update of office space leasing arrangements, annual review and evaluation of the Executive Director, and the replacement and/or hiring of staff as needed.

Tasks

1. Annually review the office space leasing arrangements, and negotiate any required changes with the present firm, or develop recommendations for making alternative office space arrangements.
2. Meet with the Executive Director and seek input from committee chairs and Executive Committee members on the adequacy of the office space in supporting the successful conduct of NEWEA business.
3. Submit the necessary budget information to the Finance Committee.
4. Review and update, as required, staff job descriptions and the personnel policy manual for the Association.
5. Take the recommendations of the Executive Director's evaluation team, consisting of the President, President Elect, and Immediate Past President, and integrate them into a report for consideration and appropriate action by the Executive Committee.

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MEMBERSHIP COMMITTEE

(Standing)

Overall Charge

1. To encourage individuals to join and continue their membership with the Association.

Membership

1. The committee shall consist of at least seven members with the chair appointed by the President. Representation by each state is desirable.

Specific Duties

1. To stimulate interest in the Association and its programs.
2. To increase current level of membership through a number of methods, e.g., personal contacts, membership contests, direct mail solicitation, and regional contacts through state organizations.
3. To encourage present members to bring in new members through personal contact.
4. To encourage the renewal of memberships.
5. Develop membership goals, membership category adjustments, or other appropriate incentives with the approval of the Executive Committee.
6. Provide recommendation, annually, to the Executive Committee regarding NEWEA Membership Dues upon receiving draft of the proposed budget for the coming year.
7. Submit a report Executive Committee Meeting, as requested, providing update on recent and future activities.
8. Membership Committee Chair or Chair's designee to attend Executive Committee Meetings when requested.
9. To participate in a least one existing or new student (of any age group) and/or public outreach activity (e.g., a presentation at a school classroom, a participating visit at a student chapter meeting, presenting before a community service club meeting) each year to promote academic and public awareness of technical challenges and occupational opportunities in the water and wastewater community.

Liaison with Others

1. Water Environment Federation Membership Committee (NEWEA's Membership Committee Chair or designee shall be a member of WEF's Membership Committee providing feedback to NEWEA's Executive Committee regarding WEF's Membership Committee.)
2. Water Environment Federation Member Services Department
3. Journal Committee
4. Public Education Committee
5. Newsletter Committee

Committee Activity

1. Develop and implement an annual program designed to encourage new members and renewal of existing members.

Tasks

1. Establish goals for the current year.
2. Review the Association's existing recruitment/retention program and assess its effectiveness in achieving membership goals.
3. As appropriate, or necessary, develop a new or strengthen the existing program addressing all membership categories.

4. Obtain approval from the Executive Committee of the recommended recruitment plan and the method of implementation.
5. Develop recruitment pamphlets, brochures, or other promotional material covering all classes of membership and submit to the Executive Committee for approval.
6. Initiate and sustain recruitment efforts.
7. Coordinate recruitment/retention activities with the Communications Director, Public Awareness Committee, and Public Education Committee to attain maximum publicity.
8. Obtain from the Executive Director, on a continuing basis a list of new members and mail new members a "welcome aboard" letter.
9. Provide membership materials for display at all Association meetings and at Affiliated State Association annual meetings and/or trade fairs and at other relevant functions.
10. Provide Communications Director and Journal Committee with the names of all new members for publication in the Journal.
11. Appoint a representative to be a member of the Registration Committee.
12. Participate in a minimum of one existing or new student (of any age group) and/or public outreach activity (e.g., a presentation at a school classroom, a participating visit at a student chapter meeting, presenting before a community service club meeting) each year to promote academic and public awareness of technical challenges and occupational opportunities in the water and wastewater community.

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NEWSLETTER COMMITTEE

(Standing)

Overall Charge

1. To publish the Association's newsletter at regular intervals as directed by the Executive Committee.

Membership

1. The committee shall consist of at least three members with the Chair appointed by the President in coordination with the Communications Director. The Chair of the Newsletter committee shall report to the Communication Director and is a member of the Communication Council.

Specific Duties

1. To assemble information for the email newsletter for submission to the NEWEA staff for production and distribution.
2. To seek out timely information which would be of interest to the membership.
3. To publicize Association meetings and other activities in the newsletter.
4. To establish a regular interval to e-publish a newsletter and maintain that interval.
5. Develop a budget for the Newsletter Committee
6. To participate in a least one existing or new student (of any age group) and/or public outreach activity (e.g., a presentation at a school classroom, a participating visit at a student chapter meeting, presenting before a community service club meeting) each year to promote academic and public awareness of technical challenges and occupational opportunities in the water and wastewater community.

Liaison with Others

1. Communications Director
2. NEWEA Staff
3. Public Education Committee
4. Public Awareness Committee
5. Affiliated State Associations

Committee Activity

1. Coordinate with other members of the Communication Council, the NEWEA staff, the State Associations, and others to prepare content timely and relevant to the membership. The e-newsletter shall be more informal than the Journal and may include human interest stories about members, op-ed pieces from executive committee members and committee chairs, and other news about the water environment industry.

Tasks

1. Gather articles of interest to the membership.
2. Prepare articles that celebrate individual and organizational accomplishments and innovations in the industry.
3. Prepare content and submit to the NEWEA staff and Communication Director for final production and distribution.
4. Participate in a minimum of one existing or new student (of any age group) and/or public outreach activity (e.g., a presentation at a school classroom, a participating visit at a student chapter meeting, presenting before a community service club meeting) each year to promote academic and public awareness of technical challenges and occupational opportunities in the water and wastewater community.

NOMINATING COMMITTEE

(Management)

Overall Charge

1. To nominate one or more candidates for election to each of the offices prescribed in Section 9.3 of the Constitution and Bylaws, and obtain the consent of the nominees to serve, if elected.

Membership

1. The committee shall consist of the Immediate, Intermediate, and Senior Past Presidents and two sitting ASSOCIATION officers, as appointed by the Nominating Committee Chair and approved by the Executive Committee. It is recommended, for example, that two intermediate NEWEA Directors, being experienced officers and also ineligible for nomination to other offices, be the appointed officers.
2. The Senior Past President shall be the chair.

Specific Duties

1. To seek advice on, deliberate on, and nominate candidates for positions of President, President Elect, Vice President, Treasurer, nine NEWEA Directors, Communications Director, Meeting Management Director, and the Federation Delegates.
2. To inform candidates of the duties and responsibilities, and obtain consent of the nominees to serve if elected.
3. To present the slate of officers to the membership at the Annual Business Meeting of the Association for vote of the membership.

Liaison with Others

1. Current Officers.

Committee Activity

1. To prepare a slate of one or more candidates for election to each of the offices prescribed in Section 9.3, of the Association's Constitution and Bylaws. Submit to the Executive Committee at least 60 days prior to the Annual Conference. Subsequently present the approved Slate of Officers to the membership at the Annual Conference.

Tasks

1. Seek advice on, deliberate on, and review qualifications of candidates for the positions of President, President Elect, Vice President, Treasurer, State and Council Directors (including Communications Director and Meeting Management Director) whose terms expire, and the Federation Delegates.
2. Consult with each retiring State Director, who shall act as liaison with the respective Affiliated State Association (ASA) for recommendations on the position of State Director upon completion of, or resignation by, the current State Director. The recommendation of the represented state's ASA will be considered when choosing a candidate for State Director, but the good of the Association will be the main determinant in selection.
3. Consult with each retiring Council Director, who shall aid in soliciting nomination recommendations from appropriate constituencies for continuation of constituent representation in the Council Director office. The solicited recommendation will be considered when choosing a candidate for Council Director, but the good of the Association will be the main determinant in selection.

4. Obtain the consent and the commitment of the nominees to serve if elected.
5. Report to the Executive Committee, no later than the November Executive Committee Meeting, or preferably at the September Executive Committee Meeting, on the Nominating Committee's recommendations for officers of the Association.
6. Present the slate of the nominees at the Annual Business Meeting of the Association for election vote.

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OPERATIONS CHALLENGE COMMITTEE

(Standing)

Overall Charge

1. To promote competition among the six New England states for selection of up to three teams, or as allowed by WEF, to represent the Association at the Federation Operations Challenge.

Membership

1. The committee shall consist of a least six members; a member of the Collection Systems, Plant Operations, Safety, and Laboratory Practices Committees, at least one NEWEA Director, and one other member. Representation from each state is desirable and encouraged. The Operations Challenge Committee Chair shall be appointed by the President.

Specific Duties

1. Plan, organize, and execute the Association's Operations Challenge competition at the Spring Meeting.
2. Coordinate with the Federation to maintain consistency with the Federation's Challenge program.
3. Assist NEWEA Directors in promoting the competition and encouraging team representatives from each of the six New England states.
4. Assist Affiliated State Associations in running intrastate or regional competitions and/or organize a regional Training Day to encourage participation in the program.
5. Oversee travel arrangements and participation of winning team(s) with regard to the Federation Challenge.
6. To explore possible funding sources to support operations challenge activities in coordination with the Sponsor and Finance Committees.
7. To participate in a least one existing or new student (of any age group) and/or public outreach activity (e.g., a presentation at a school classroom, a participating visit at a student chapter meeting, presenting before a community service club meeting) each year to promote academic and public awareness of technical challenges and occupational opportunities in the water and wastewater community.

Liaison with Others

1. Collection Systems Committee
2. Conference Arrangements Committee
3. Laboratory Practices Committee
4. Plant Operations Committee
5. Safety Committee
6. NEWEA Directors
7. WEF Operations Challenge Committee

Committee Activity

1. Plan and implement the Association's Operations Challenge and associated regional events, and coordinate participation of winning team(s) in the Federation's Operations Challenge.

Tasks

1. Develop New England Challenge consistent with the Federation's Challenge program.
2. Assure that operations challenge site has adequate facilities for operating the Association's competition.
3. Recruit adequate number of judges and event coordinators to assist in the competition.

4. Coordinate and supervise travel arrangements for winning team(s) with assistance of appropriate State Association(s).
5. Participate in a minimum of one existing or new student (of any age group) and/or public outreach activity (e.g., a presentation at a school classroom, a participating visit at a student chapter meeting, presenting before a community service club meeting) each year to promote academic and public awareness of technical challenges and occupational opportunities in the water and wastewater community.

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PLANNING COMMITTEE

(Management)

Overall Charge

1. To analyze the current status of the Association and identify its strengths and challenges. To develop measurable short and long term initiatives and action items to leverage NEWEA's strengths and address its challenges. To ensure that these initiatives and action items are implemented as part of a plan supporting the Association's Vision and Mission. This committee will monitor the progress of each initiative or action item and determine when it is necessary to re-visit any of them.

Membership

1. The committee shall consist of the President Elect, who shall be chair for a one-year term, and at least six active members of the Association, two of whom shall be either a Past President or Past Director, neither of whom is a current member of the Executive Committee.

Specific Duties

1. To interview Past Presidents, committee chairs and members, and other members of the Association who could provide insight into activities, which would benefit the organization. On a frequency to be determined by the Executive Committee, interviews will be conducted as part of a two-day planning session. Said planning session will act as a vehicle for assessing Association strengths and challenges and determining initiatives or action items required to exploit its strengths and address its challenges.
2. To review pertinent records of the Association relative to their value for short and long range planning.
3. To determine who should be invited to attend any scheduled Planning Session. At a minimum, the Planning Committee, the Executive Director and the voting members of the Executive Committee will be invited. The balance of individuals to be invited will be determined by the Planning Committee based on the agenda items to be addressed.
4. To refine the number of strengths and/or challenges to be addressed at the planning session and develop specific topics to be discussed at the planning session using a "break out" meeting approach. The "break out" meetings are intended to address specific questions within the agenda. During each "break out" session, four items will be determined, e.g.: Our Strengths (S), Weaknesses (W), Opportunities (O) and Threats (T) as they relate to each topic.
5. To develop measurable short and long term initiatives or action plans utilizing the above information. Before the end of the Planning Session, initiatives or action plans, individual(s) assigned/recommended to champion each, and suggested schedule will be reported out to all in attendance.

Liaison with Others

1. All Association committees.
2. All Association Officers
3. New England Water Works Association and the New England Chapter of the American Public Works Association

Committee Activity

1. To develop, implement, and monitor clearly defined Initiatives or Action Plans addressing Association strengths and/or challenges, whether short term or long term.

Tasks

1. Work with the Executive Director, President, other Officers, Committee Chairs, and members of the Association to determine the need for, and to develop a specific agenda for a two-day planning session.
2. With the assistance of the Conference Arrangements Committee, and as directed by the Executive Committee, plan a two day Planning Session for March or April of the calendar year, preferably to be held at the location of the Association's Spring Meeting for that year.
3. As an output of the Planning Session, assign responsibilities for individuals to prepare and champion each Initiative or Action Plan and submit formal Action Plans to the Executive Committee at the Spring Meeting.
4. Committee Chair or designated champion will update status of each Initiative or Action Plan at specified Executive Committee Meetings until the Action Plan has been completed or the Planning Committee has decided to discontinue the plan.

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PLANT OPERATIONS COMMITTEE

(Standing)

Overall Charge

1. To coordinate plant operations-oriented Association activities.

Membership

1. The committee shall consist, at least, of representatives from each of the State Operator Associations and appropriate NEWEA Directors. Preferred members should, by education and experience, be capable of assisting operators in improving their skills in wastewater treatment, collection systems, and allied technologies and in operational and management skills. The Chair shall be appointed by the President.

Specific Duties

1. To establish working relationships with the Affiliated State Associations.
2. To arrange technical sessions and personnel advancement programs for the Association's Annual Conference and Spring Meetings each year.
3. To coordinate the operator exchange program.
4. To assist Affiliated State Associations with operator training programs.
5. To monitor and report on, in coordination with the Government Affairs Committee, the development of federal and state laws, rules, and regulations which may affect operators and their operations.
6. To assist the State Directors in selection of the six NEWEA State Operator and Alfred E. Peloquin Award recipients.
7. To develop publications, encourage the presentation of short courses, and disseminate pertinent helpful information through various means to wastewater treatment plants and to the plant operator members of the Association.
8. To participate in a least one existing or new student (of any age group) and/or public outreach activity (e.g., a presentation at a school classroom, a participating visit at a student chapter meeting, presenting before a community service club meeting) each year to promote academic and public awareness of technical challenges and occupational opportunities in the water and wastewater community.

Liaison with Others

1. Awards Committee
2. Collection Systems Committee
3. Collection Systems Certification Committee
4. Government Affairs Committee
5. Industrial Wastewater Committee
6. Laboratory Practices Committee
7. Operations Challenge Committee
8. Federation's Plant Operations and Maintenance Committee
9. Program Committee
10. Public Education Committee
11. Safety Committee
12. Small Community Committee

Committee Activity

1. Coordinate all Association activities with respect to operator exchange and other operator-oriented developmental, enhancement, and training programs.

Tasks

1. Solicit technical papers for presentation at the Association’s Annual Conference and Spring Meeting.
2. Coordinate with the Program Committee on planning and establishing technical sessions.
3. Coordinate and administrate the operator exchange program in accordance with the written policy. Use the “universal” chart below to determine exchange state pairings based on last number of the current year. Example – “Year ending in 0,5” would include 2000, 2005, 2010, 2015, 2020, etc. In 2010 and 2015, Vermont exchanges with Connecticut; in 2013 and 2018, Maine exchanges with Massachusetts, and so on.
4. Coordinate with the Affiliated State Associations in developing and implementing operator training programs and information. Advertise activities by contacting Affiliated State Associations for publication in their newsletters
5. Assist the Operations Challenge Committee as requested, in planning, organizing, and executing the process control and maintenance events for the Operations Challenge. Appoint a member to serve on the Operations Challenge Committee.
6. Participate in selection activities for recommending recipients of the Association Operator and Alfred E. Peloquin Awards.
7. Plan, organize, and execute specialty conferences on plant operations issues at least once during the tenure of the Chair.
8. Submit recommendations to the Awards Committee for the WEF William D. Hatfield Award prior to the Spring Meeting. Refer to the Awards Committee description for the awards program schedule and process.
9. Annually review the procedure used to select the nominee for the WEF William D. Hatfield Award. Establish or update the procedure in coordination with the Awards Committee.
10. Participate in a minimum of one existing or new student (of any age group) and/or public outreach activity (e.g., a presentation at a school classroom, a participating visit at a student chapter meeting, presenting before a community service club meeting) each year to promote academic and public awareness of technical challenges and occupational opportunities in the water and wastewater community.

Operator Exchange Annual State Pairing Chart						
Year Ending In	CT	ME	MA	NH	RI	VT
0,5	VT	RI	NH	MA	ME	CT
1,6	ME	CT	VT	RI	NH	MA
2,7	MA	NH	CT	ME	VT	RI
3,8	RI	MA	ME	VT	CT	NH
4,9	NH	VT	RI	CT	MA	ME

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PROGRAM COMMITTEE

(Standing)

Overall Charge

1. To prepare and coordinate the technical program for the Annual Conference and Spring Meeting.

Membership

1. The committee shall consist of at least ten members with the chair appointed by the President. Representation shall be from each State. Consideration for membership shall be given to various disciplines.

Specific Duties

1. To be responsible for developing a meaningful and stimulating technical program for the Association's Annual Conference and Spring Meeting, guided by the theme and wishes of the Executive Committee, the President, the Meeting Management Director and the needs of the membership.
2. To coordinate, solicit, review, and select technical papers for author presentation at the two meetings.
3. To coordinate arrangements and provide guidance for all speakers and moderators, and to serve as their host.
4. To assemble the preliminary program for printing and mailing by the printer and finalize the final program for printing and distribution at each meeting.
5. To participate in a least one existing or new student (of any age group) and/or public outreach activity (e.g., a presentation at a school classroom, a participating visit at a student chapter meeting, presenting before a community service club meeting) each year to promote academic and public awareness of technical challenges and occupational opportunities in the water and wastewater community.

Liaison with Others

1. Conference Arrangements Committee
2. NEWEA Staff
3. Exhibits Committee
4. Public Awareness Committee
5. Meeting Management Director
6. Communications Director
7. Registration Committee
8. Technical Committees

Committee Activity

1. Develop and implement a technical program for the Association's Annual Conference and Spring Meeting.

Tasks

1. Prepare and arrange for advertising the Call for Papers for the technical sessions at the Annual Meeting.
2. Establish preliminary technical programs for the Spring and Annual Meetings.
3. Coordinate with the Conference Arrangements Committee regarding site requirements.
4. Finalize program to meet printing deadlines for the Spring and Annual Meetings.
5. Notify speakers of selection and meeting details.

6. Provide the Conference Arrangements Committee with a list of room set-ups and audio-visual needs.
7. Coordinate and assign moderators and room monitors for technical sessions as required.
8. Provide and staff speaker registration areas at the Annual Conference.
9. Ensure coordination and cooperation with all committees to produce comprehensive and superior technical programs.
10. Develop a media plan to promote the programs for the Annual Conference and the Spring Meeting.
11. Forward papers to the Communications Director and Journal Committee Chair for possible selection for Journal publication.
12. Participate in a minimum of one existing or new student (of any age group) and/or public outreach activity (e.g., a presentation at a school classroom, a participating visit at a student chapter meeting, presenting before a community service club meeting) each year to promote academic and public awareness of technical challenges and occupational opportunities in the water and wastewater community.

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PUBLIC AWARENESS COMMITTEE

(Standing)

Overall Charge

1. The committee will expand the public awareness of our profession and promote the Association as a regional water environment resource by publicizing our name, our accomplishments, our members' achievements and other activities.

Membership

1. The Committee shall have a goal of 8 members, including a chair appointed by the President. Participation from a member of each state association is strongly encouraged.
2. The Chair of the Public Awareness Committee shall report to the Communications Council Director and the committee is part of the Communications Council.

Specific Duties

1. To define and develop a NEWEA Public Awareness Campaign ~ The NEWEA Public Awareness Campaign will support ongoing/evolving NEWEA goals and will serve to strengthen our presence in the community in response to our Mission. The Public Awareness Campaign will require the support of State Directors and other committee liaisons. It will incorporate some current initiatives such as:
 - a. **Op ed pieces** - Provide articles for distribution to NEWEA membership for their use in promoting the industry as needed. State Directors and other NEWEA leaders will be asked to convey articles to State Association Govt. Affairs and other leaders for local publication in newspapers, all media outlets, local town boards, etc. as appropriate under the signatures of local leaders such as Affiliated State Association officers and local treatment plant operators/superintendents.
 - b. **Develop formatted presentations (using PowerPoint, et al.) for Use at Public Meetings** to gain support for funding and to use in discussions with local government such as selectmen, city council, senators and state representatives to inform the public in general on water infrastructure financing needs with additional emphasis on industry campaigns to make the message more compelling.
 - c. **Webpage** – Continue to update the NEWEA Water For Life webpage to educate citizens, members and local government about programs and local stories.
 - d. **Water Champions** - Develop partnerships with local celebrities and have them 'endorse' the NEWEA public awareness campaign.
 - e. **Local Heroes** - Create a series of brief feature/profile articles about individual NEWEA members where they explain their job roles in our profession and discuss their passion for our industry. These may be featured in the NEWEA Journal, the newsletter, website, or in local press outlets.
 - f. **Outreach Materials** - Provide a repository of outreach materials for all NEWEA members to use in engaging members of the community. Develop materials to reach other like-minded citizens who identify with the NEWEA mission, specifically reaching out to others in related industries and outside the current NEWEA membership grouping.
 - g. **Motivate NEWEA Membership** - through promoting outreach efforts toward inspiring and empowering every NEWEA committee to conduct one public awareness activity per year.
 - h. **Provide Training Sessions** - Provide updated training sessions for NEWEA membership (for example: presentations, panels, etc.).
 - i. **Public Outreach Activity** - participate in a least one existing or new student (of any age group) and/or public outreach activity (e.g., a presentation at a school classroom, a participating visit at a student chapter meeting, presenting before a community service club meeting) each year to promote academic and public awareness of technical challenges and occupational opportunities in the water and wastewater community

2. Be a resource to New England citizens, local government, NEWEA members and any other affiliated associations. Provide resources to assist in promoting local accomplishments and activities through efforts including the following:
 - a. Utilize social media and website to broadcast water champion campaign resources and coordinate with state associations, NEWEA staff, and the newsletter and website committees to ensure timely preparation and posting of articles and blogs for publication.
 - b. Develop links to other industry related sites to improve NEWEA's search index.

Liaison with others

1. NEWEA staff & Media/Funding Specialist
2. Communications Council
3. Public Education Committee
4. Government Affairs Committee
5. Journal Committee
6. Website Committee
7. Newsletter Committee
8. Membership Committee
9. NEWEA Technical Committees
10. All State Directors

Committee Goals

1. Strive to enable citizens in the New England states to understand and personalize the value and functions of the water environment profession, and to elevate the importance in the public consciousness of the value of water including funding of infrastructure projects.
2. Encourage development and distribution of publicity regarding NEWEA, its activities, its members, and the New England Affiliated State Associations and their members for publication in professional and non-professional journals as well as in the public media.

Tasks/Activities

1. Develop a Public Awareness Campaign plan
2. Work with media outreach staff and/or consultant, as necessary, to develop strategies and materials for the organization.
3. Inspire and empower our membership and citizens of New England to talk about our profession and the value of water.
4. Develop, receive, and distribute publicity materials regarding our profession, its activities, and its value to the public at large throughout New England, through activities including:
 - a. Identifying opportunities for publicizing NEWEA activities (for example: meetings, specialty seminars, award recipients, keynote speakers, etc.).
5. Develop a budget for annual operations.
6. Seek funding, sponsorships, and partnership opportunities.
7. Participate in a minimum of one existing or new student (of any age group) and/or public outreach activity (e.g., a presentation at a school classroom, a participating visit at a student chapter meeting, presenting before a community service club meeting) each year to promote academic and public awareness of technical challenges and occupational opportunities in the water and wastewater community.

PUBLIC EDUCATION COMMITTEE

(Standing)

Overall Charge

1. The committee is responsible for promoting the Association's goals and objectives with regard to the water environment by promoting a public understanding of the value of water quality and resources.

Membership

1. The committee shall consist of at least seven members with the chair appointed by the President. Representation by each State is desirable.

Specific Duties

1. To make the public aware of Association public education goals and programs.
2. To prepare articles for submittal to the Newsletter Committee Chair.
3. To distribute public education material from the Water Environment Federation and other sources.
4. To coordinate the promotion and judging of the Stockholm Junior Water Prize competition for each New England state in conjunction with WEF.
5. To coordinate nominations for the NEWEA and WEF Awards related to Public Education.
6. To facilitate public outreach efforts by Association members and committees outside of the Public Education Committee.
7. To participate in a least one existing or new student (of any age group) and/or public outreach activity (e.g., a presentation at a school classroom, a participating visit at a student chapter meeting, presenting before a community service club meeting) each year to promote academic and public awareness of technical challenges and occupational opportunities in the water and wastewater community.

Liaison with Others

1. Public
2. Awareness Committee
3. Federation Public Communication and Outreach Committee
4. Awards Committee

Committee Activity

1. Contribute articles to newsletters; develop pamphlets and such other information and education materials to acquaint the public with the Association's public education activities, objectives and goals; and educate the public on issues associated with the water environment.

Tasks

1. Recommend to the Executive Committee programs for public education on water environment issues.
2. Develop and implement programs recommended in Task 1 above as the Executive Committee may approve or as may be available from other organizations with similar goals.
3. Attend various meetings at which the Association booth will be displayed and educational material dispensed.
4. Prepare and submit articles to the newsletter on Committee activities and member achievements, recognition, and awards.
5. Maintain a Committee web page.
6. Serve as an informational resource and liaison for schools, organizations, or groups interested in environmental issues with emphasis on the water environment.

7. Submit recommendations to the Awards Committee for the NEWEA Public Educator and Paul J. Keough Awards prior to the Spring Meeting. Submit recommendations to the Awards Committee for the WEF Public Education (any of three categories) and/or Schlenz Awards prior to February 15. Refer to the Awards Committee description for the awards program schedule and process.
8. Annually review the procedure used to select the nominees for the NEWEA and WEF Awards related to Public Education. Establish or update these procedures in coordination with the Awards Committee.
9. Plan, organize, and execute specialty conferences on public education issues at least once during the tenure of the Chair.
10. Develop and implement a Teacher Training Program.
11. Participate in a minimum of one existing or new student (of any age group) and/or public outreach activity (e.g., a presentation at a school classroom, a participating visit at a student chapter meeting, presenting before a community service club meeting) each year to promote academic and public awareness of technical challenges and occupational opportunities in the water and wastewater community.

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REGISTRATION COMMITTEE

(Standing)

Overall Charge

1. To perform pre- and on-site registration at the Association's Spring and Annual Meetings, inclusive of printing data entries, registration package assembly, etc. To assist NEWEA staff in developing and maintaining computerized records for all meetings. To develop statistical data for historical purposes relating to attendance.

Membership

1. The committee shall consist of at least seven members, with the chair appointed by the President. Representation by each State is desirable. The Membership Committee Chair shall appoint a representative to sit on the Registration Committee.

Specific Duties

1. To administer registration activities.
2. Assist NEWEA Office in developing and keeping current a system for the proper accounting and posting of fees for pre-and on-site registrations.
3. Assist NEWEA Office in collecting and accounting for registration fees and any other special meeting fees.
4. To enforce registration rules and regulations at the meetings.
5. To maintain appropriate records and develop reports for presentation to the Executive Committee.
6. The Chair shall be a member of the Conference Arrangements Committee.
7. To participate in a least one existing or new student (of any age group) and/or public outreach activity (e.g., a presentation at a school classroom, a participating visit at a student chapter meeting, presenting before a community service club meeting) each year to promote academic and public awareness of technical challenges and occupational opportunities in the water and wastewater community.

Liaison with Others

1. Conference Arrangements Committee
2. Exhibits Committee
3. Meeting Management Director
4. Membership Committee
5. Program Committee
6. NEWEA Staff

Committee Activity

1. To perform and coordinate registration tasks for the Association's Annual Conference and Spring Meeting.

Tasks

1. Coordinate pre-registration activities with Executive Director, Meeting Management Council Director, Program Committee, Conference Arrangements Committee, and Exhibits Committee.
2. Assist the staff with receiving and processing all pre-registration materials and assemble individual packets for distribution at the Annual Conference and Spring Meeting.
3. Establish a schedule for operation of registration desk. Assign registration committee members and/or volunteers to cover the registration area during meetings.
4. Submit to the Executive Committee reports on attendance, fees collected and any other reports requested on the Annual Conference and Spring Meeting.

5. Develop an attendee list for the Annual Conference and Spring Meeting for the Executive Director to distribute as appropriate.
6. Review registration forms for member-non-member status and ensure that speaker and guest registrations conform to Association policies.
7. Participate in a minimum of one existing or new student (of any age group) and/or public outreach activity (e.g., a presentation at a school classroom, a participating visit at a student chapter meeting, presenting before a community service club meeting) each year to promote academic and public awareness of technical challenges and occupational opportunities in the water and wastewater community.

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RESIDUALS MANAGEMENT COMMITTEE

(Standing)

Overall Charge

1. To be the focus for developing Association policies on residuals management, and educating members and general public on the technical and regulatory aspects of residuals management.

Membership

1. The committee shall consist of at least seven members with the chair appointed by the President. Representation from each State is desirable.

Specific Duties

1. Develop Association policies and positions on legislative and regulatory initiatives related to residuals management.
2. Provide liaison to assist in the dissemination of information including proposed and promulgated rules, regulations, and policies.
3. Provide a forum for the exchange of information on issues related to residuals management.
4. Recruit papers for presentation at Association meetings and coordinate with Program Committee on development of technical sessions.
5. Coordinate with the Water Environment Federation's Residuals and Biosolids Committee.
6. Coordinate activities with state and regional biosolids associations, including the North East Biosolids and Residuals Association.
7. To participate in a least one existing or new student (of any age group) and/or public outreach activity (e.g., a presentation at a school classroom, a participating visit at a student chapter meeting, presenting before a community service club meeting) each year to promote academic and public awareness of technical challenges and occupational opportunities in the water and wastewater community.

Liaison with Others

1. Water Environment Federation's Residuals and Biosolids Committee
2. Government Affairs Committee
3. Public Awareness Committee
4. Plant Operations Committee
5. Public Education Committee

Committee Activity

1. Provide for the exchange of technical information relating to residuals management. Develop policies and position papers for the Association.

Tasks

1. Solicit technical papers for presentation at Association Meetings.
2. Coordinate with Program Committee on planning and establishing technical sessions at the Annual Conference and Spring Meeting.
3. Keep abreast of regulatory and legislative initiatives and prepare position papers in association with the Government Affairs Committee for consideration by the Executive Committee.
4. Plan, organize, and execute specialty conferences on residuals management, alone or in conjunction with other regional associations, at least once during the tenure of the Chair.
5. Participate in a minimum of one existing or new student (of any age group) and/or public outreach activity (e.g., a presentation at a school classroom, a participating visit at a student chapter meeting, presenting before a community service club meeting) each year to promote academic

and public awareness of technical challenges and occupational opportunities in the water and wastewater community.

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SAFETY COMMITTEE

(Standing)

Overall Charge

1. To review technical practices and disseminate information available to the membership on the safe operation of wastewater treatment and collection systems.

Membership

1. The committee will consist of at least seven members with the chair appointed by the President. Representation from each state is desirable.

Specific Duties

1. To actively promote safe practices for operating personnel.
2. To promote safety awareness.
3. To collect available or needed information on safety and to distribute the information to the membership primarily through demonstrations at meetings, the Journal, Newsletter, and independent mailings.
4. To develop reports related to safety as directed by the Executive Committee.
5. To coordinate the submittal of the nomination for NEWEA and WEF awards related to Safety.
6. The Chair shall appoint a member to serve on the Operations Challenge Committee.
7. To participate in a least one existing or new student (of any age group) and/or public outreach activity (e.g., a presentation at a school classroom, a participating visit at a student chapter meeting, presenting before a community service club meeting) each year to promote academic and public awareness of technical challenges and occupational opportunities in the water and wastewater community.

Liaison with Others

1. Awards Committee
2. Industrial Wastewater Committee
3. Operations Challenge Committee
4. Plant Operations Committee

Committee Activity

1. Promoting safety in the wastewater treatment field.

Tasks

1. Conduct an annual Safety Survey of all Wastewater Treatment Facilities (WWTFs) located in the members states in order to gather information regarding the status of their safety programs and collect regional accident and injury statistics and publish them for use by all wastewater professionals.
2. Submit recommendations to the Awards Committee for the NEWEA Safety, WEF George W. Burke, Jr. Facility Safety Award, and WEF Operator Safety Award prior to the Spring Meeting. Submit recommendations to the Awards Committee for the WEF Member Association Safety Award prior to February 15. Refer to the Awards Committee description for the awards program schedule and process.
3. Annually review the procedure used to select the nominee for the NEWEA Safety and WEF Burke Awards. Establish or update the procedure in coordination with the Awards Committee.
4. Administer Safety contest(s) and select award winner(s) for presentation at the Annual Conference.
5. Solicit papers on safety for presentation at Annual Conference and Spring Meeting.

6. Coordinate with Program Committee on planning and establishing sessions or seminars on safety issues.
7. Assist the Operations Challenge Committee in planning, organizing, and executing the safety event for the Operations Challenge. Appoint a member to serve on the Operations Challenge Committee.
8. Plan, organize, and execute specialty conferences on safety issues at least once during the tenure of the Chair.
9. Participate in a minimum of one existing or new student (of any age group) and/or public outreach activity (e.g., a presentation at a school classroom, a participating visit at a student chapter meeting, presenting before a community service club meeting) each year to promote academic and public awareness of technical challenges and occupational opportunities in the water and wastewater community.

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SCHOLARSHIPS COMMITTEE

(Standing)

Overall Charge

1. To develop and administer a comprehensive scholarship program for all NEWEA designated scholarships, and to enhance NEWEA membership awareness of both NEWEA and non-NEWEA scholarship resources.

Membership

1. The committee shall consist of at least seven members with the chair appointed by the President. Representation from each of the six New England states is desirable, and representation from a broad range of industry professions is encouraged.

Specific Duties

1. To review all NEWEA scholarship programs and to recommend efficient and effective methods and criteria for the criteria, candidate selection, and bestowal of all NEWEA-funded scholarships.
2. To recommend improvements and adjustments to the NEWEA Scholarship programs to maintain the currency and vitality of the scholarship effort.
3. To prepare and disseminate information and application forms for the Association's scholarship program.
4. To recommend to the Executive Committee recipient(s) of the Association's Scholarship(s).
5. To administer the Association's Edward A. Kowsz Memorial Scholarship Program.
6. To participate in a least one existing or new student (of any age group) and/or public outreach activity (e.g., a presentation at a school classroom, a participating visit at a student chapter meeting, presenting before a community service club meeting) each year to promote academic and public awareness of technical challenges and occupational opportunities in the water and wastewater community.

Liaison with Others

1. Finance Committee
2. Public Awareness Committee
3. Membership Committee
4. Newsletter Committee
5. Operations Challenge Committee
6. Plant Operations Committee
7. Student Activities Committee
8. Other committees as appropriate

Committee Activity

1. To facilitate the effective use of NEWEA Scholarship funds in order to promote NEWEA interests, to attract and maintain membership, and especially to enhance academic and professional development within the water environment industry.

Tasks

1. Develop and distribute applications for the all Association scholarships. Review applications and recommend winning candidate(s) to the Executive Committee.
2. Advertise and promote the Kowsz and other scholarships by sending announcements to the Affiliated State Associations for publication in their newsletters.
3. Evaluate and vote on each scholarship application received and notify the successful applicants.
4. Recommend receipt and disbursement criteria and format for all NEWEA scholarship programs.

5. Develop and implement mechanisms to stimulate growth for the self-sustaining scholarship fund.
6. Participate in a minimum of one existing or new student (of any age group) and/or public outreach activity (e.g., a presentation at a school classroom, a participating visit at a student chapter meeting, presenting before a community service club meeting) each year to promote academic and public awareness of technical challenges and occupational opportunities in the water and wastewater community.

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SMALL COMMUNITY COMMITTEE

(Standing)

Overall Charge

1. The Small Community Committee disseminates technical information to small communities (those with small flow facilities) on current issues related to water and wastewater treatment. The Committee provides a means of communication for small communities to exchange technical information, share resources, learn from others' experiences, and expand their professional associations across New England.

Membership

1. The committee shall consist of at least seven members with the chair appointed by the President. Representation from each state is desirable.

Specific Duties

1. To establish open lines of communication between the Association and the small communities.
2. To develop a regional network of small community members employed in the water and wastewater treatment operations and management field.
3. To provide current information on conventional and alternative technologies, operator training and certification, collection systems, decentralized/onsite wastewater, regionalization, safety, regulations, laboratory, solids handling, administrative functions, finances, etc.
4. To develop and sponsor seminars which are both easily accessible and affordable.
5. To promote membership in the Association's small community environment.
6. To participate in a least one existing or new student (of any age group) and/or public outreach activity (e.g., a presentation at a school classroom, a participating visit at a student chapter meeting, presenting before a community service club meeting) each year to promote academic and public awareness of technical challenges and occupational opportunities in the water and wastewater community.

Liaison with Others

1. Operations Challenge Committee
2. Plant Operations Committee
3. Asset Management Committee
4. Sustainability Committee
5. Water for People Committee
6. Lab Practices Committee
7. Other technical committees, as appropriate

Committee Activity

1. To provide a means of communication for small communities to exchange technical information and to expand their professional associations.

Tasks

1. Determine small community needs through a survey to all small communities within New England.
2. Plan, organize and execute specialty seminars on small community issues at least once during the tenure of the Chair. The seminars will focus on a particular technical area, but will also allow time for the attendees to openly communicate with each other.
3. Conduct a session at the NEWEA Annual Conference
4. Through the use of the regional seminars, establish regional groups that can assist each other through information exchange and discussion.
5. Maintain a list of resources on the NEWEA web site for small communities.

6. Maintain a New England small community (small flow facilities) database.
7. Participate in a minimum of one existing or new student (of any age group) and/or public outreach activity (e.g., a presentation at a school classroom, a participating visit at a student chapter meeting, presenting before a community service club meeting) each year to promote academic and public awareness of technical challenges and occupational opportunities in the water and wastewater community.

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SPONSOR COMMITTEE

(Management)

Overall Charge

1. To coordinate fund raising activities/sponsorship for various Association functions including but not limited to Spring and Annual Meetings, Operations Challenge, and Specialty conferences.
2. To represent the interest and concerns of the Manufacturers/Exhibitors supporting the Association through membership, sponsorship, or exhibiting at the annual trade show and at specialty seminars with exhibits.

Membership

1. The committee shall consist of at least six members with the chair appointed by the President. Representation by each State is desirable. In addition, representation from both equipment manufacturers as well as service companies is desirable.

Specific Duties

1. Set policy regarding fund raising, e.g., fees, types, and specialty conference sponsorship requests.
2. Coordinate with other related fund raising activities such as those of the Affiliated State Associations.
3. Work with the NEWEA Office to maintain a sponsor mailing list database.
4. Assist the exhibit committee on issues associated with exhibitors at the Annual Conference and trade show.
5. Recruit new sponsors and maintain past sponsors through mailings and/or phone solicitation.
6. Provide sponsor recognition, signage, Association Journal and Newsletter listings, etc.
7. Assist the exhibitors/exhibit committee on issues associated with the Annual Conference and trade show.

Liaison with Others

1. Conference Arrangements Committee
2. Exhibits Committee
3. Meeting Management Director
4. Operations Challenge Committee
5. Manufactures' Representative Committee

Committee Activities

1. To explore opportunities for fundraising and to coordinate such events for the Association.
2. Represent the Manufacturers and Exhibitors supporting the Association.

Tasks

1. Organize Spring Meeting and NEWEA Annual Classic Golf Tournaments.
2. Submit annual committee budget including costs and projected revenues associated with all fund raising activities.

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STORMWATER COMMITTEE

(Standing)

Overall Charge

1. To review technical practices and disseminate information available to the membership regarding stormwater management in New England

Membership

1. The committee shall consist of at least ten members.

Specific Duties

1. Create a higher visibility for NEWEA as the professional organization of choice for the stormwater community.
2. Integrate all aspects of stormwater management, including regulatory requirements, technical resources, funding, public education, and communications.
3. Integrate resources within NEWEA and other professional organizations to promote coordinated stormwater management in New England.
4. Track changes in federal and New England state stormwater management policies, guidelines, and regulations.
5. Recruit technical papers for presentation at Association meetings and to coordinate with the program Committee to develop technical sessions at the Annual Conference or Spring Meeting.
6. Disseminate information related to stormwater management regulations, legislation, policies, or guidelines to Association member.
7. Provide a forum for the exchange of information on issues related to stormwater management.
8. To participate in a least one existing or new student (of any age group) and/or public outreach activity (e.g., a presentation at a school classroom, a participating visit at a student chapter meeting, presenting before a community service club meeting) each year to promote academic and public awareness of technical challenges and occupational opportunities in the water and wastewater community.

Liaison with Others

1. Program Committee
2. Government Affairs Committee
3. Public Education Committee
4. Newsletter Committee
5. CSO/Wet Weather Issues Committee
6. Watershed Management Committee

Committee Activity

1. To develop and implement activities that will increase awareness of, and ability to cope with stormwater management concepts, issues, and legislation for water environment industry, regulatory, and governmental representatives throughout the New England region.

Tasks

1. Solicit, in coordination with the Program Committee, technical papers for presentation at Association meetings.
2. Coordinate with the Program Committee on planning and establishing technical sessions related to stormwater management.

3. Keep abreast of regulatory and legislative initiatives related to stormwater management. Where appropriate, assist Government Affairs Committee in reviewing and commenting on proposed regulations, policies, or guidelines.
4. Plan, organize, and execute specialty conferences related to stormwater management at least once during the tenure of the Chair.
5. Participate in a minimum of one existing or new student (of any age group) and/or public outreach activity (e.g., a presentation at a school classroom, a participating visit at a student chapter meeting, presenting before a community service club meeting) each year to promote academic and public awareness of technical challenges and occupational opportunities in the water and wastewater community.

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STUDENT ACTIVITIES COMMITTEE

(Standing)

Overall Charge

1. To encourage student participation in the Association, to acquaint students with the Association and the Federation, to foster student membership in both organizations, and to promote student chapter affiliation with NEWEA and WEF.

Membership

1. The committee shall consist of at least seven members, including three student members, with the chair appointed by the President.

Specific Duties

1. To work with faculty advisors at colleges, universities, and other appropriate educational institutions with environmental programs to encourage and stimulate student participation.
2. To sponsor technical sessions geared toward student participation in the Association.
3. To stimulate faculty members to become active members of the Association, thereby enhancing student participation.
4. To encourage current student members to seek careers in the water environment profession and related fields upon leaving the student community, and to assume active membership in the Association or other member associations of the Federation.
5. Develop and maintain a database of colleges, universities, and educational institutions with engineering and/or environmental programs, including faculty contacts.
6. To encourage the development of student chapters.
7. To participate in a least one existing or new student (of any age group) and/or public outreach activity (e.g., a presentation at a school classroom, a participating visit at a student chapter meeting, presenting before a community service club meeting) each year to promote academic and public awareness of technical challenges and occupational opportunities in the water and wastewater community.

Liaison with Others

1. Finance Committee
2. Journal Committee
3. Public Education Committee
4. WEF Students and Young Professionals Committee
5. Student Chapters

Committee Activity

1. Encourage student participation in the water environment field and the Association through student paper and design competitions, scholarship programs, career fairs, and other initiatives. Interact with faculty advisors and others, as appropriate, for stimulating interest.

Tasks

1. Select appropriate topics on water environment or related issues suitable for the development of student papers for presentation at the Association's Annual Meeting.
2. Issue a call for student papers for the student paper competition, review all student papers submitted, and select papers considered the best for receipt of cash awards and presentation at the Annual Conference.
3. Coordinate with the Program Committee Chair for the scheduling of the student paper presentations.

4. Develop and coordinate a student design competition to encourage recognition of practical engineering skills among the regional student population.
5. Coordinate with the Public Education Committee on its efforts to address appropriate student groups on water environment issues and careers.
6. Recruit faculty advisors at educational institutions in New England offering environmental courses, and provide information on the Association, the water environment program and student services available through the Association.
7. Function in a host capacity with interested students during Association meetings.
8. Submit the winning student papers, posters, design competition projects, etc. to the Journal Editor for publication in the Association's Journal.
9. Participate in a minimum of one existing or new student (of any age group) and/or public outreach activity (e.g., a presentation at a school classroom, a participating visit at a student chapter meeting, presenting before a community service club meeting) each year to promote academic and public awareness of technical challenges and occupational opportunities in the water and wastewater community.

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SUSTAINABILITY COMMITTEE

(Standing)

Overall Charge

1. To review technical practices and disseminate information related to sustainable planning, design, construction and operation of wastewater treatment and collection systems in New England.
2. To develop Association policies on sustainability, and educate members and the general public on the technical, legislative, financial, and regulatory aspects of sustainability.

Membership

1. The committee shall consist of at least seven members, preferably with diverse backgrounds and representing all New England states.
2. Members who are active in other standing committees who can serve as sustainability liaisons are encouraged but not mandatory.
3. The Chair, appointed by the President, shall be an individual who is currently not an officer or chair of another standing committee.

Specific Duties

1. Research, review and recommend sustainable solutions for wastewater treatment and collection systems.
2. Collaborate with other NEWEA committees and membership to integrate sustainability into committee activities, conferences, specialty seminars, presentations, keynote speakers, journal articles and other publications.
3. Research, review and recommend modifications to the day-to-day practices of NEWEA staff, committees and membership when performing their duties.
4. Attend representative meetings, workshops, seminars and/or conferences and assess current practices.
5. Work closely with all committees and NEWEA staff to formulate strategies to conform to the spirit and/or intent of Sustainability.
6. Publicize individual member and/or NEWEA Sustainability activities through available internal and external communication vehicles.
7. Liaison with EPA and WEF Sustainability Community of Practice to keep up with issues occurring on a national and global level.
8. To participate in a least one existing or new student (of any age group) and/or public outreach activity (e.g., a presentation at a school classroom, a participating visit at a student chapter meeting, presenting before a community service club meeting) each year to promote academic and public awareness of technical challenges and occupational opportunities in the water and wastewater community.

Liaison with Others

1. All committees, but especially the following:
 - a. Asset Management Committee
 - b. Collection Systems Committee
 - c. CSO/Wet Weather Issues Committee
 - d. Energy Committee
 - e. Government Affairs Committee
 - f. Industrial Wastewater Committee
 - g. Instrumentation & Automation Committee
 - h. Contaminants of Emerging Concern Committee
 - i. Plant Operations Committee

- j. Public Education Committee
- k. Residuals Management Committee
- l. Safety Committee
- m. Small Community Committee
- n. Stormwater Committee
- o. Utility Management Committee
- p. Water Reuse Committee
- q. Watershed Management Committee

Committee Activities

1. Educate other NEWEA committees on triple bottom line plus (TBL+). TBL+ is a framework for evaluating the sustainability of wastewater collection and treatment systems based on their environmental, economic, social and technical performance.
2. Encourage the transformation of wastewater collection and treatment systems into “resource recovery systems” that use less water, chemicals, energy, manpower, construction and O&M materials, capital costs and footprint, as well as, reuse more water, produce more energy and recover more nutrients/biosolids/fertilizer in a way that achieves high economic value, is operator friendly, regulatory compliant, technically reliable and flexible, environmentally friendly and socially acceptable.
3. Encourage the New England wastewater industry to use life cycle analysis, sustainability rating systems such as LEED, Envision and Green Globes, and sustainability reporting to evaluate their short and long term O&M, new infrastructure and equipment, planning and management.
4. Share and encourage sustainable practices that NEWEA staff and its membership can follow when carrying out their respective duties.

Tasks

1. Establish Sustainability liaisons in other NEWEA committees responsible for incorporating sustainability into their committee and collaborating with the Sustainability Committee.
2. Host a sustainability session at each NEWEA Annual Conference and team with another NEWEA committee every two or three years to organize a specialty conference, seminar or workshop.
3. Investigate and communicate Sustainability causes, projects, organizations, individuals and/or other practices on an ongoing basis.
4. Investigate and communicate sustainable technologies, equipment, processes and systems, as well as climate change mitigation and adaptation measures, on an ongoing basis.
5. At or before the NEWEA Spring Meeting, or on an annual basis as needed, present internal sustainability recommendations to NEWEA staff, Committee Chairs and/or others responsible for preparing budgets for the following year to allow for Finance Committee review and approval.
6. Assist NEWEA internal operations to be more sustainable by selecting sustainable event locations, carpooling, reduced bottled water use, recycling, local suppliers, double sided printing, electronic communications and energy conscious office operations.
7. Participate in a minimum of one existing or new student (of any age group) and/or public outreach activity (e.g., a presentation at a school classroom, a participating visit at a student chapter meeting, presenting before a community service club meeting) each year to promote academic and public awareness of technical challenges and occupational opportunities in the water and wastewater community.

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UTILITY MANAGEMENT COMMITTEE

(Standing)

Overall Charge

1. To provide a focal point for utility managers, superintendents, collection system managers and engineers as a means to promote effective leadership and public awareness of the critical roles these persons/facilities serve in their communities.
2. To supply a means of awareness of changes in state and federal regulations.
3. To provide a discussion forum for emerging technologies and the roles they may play in each facility.
4. To focus on broad strategic issues of interest to the utility manager, such as Capital Improvements Programs (CIP) change management, strategic partnerships, labor/management relation issues, employee development, privatization and outsourcing.
5. To supply information and guidance on finance and administrative issues, such as capital programs, debt instruments, private and public accounting procedures, IT management, risk management and salary and benefits administration. Included will be construction management related issues as well as infrastructure security.
6. To serve as a management resource for the wastewater, storm water and drinking water industries, professionally and responsibly promoting environmental protection and compliance through support of legislation and regulations.

Membership

1. The committee should consist of members from each state to reflect regional issues. Leaders of major utilities and municipal managers should be encouraged to become active members, but membership is not limited. The Chair shall be appointed by the President.

Specific Duties

1. To monitor changes and distribute information in federal and state environmental regulations affecting utility managers.
2. To solicit technical presentations for Association meetings that focus on management, regulations and labor issues that affect the utility managers.
3. To disseminate information related to organizational planning, facility management, finance, administration, and public outreach.
4. To provide a forum for the exchange of information on utility management and for the betterment of the wastewater, storm water and drinking water industries.
5. To coordinate nominations for the NEWEA Utility Management Award.
6. To participate in a least one existing or new student (of any age group) and/or public outreach activity (e.g., a presentation at a school classroom, a participating visit at a student chapter meeting, presenting before a community service club meeting) each year to promote academic and public awareness of technical challenges and occupational opportunities in the water and wastewater community.

Liaison with Others

1. Plant Operations Committee
2. Asset Management Committee
3. Collection Systems Committee
4. Program Committee
5. Government Affairs Committee
6. Water Environment Federation Utility Management Committee

7. Other Professional Organizations (including: APWA, NEWWA, Affiliated State Associations)
8. Public Awareness Committee
9. Awards Committee

Committee Activity

1. To develop and implement processes that will provide the utility manager with the tools required to obtain cost efficiencies, strategic management and facility management and the successful development of their respective charges.

Tasks

1. Plan, organize and execute specialty conferences related to utility management at least once during a two-year cycle.
2. Solicit technical papers for Association's Annual Conference and Spring Meeting.
3. Promote benchmarking and metrics implementation using Qual-serve program and others.
4. Promote public outreach programs to emphasize the importance of these facilities.
5. Showcase the industry to attract new persons to our water quality industry.
6. Submit recommendations to the Awards Committee for the NEWEA Utility Management Award prior to the Spring Meeting. Refer to the Awards Committee description for the awards program schedule and process.
7. Annually review the procedure used to select the nominee for the NEWEA Utility Management Award. Establish or update the procedure in coordination with the Awards Committee.
8. Through communications with utility managers, determine major utility issues, determine actions and resolution paths for helping to resolve them.
9. Provide a means for electronic solicitation and discussion of current utility management issues through blogging or other methods available on the NEWEA web site.
10. Participate in a minimum of one existing or new student (of any age group) and/or public outreach activity (e.g., a presentation at a school classroom, a participating visit at a student chapter meeting, presenting before a community service club meeting) each year to promote academic and public awareness of technical challenges and occupational opportunities in the water and wastewater community.

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VETERANS WORKFORCE DEVELOPMENT COMMITTEE

(Ad-hoc)

Overall Charge

1. To recruit, retain and find job opportunities for returning and retiring U.S Armed Forces veterans in the drinking water and clean water infrastructure fields.

Membership

1. The committee shall consist of five or more members, with the chair appointed by the President. Representation from each state is desirable.

Specific Duties

1. Create awareness of job opportunities in the water infrastructure field.
2. Provide education, internship, training, networking, and placement opportunities.
3. Work to streamline the process of operator certification for veterans.
4. Promote and leverage the value of the extensive training and experience possessed by mechanical and science based rated veterans, to utilize as satisfactory experience to qualify for water infrastructure job opportunities or higher level certifications.

Liaison with Others

1. Collection Systems Committee
2. Collection Systems Certification Committee
3. Plant Operations Committee
4. Public Education Committee
5. Lab Practices Committee
6. Government Affairs Committee
7. Membership Committee
8. Utility Management Committee
9. State Directors Council
10. Affiliated State Associations

Committee Activity

1. Develop and implement programs to assist veterans with training and job opportunities in the water infrastructure field.

Tasks

1. Coordinate training providers and the Veterans Administration (VA) to furnish training and training materials to the veterans, at reasonable costs.
2. Coordinate between state certification boards and the military/VA to determine which rates qualify for advanced time in rate, and how much time can be credited.
3. Promote discussions with state environmental agencies to assess the feasibility of funding for the internship portion of this initiative and coordinate how to connect veterans to prospective employers.
4. Ensure that water/wastewater jobs are advertised at Veteran job centers/websites.
5. Liaison with the Registration and Membership Committees to develop Veterans membership and registration rates and advertise NEWEA/ASA calendars of events with VA Job centers/websites.

WATER FOR PEOPLE COMMITTEE

(Standing)

Overall Charge

1. To develop and enhance NEWEA involvement in Water for People (WFP) activities, including coordination with other active student and professional groups in New England and throughout the country.

Membership

1. The committee shall consist of at least six members, with participation from each New England state desirable. The Chair shall be appointed by the President

Specific Duties

1. To investigate methods for raising funds for the Water For People program to support a NEWEA subscription to the WFP organization, and to publicize and increase as far as possible NEWEA's WFP participation in WFP programs. Joint participation and cross-pollination with New England Water Works Association's WFP committee is encouraged.
2. To recruit WFP-related technical papers for presentation at Association meetings and to coordinate with the program Committee to develop technical sessions at the Annual Conference and/or Spring Meeting.
3. To disseminate information related to Water For People programs, policies, and guidelines to Association members; to stimulate and promote the WFP program within the organization.
4. To investigate development of NEWEA-specific efforts within the WFP program, and to develop and enhance NEWEA relationships with similarly involved organizations.
5. To participate in a least one existing or new student (of any age group) and/or public outreach activity (e.g., a presentation at a school classroom, a participating visit at a student chapter meeting, presenting before a community service club meeting) each year to promote academic and public awareness of technical challenges and occupational opportunities in the water and wastewater community.

Liaison with Others

1. Program Committee
2. Student Activities Committee
3. Public Education Committee
4. Newsletter Committee

Committee Activity

1. To develop and implement activities that will increase NEWEA and general public awareness of and participation in WFP programs and related work; to solidify NEWEA commitment to the WFP concept.

Tasks

1. To investigate and implement innovative, unique, or conventional methods for raising funds for the Water for People program to support a NEWEA Community Sponsorship of the WFP organization, and to publicize and increase NEWEA's WFP participation in international programs to promote, develop and institute safe drinking water, basic health, hygiene education and sanitation facilities projects.
2. Solicit, in coordination with the Program Committee, WFP-related technical papers for presentation at Association Meetings.
3. Coordinate with the Program Committee on planning and establishing technical sessions related to Water For People programs and needs.

4. Develop and implement, in coordination with the Finance Committee, fun and informative fund-raising efforts (such as sports tournaments, amusements, conferences, etc.) on behalf of Water for People activities and participation.
5. Maintain communication with other regional and international WFP-related programs and keep NEWEA membership informed of local and international program needs and opportunities.
6. Plan, organize, and execute specialty conferences related to Water for People involvement at least once during the tenure of the Chair.
7. Participate in a minimum of one existing or new student (of any age group) and/or public outreach activity (e.g., a presentation at a school classroom, a participating visit at a student chapter meeting, presenting before a community service club meeting) each year to promote academic and public awareness of technical challenges and occupational opportunities in the water and wastewater community.

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WATER REUSE COMMITTEE

(Standing)

Overall Charge

1. To review technical practices and disseminate information available to the membership regarding water reuse in New England

Membership

1. The committee shall consist of at least six members with participation from each New England state desirable. The Chair shall be appointed by the President.

Specific Duties

1. To track changes in federal and New England state water reuse policies, guidelines, and regulations.
2. To recruit technical papers for presentation at Association meetings and to coordinate with the Program Committee to develop technical sessions at the Annual Conference or Spring Meeting.
3. To disseminate information related to water reuse regulations, legislation, policies, or guidelines to Association members.
4. To provide a forum for the exchange of information on issues related to water reuse.
5. To participate in at least one existing or new student (of any age group) and/or public outreach activity (e.g., a presentation at a school classroom, a participating visit at a student chapter meeting, presenting before a community service club meeting) each year to promote academic and public awareness of technical challenges and occupational opportunities in the water and wastewater community.

Liaison with Others

1. Program Committee
2. Government Affairs Committee
3. Public Education Committee
4. Newsletter Committee
5. Journal Committee

Committee Activity

1. To develop and implement activities that will increase awareness of water reuse concepts, issues, and the tools to develop related programs for water environment industry, regulatory, and governmental representatives throughout the New England region.

Tasks

1. Solicit, in coordination with the Program Committee, technical papers for presentation at Association Meetings.
2. Coordinate with the Program Committee on planning and establishing technical sessions related to water reuse.
3. Keep abreast of regulatory and legislative initiatives related to water reuse. Where appropriate, assist Government Affairs Committee in reviewing and commenting on proposed regulations, policies, or guidelines.
4. Plan, organize, and execute specialty conferences related to water reuse at least once during the tenure of the Chair.
5. Participate in a minimum of one existing or new student (of any age group) and/or public outreach activity (e.g., a presentation at a school classroom, a participating visit at a student chapter meeting, presenting before a community service club meeting) each year to promote academic

and public awareness of technical challenges and occupational opportunities in the water and wastewater community.

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WATERSHED MANAGEMENT COMMITTEE

(Standing)

Overall Charge

1. To review technical practices and disseminate information available to the membership regarding watershed management in New England

Membership

1. The committee shall consist of at least six members; representation from each state is desired. The Chair shall be appointed by the President.

Specific Duties

1. To track changes in federal, New England state, and regional watershed management policies, guidelines and regulations.
2. To recruit technical papers for presentation at Association meetings and to coordinate with the Program Committee to develop technical sessions at the Annual Conference and/or Spring Meeting.
3. To disseminate research findings and other information provided by the scientific community to Association members.
4. To provide a forum for the exchange of information on issues related to watershed management.
5. To participate in a least one existing or new student (of any age group) and/or public outreach activity (e.g., a presentation at a school classroom, a participating visit at a student chapter meeting, presenting before a community service club meeting) each year to promote academic and public awareness of technical challenges and occupational opportunities in the water and wastewater community.

Liaison with Others

1. Program Committee
2. Government Affairs Committee
3. Public Education Committee
4. Newsletter Committee
5. Journal Committee
6. Stormwater Committee
7. CSO/Wet Weather Issues Committee
8. Sustainability Committee
9. Residuals Management Committee

Committee Activity

1. To develop and implement activities that will increase awareness of, and ability to cope with watershed management practices, issues, and legislation for water environment industry, regulatory, and governmental representatives throughout the New England region. Collaborate with other related committees to achieve these goals.

Tasks

1. Solicit, in coordination with the Program Committee, technical papers for presentation at Association Meetings.
2. Coordinate with other technical, governmental and outreach committees to plan and establish sessions related to watershed management.

3. Keep abreast of regulatory and legislative initiatives related to watershed management. Where appropriate, assist Government Affairs Committee in reviewing and commenting on proposed regulations, policies, or guidelines.
4. Plan, organize, and execute specialty conferences, webinars and other outreach related to watershed management at least once during the tenure of the Chair.
5. Participate in a minimum of one existing or new student (of any age group) and/or public outreach activity (e.g., a presentation at a school classroom, a participating visit at a student chapter meeting, presenting before a community service club meeting) each year to promote academic and public awareness of technical challenges and occupational opportunities in the water and wastewater community.

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WEBSITE COMMITTEE

(Ad hoc)

Overall Charge

1. To maintain current information and guidance on the Association's website to promote NEWEA and advance understanding of the water environment industry.

Membership

1. Chair of the Website Committee shall report to the Communication Director and is a member of the Communication Council.
2. The Website Committee shall include at least three members.
3. The Website Committee shall work with key NEWEA staff to keep the website current and viable, and may suggest contracting the services of website development professionals as needed.

Specific Duties

1. Coordinate with NEWEA staff, other committees, and the state associations and conduct regular updates to the website content to keep the information presented therein current.
2. To encourage officers and committees to use the Web to disseminate information between members as well as the general public.
3. To make use of the site to pass information to its members in addition to educating the general public on environmental issues.
4. To promote meetings, conferences, and seminars supported by the Association.
5. Solicit and post regular blogs and links to other sites related to the water environment industry.

Liaison with Others

1. Meeting Management Director
2. Public Education Committee
3. Public Awareness Committee
4. NEWEA staff
5. All Committee Chairs

Committee Activities

1. Conduct regular meetings to discuss website and action items necessary. Work with NEWEA staff to update website regularly to keep up with current technology.
2. Contract, as needed, with a website designer or marketing specialist.
3. Advertise NEWEA events, conferences, and specialty conferences.

Tasks

1. Coordinate website content to fit NEWEA brand, message, and mission.
2. Implement a rotational program to update the committee pages such that page is updated at least every three years.
3. Assist with the development of blogs and forums, including oversight and solicitation of content.
4. Coordinate inbound marketing efforts with the Public Awareness Committee to maximize NEWEA exposure.

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YOUNG PROFESSIONALS COMMITTEE

(Standing)

Overall Charge

1. To encourage and increase participation of young professionals (under age 35) in NEWEA and foster professional development with the first ten (10) years of employment.

Membership

1. The committee shall consist of at least ten (10) members, under the age of 35. Representation from each of the New England states is highly recommended. The Chair shall be appointed by the President.

Specific Duties

1. To keep up-to-date in the civil/environmental engineering field to encourage professional development and to understand the various disciplines within the profession.
2. To develop technical ability and speaking and writing skills for young professionals.
3. To encourage information exchange, networking and increased membership.
4. To increase membership.
5. To coordinate nominations for the NEWEA Outstanding Young Professional Award.
6. To participate in a least one existing or new student (of any age group) and/or public outreach activity (e.g., a presentation at a school classroom, a participating visit at a student chapter meeting, presenting before a community service club meeting) each year to promote academic and public awareness of technical challenges and occupational opportunities in the water and wastewater community.

Liaison with Others

1. Membership Committee
2. Public Education Committee
3. Awards Committee
4. WEF Students and Young Professionals Committee
5. Young Professional Committees in other professional organizations (NEWWA, SAME, BSCES, etc.)
6. NEWEA staff

Committee Activity

1. To develop and implement activities that will increase young professional membership in NEWEA.

Tasks

1. Establish goals for the current year.
2. Establish a budget for the current fiscal year.
3. Work with NEWEA staff, Affiliated State Associations, and others to develop and implement activities to attract and engage young professionals in the industry and the Association.
4. Work closely with the Membership Committee and its Mentoring subcommittee to increase NEWEA membership.
5. Work with the Program Committee in identifying technical sessions of interest to young professionals.
6. Submit recommendations to the Awards Committee for the NEWEA Young Professional Award prior to the Spring Meeting. Submit recommendations to the Awards Committee for the WEF Young Professional Award prior to February 15. Refer to the Awards Committee description for the awards program schedule and process.

7. Annually review the procedure used to select the nominee for the NEWEA and WEF Young Professional Awards. Establish or update the procedure in coordination with the Awards Committee.
8. Participate in a minimum of one existing or new student (of any age group) and/or public outreach activity (e.g., a presentation at a school classroom, a participating visit at a student chapter meeting, presenting before a community service club meeting) each year to promote academic and public awareness of technical challenges and occupational opportunities in the water and wastewater community.

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FINANCIAL GUIDELINES

FINANCIAL GUIDELINES

The entire NEWEA Financial Guidelines are available by visiting the NEWEA website at www.newea.org.

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BYLAWS AND CONSTITUTION

BYLAWS AND CONSTITUTION

The entire NEWEA Bylaws and Constitution is available by visiting the NEWEA website at www.newea.org.

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MEMBERSHIP APPLICATION

MEMBERSHIP APPLICATION

A copy of the NEWEA membership application is available by visiting the NEWEA web site at www.newea.org.

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POLICIES, PROCEDURES AND PROGRAMS

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POLICIES, PROCEDURES AND PROGRAMS

Officer and Committee Chair Orientation Information

Welcome to your new NEWEA position! We hope that you find your new assumption of responsibility to be both a satisfying challenge and a rewarding experience. This “orientation” packet is an attempt to pull some helpful information into one place in order to increase your familiarity and comfort with the NEWEA system. If you have any questions or suggestions, please feel free to speak with Executive Director, or with any NEWEA senior officer (President, President-elect, Vice President, Past President, Treasurer, Meeting Management Director, Communications Director, Council Director, or State Director). If you have any doubts or confusion, PLEASE ASK. Your understanding and comfort are important.

The information contained herein is summary in nature – it has been developed to give incoming officers and committee chairs a quick overview of some of the protocols and responsibilities of serving in the association. Most of this information is available in more detail in the NEWEA Organization Manual, which each of you should have received. If you did not receive an Org. Manual, please tell the Executive Directors as soon as possible, and one will be furnished to you, or it may be accessed through <https://www.newea.org/about-us/executive-committee/>.

Executive Committee Meetings are held at various scheduled times throughout the year: once each (with all chairs) at the Annual Conference and the Spring Meeting, and several spread across the remainder of the year, usually in accordance with the following schedule:

1. March – with all committee chairs
2. May – with select chairs
3. September – with all chairs
4. November – with select chairs

All committee chairs are requested to attend or send a committee representative to each “all chairs” meeting, to report on committee activities and to represent the committee’s interests in discussions regarding NEWEA business. For “select chairs” meetings, only those committee chairs that are specifically invited need attend – invitation is generally based on the need to discuss specific items of committee business before the Executive Committee.

Voting Members: While attendance and discussion by committee representatives and other members is necessary at Executive Committee meetings, it is important to remember that committee chairs and other non-officer attendees are not voting members of the Executive Committee. The voting Executive Committee consists of the following officers:

President, President Elect, Vice President, Immediate Past President, Treasurer, the State Director from each of the six states, three technical Council Directors, three Federation Delegates, Meeting Management Council Director, and Communications Council Director. A full complement of officers results in 19 voting members. Once again, attendance and discussion by other members at Executive Committee meetings is encouraged, but the vote counting is confined to those officers listed above.

IMPORTANT NOTE: *Voting officers who are unable to attend any Executive Committee meeting are obligated to make diligent efforts to appoint a proxy representative to attend and vote in place of the*

absent officer. The officer shall notify the Executive Director and the President in advance and in writing of such proxy representation.

Any NEWEA member who is also a sitting member of the WEF Board of Trustees, or who is appointed At-large to the WEF House of Delegates, shall be invited to attend Executive Committee meetings and encouraged to contribute to any discussion as an honorary, but non-voting member.

To help participants gain familiarity, several items on the standard Executive Committee meeting agenda bear some description.

Call to order and establishment of quorum: The President or alternate will gavel the meeting to order and declare that a majority of voting members (quorum) of the Executive Committee are present. If it is established that a quorum is not available, no votes may be taken on action items.

Approval of Agenda: before discussion begins, the finalized agenda must be approved. At this time, any additions to or deletions from the proposed agenda must be announced and approved by a voice vote.

Approval of Consent Calendar: The "Consent Calendar" (sometimes known as a "consent agenda") is a selected list of routine business items that need formal approval of the Executive Committee, but which should require no discussion, and can therefore be approved as a group by a single motion. Anyone wishing to discuss any item that is on the Consent Calendar must request removal of that item from the Consent Calendar for consideration on the regular agenda. Then, when the item comes up for discussion, the individual who removed it from the Consent Calendar will begin the discussion by explaining why it was removed. Typical Consent Calendar items might include minutes of past meetings, past committee reports, approval of an auditor, or other routine business items. The Consent Calendar is used to save meeting time, and may not be employed at every meeting.

Key Officers' and Committee Reports: Each officer and each attending committee chair (or an approved proxy) is urged to report on activities of the office or committee for the information of those present. Discussion and questions regarding officer or committee activities can be entertained at the time the report is given. The expectation is that each officer and committee chair will give at least a brief report (often a short summary of a submitted written report). In cases where no significant activity has occurred since the last Executive Committee meeting, a "No report" response may be given, but the Executive Committee meetings are infrequent enough so that it is reasonable to expect reportable activity at each meeting.

Action Items: Agenda items requiring approval by a vote of the Executive Committee are listed as Action Items. These items are often items that are necessary for the continuation of some phase of Association business. Some examples of Action Items: Quarterly Financial Reports, the Annual Budget, large capital expenditures, substantial budgetary line item shifts, draft bylaws or Organizational Manual changes, policy decisions, etc.

Items for discussion: Discussion items are items of interest that may have debatable merit, or projects that may be under development to become action items at a later date. These are items for which input and discussion are invited from the attending membership. Examples might be proposed joint activities with other associations, the creation of new ad hoc committees to address specific subjects, scheduling of events or meetings, any other proposed future association activities.

Information Items: These are items that merit specific reports from various officers or committee chairs to inform the Executive Committee of the item's status, history, or progress. Examples are: status of conference or seminar planning, reports on completed seminars or conferences, introduction or progress of planned initiatives or events, etc.

Other special items may be included separately on the agenda, but in general, most items fall under one of the above-listed agenda headings.

Lunch notification: It is customary for a lunch to be offered to those who attend the Executive Committee meetings; for purposes of planning and economy, it is important for those who do not plan to partake of the luncheon to inform the Executive Director in advance. Failure to do so may result in costly over-estimates of luncheon settings. If you are planning to attend an Executive Committee meeting, but are NOT planning to stay for lunch, please inform the Executive Director in advance by phone, email, or other available means.

Reading financial reports and budget spread sheets: The NEWEA Financial Report form will undergo minor changes from year to year, but the format will probably remain much the same. At first, the form may look complicated, but the breakdown is relatively simple.

If you are unsure about how to read the budget sheets, help can be obtained from the NEWEA office, the Treasurer, President, or any recent Past President.

Types of Committees: There are three types of committees in NEWEA:

1. Management committees are administrative "nuts and bolts" committees that keep NEWEA functioning, such as the Executive Committee, Awards Committee, Finance Committee, etc. (see the complete listing in "Committee Types & Functions" tab of the Organizational Manual).
2. Standing Committees are permanent committees that focus on specific areas of NEWEA interest, such as the Asset Management Committee, Plant Operations Committee, Collection Systems Committee, Government Affairs Committee, etc. (see Organization Manual for complete listing). Of the standing committees, some are known as "Technical" committees (e.g., Industrial Wastewater, Safety, Plant Operations, etc.) because they focus on specific technical aspects of the industry. Technical standing committees are expected to develop and execute a specialty seminar at least once during the three-year tenure of a given committee chair. Non-technical standing committees are those committees dedicated to specific non-technical functions, such as Young Professionals Committee, Student Activities Committee, Program Committee, Public Awareness Committee, etc. While not specifically charged with technical seminars, these committees have regular assignments for activity – for instance, the Program Committee organizes the Annual and Spring Meeting technical programs, the Student Activities Committee organizes the student paper competition and the annual career fair programs, the Public Education Committee organizes Teacher Training days and Mr. & Mrs. Fish programs, etc.
3. Ad hoc Committees are temporary committees originated to answer a specific concern, or to investigate a new field of development. The President can appoint an Ad hoc committee to answer a need, and then the committee is either dissolved when the need is fulfilled, or in the case of a new technical field, after developing a charge and member base, the committee may (if deemed to be in the Association's best interest) be declared a permanent, standing committee by approval of the Executive Committee. A present example of an Ad hoc committees is the Veterans Workforce Development Committee.

Council Directors: Each year, the President appoints a voting member of the Executive Committee to be a guiding representative on a group of related committees. These members are known as Council Directors. Each committee is assigned to a pertinent council, and there should be frequent contact between the Council Director and the committee chair during the year; the Council director should try to attend at least one meeting of the committee during the year, and the committee chair should feel free to ask the Council Director for help in dealing with Executive Committee protocols and procedures. Council Directors often serve on more than one committee. An Organizational Structure Chart is provided in the NEWEA Organization Manual, indicating which committees are within each Council. The NEWEA Directory also contains a sheet indicating the committee breakdown, and who the designated Council Director for each committee.

One of the Management Committees, the Assessment and Development Committee, an experienced team with support from the Past President, Vice President, and advice from the senior NEWEA Directors has the job of reviewing both Standing and Ad hoc committees to work with Committee Chairs and Council Directors to identify and resolve issues, coordinate activities, decide if they are still fulfilling their charges, and whether they should continue or be dissolved. Ad hoc committees are to be reviewed every year and permanent committees every three years.

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COUNCIL DIRECTOR and COMMITTEE CHAIR GUIDANCE

Council Director and Committee Chair Guidance

The following provides guidance regarding the duties of a Council Director, and related committee chair duties

Committee Chair Guidance

The following summarizes the duties of a Committee Chair. Council Directors are available to discuss the specifics and to provide guidance and direction to committee chairs.

- Committee Member List – An updated list of committee members (including mailing addresses, telephone and other contact numbers, and email addresses) should be sent to the Executive Director at the above address by February 1 for inclusion in the Officer and Committee Directory.
- Committee Vice Chair – The committee Chair should nominate an appropriate person as Vice Chair, and inform the President of that recommendation. The intended role of the Vice Chair is to fill in for the Chair when necessary, and, ideally, to succeed to the Chair at the end of the sitting Chair's three year term. Formal presidential approval of the Vice Chair is necessary, but the recommendation of the Chair is normally considered to be a major factor in approval. Please contact the President or the NEWEA Office for further guidance or information about this process.
- Coordination with Council Director – Each committee is assigned to a Council and Council Director. The Council Director's role includes providing guidance to committee chairs, assisting with resolution of committee issues, assisting with the coordination of activities between committees (for example, planning and scheduling specialty seminars and conferences), and facilitating communication with the Executive Committee or other members in NEWEA as required. Committee chairs should coordinate its committee activities with their Council Director including notifying Council Directors when meetings are planned and providing copies of committee meeting minutes and other relevant correspondence.
- Committee Correspondence – It is customary and appreciated for all committee correspondence to be copied to the President, Executive Director and Council Director, including meeting schedules, agendas, and minutes.
- Executive Committee Meetings – Committee Chairs will be asked to attend at least four Executive Committee meetings per year. Each invited chair will be requested to submit a committee report to NEWEA a week prior to each meeting; a report form will be sent in advance, but the Chair should feel free to use any preferred format. *If unable to attend the meeting, the Chair should send the Vice Chair or another committee member to report for the committee.*
- Organizational Manual – The NEWEA Organizational Manual is our operational guidebook. The manual contains all committee descriptions and functions, plus numerous other details. If you are a Chair and you do not have an Organizational Manual in your possession, please contact NEWEA to receive one or visit the NEWEA web site at <https://www.newea.org/about-us/executive-committee/> and download or print out a copy.
- Specialty Seminars – A technical committees (as defined in the Organization Manual) is expected to give a specialty seminar at least once every three years, or at least once during the tenure of a given committee chair. While the seminar concept should come from the committee, the NEWEA office

staff will be pleased to assist with seminar planning (scheduling, location, logistics, etc.) details. Please call the NEWEA office for help and guidelines as soon as seminar planning discussion begins.

- Budget Submittal – Each Committee Chair will be requested to develop a budget for the committee’s expenses for the fiscal year beginning in October. Guidelines for budget preparation will be mailed out with the budget request in the spring. It is much appreciated when budgets are submitted on the NEWEA-supplied forms – it makes the budget-reviewing job of the finance committee much easier. A chair may obtain a copy of the committee’s currently approved budget, or ask for further guidance by contacting the Treasurer (also Finance Committee Chair), the President, or the NEWEA office.
- Newsletter Articles – Committee Chairs are encouraged to prepare articles regarding the activities of their respective committees whenever it seems appropriate. The e-newsletter publishing schedule is available from the Newsletter Committee or from the NEWEA office.
- Web Site – Each committee is encouraged to furnish material for the NEWEA Web site in the form of articles, meeting minutes, activities, or other pertinent information. Material for the Web Site can be submitted through the NEWEA office or directly to the Website Committee. To facilitate this process, each Committee Chair is requested to appoint a committee member to act as liaison between the committee and the Website Committee. Please Contact the NEWEA office for the latest details regarding the best method and format for submittal of information to the Web Site.

COUNCIL DIRECTOR AND COMMITTEE CHAIR DUTIES

General:

- Organization Manual – Ensure that the responsibilities outlined in the Organization Manual are understood and adhered to. Many of the duties listed below can be assigned to respective committee chairs, but the Council Director is urged to monitor and encourage follow-through.

Conferences/Sessions:

- Spring Meeting – Abstract reviews, session development, moderators, and opportunities for collaboration with other committees (as appropriate for technical committees).
- Annual Conference – Abstract reviews, session development, moderators, opportunities for collaboration with other committees (as appropriate for technical committees).
- Specialty Conferences – Specialty seminar planning, location, advertisement, call for abstracts, abstract review, session development, moderators, support needed, work with NEWEA staff, other committees co-sponsoring (as appropriate for technical committees).
- Planning Session – Encourage chairs to attend the planning session especially those committees relevant to the specific planning session topic for that year. Raise any issues on committees’ behalf.
- Webinars – Secure speaker, set date and time, advertise, work with NEWEA staff.

Communications:

- Position Papers – Develop a position paper for NEWEA to elevate a committee topic to all of NEWEA.
- Journal Papers – Write or encourage members or previous presenters to submit journal papers.
- Website/Communications – Work with NEWEA staff and website committee (perhaps assigning a committee web site liaison) to post, share and store information germane to the committee, meeting minutes, papers, etc., on the website.
- Social Media - Write or encourage members or previous presenters to write blogs, LinkedIn, Twitter, Facebook, etc.

Committee Issues:

- Membership – Discuss any issues with membership: participation, numbers, etc.
- Vice Chairs – Ensure there a vice chair, and if not, steps the chair are taking to secure one.
- Meetings – Ensure that meeting minutes, agendas, calls, etc., are documented and shared with the committee.
- Executive Committee Meetings - Encourage chairs to attend (or to send a committee representative to) quarterly Executive Committee Meeting and to submit written reports.
- Budgets – Support committees in developing annual budget.
- File Sharing – Ensure that appropriate committee files are posted to the website, shared with members, and transferred to new chair/vice chair.
- Committee Emails – cc Council Director on committee emails so Council Director can be aware of committee actions.
- Communication – Conduct quarterly conference call prior to Executive Committee Meeting with all committee chairs.
- Committee Charge – Review Committee Charge to make sure it is applicable. If not, develop revisions as appropriate and work to present to the Assessment and Development Committee.
- Survey Results – NEWEA survey might have some interesting information that would be helpful, conducting a survey could provide useful information as well.
- Awards – Provide nominees to the Awards Committee before June 1st. State Directors and the Utility Council Committee are potential resources to identify nominees.
- Committee Appreciation - Encourage chairs to attend the committee appreciation event and encourage their members to attend.

Collaboration/Coordination/Support:

- Collaboration – A major goal of Council inclusion is to foster collaboration with other like committees. Consider ways to collaborate beneficially.
- Coordination with WEF and other MAs – Consider working with counterpart committees in WEF and other MAs to get new ideas, share successes and information, advertise conferences, call for abstracts, webinars, etc.
- Assessment and Development Committee – Work with the Assessment and Development Committee as outlined.
- Other Ideas – Have committee members who can act as representatives from their states and can report out to the committee as to what is going on in the state around that committee topic. Other ideas as identified.
- Help/Issues – In general, the Council Director should strive to be available to help committees as needs arise; the Council Director's role is to support committees.

Other Council Director Activities and Guidance:

- Executive Committee Meetings - Attend quarterly Executive Committee Meeting and submit written reports.
- Committee Member Appreciation - Attend and encourage committee attendance at the committee member appreciation event.
- Planning Session - Attend planning session, when scheduled; this is especially important for those Council Directors and chairs who represent committees relevant to the specific planning session topic for that year.
- Calendar – Develop calendar of major activities each year in concert with the Committee calendar: budgets, abstract review, Executive Committee Meeting reports, etc.
- Collaboration with Other Council Directors – Consider quarterly conference calls with Executive Director and President 2 weeks prior to or meet in person at Executive Committee Meetings, collaborate as needed, share ideas.
- NEWEA Staff Support – Ensure awareness of functions that the NEWEA staff can provide to the Council Director and committees.
- Other Support – Senior Management Team/Executive Director are available to support Council Directors as need.
- Transition Plan – As the council director or committee chair term nears completion, develop a transition plan for the incoming director/chair and provide mentoring.

- Assessment and Development Committee - Work with the Assessment and Development Committee to identify areas of need/issues/etc., and develop means to address them.

The calendar below outlines the timing of NEWEA’s annually occurring events where participation by Committee Chairs and Council Directors is required.

Month	Activity
January	Annual Conference, Executive Committee Meeting (Sunday)
February	
March	(variable)Planning Session (Participation Encouraged)
April	Executive Committee Meeting
May	
June	Spring Meeting, Executive Committee Meeting (Sunday)
July	
August	Program Abstract Reviews
September	Executive Committee Meeting
October	
November	Executive Committee Meeting (Select Chairs and Council Directors as Required)

COMMITTEE REVIEW PROCEDURES AND SCHEDULE

Committee Review Procedures and Schedule

AUTHORITY

The authority for review of NEWEA committees is described as a major part of the Assessment and Development Committee's Overall Charge in the NEWEA Organization Manual, as approved by the Executive Committee.

The following procedures were developed to facilitate review and minimize the subjectivity that can accompany reviews of this nature. The process provides for solicitation of input from affected parties at appropriate times in the process.

COMMITTEE REVIEW SCHEDULE

The Association consists of Management, Standing, and Ad hoc Committees. This review procedure is intended for the Ad hoc and Standing Committees.

Ad hoc Committees will be reviewed annually. The review process will begin in April of each year as prescribed in the **Specific Procedures** subsection of this document. The process will be concluded with a recommendation(s) as prescribed in the **Resolution** subsection of this document.

The Chair of the Assessment and Development Committee will make recommendations for Ad hoc Committees no later than the lead-in to the November Executive Committee meeting to the President of the Association. The President will have the sole discretion to approve or disapprove the disposition of each Ad hoc Committee. The President will cause this to happen in sufficient time so as to place his/her recommendation on the agenda of the next to the last Executive Committee meeting as constituted under the current President. The anticipated time frame for the designated Executive Committee meeting is November or December of each year.

Standing Committees will be evaluated such that one-third of all Committees, as well as any committee requiring extraordinary assistance, will be reviewed each year. The review process will begin in March of each year as prescribed in the **Specific Procedures** subsection of this document. The process will be concluded with a recommendation(s) as prescribed in the **Resolution** subsection of this document.

The anticipated time frame for the designated Executive Committee meeting is November or December of each year.

SPECIFIC PROCEDURES

1. The Assessment and Development Committee Chair will identify the Standing and ad hoc Committees to be reviewed no later than March 15 of each year. The Committee Chair of the each selected committee will be notified. The form of notification will be at the discretion of the Assessment and Development Committee Chair.
2. The Assessment and Development Committee Chair will begin the process by requesting, in late spring, a response to a formal survey status report for the Standing Committees and Ad hoc Committees from the chairs of those committees. The surveys will be distributed through the respective Council Directors to the committee chairs, and will normally be returned through the Council Directors for pre-review and comment before submittal to A&D.
3. The status report survey will request responses regarding the following questions or comments, as well as requesting other comments as appropriate:

- a. Are the title and charge of your committee appropriate?
 - b. Does the title describe the charge?
 - c. Is the committee charge relevant and supportive of NEWEA's strategic initiatives?
 - d. Do your Committee functions overlap with those of other committees? In what way?
 - e. Should your Committee be merged with another? If yes, describe.
 - f. Should your Committee be subdivided? If yes, describe.
 - g. Is your Committee's membership representative of NEWEA membership?
 - h. Should the makeup of the committee membership or the role of the Council Director member be modified? If yes, describe.
 - i. Identify any constraints your Committee faces in fulfilling its charge.
 - j. As Chair, do you recommend your Committee be continued?
4. The Council Director will be asked to review and comment on the survey and make initial recommendations regarding committee status.
 5. The Executive Director will also submit to the Chair of the Assessment and Development Committee a recommendation on the continuation of specific committees.
 6. The Assessment and Development Committee will review the survey reports and collate the information into a summary report with the recommendations identified in the Resolution subsection.

RESOLUTION

Beginning at the Assessment and Development Committee level, one of the following recommendations will be made for the disposition of each committee. The President may reject a specific committee recommendation by returning it to the Assessment and Development Committee for further action, in which case further action and disposition may be deferred until the next year. The options for disposition are:

1. Discontinue the Committee. The Committee will then expire at the conclusion of the current President's term, with any remaining critical functions addressed by assignment to other committees as appropriate.
2. Continue the Committee as constituted and currently operated.
3. Change the Committee and/or its charge by:
 - a. Merging it with an existing Committee;
 - b. Subdividing it into a new Committee(s);
 - c. Change the current Overall Charge and/or committee title to maintain/enhance relevance.
4. In the case of an ad hoc Committee – Convert to a Standing Committee.

Following Executive Committee approval or other action on the review recommendations, the Assessment and Development Committee will be available to assist committee chairs and council directors with timely follow-through on the accepted recommendations.

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Other NEWEA Policies, Procedures and Programs

A copy of the following NEWEA Policies and Procedures is available by visiting the NEWEA web site at www.newea.org:

1. Collection System Voluntary Certification Program
2. Laboratory Analyst Voluntary Certification Program
3. Edward A. Kowsz Memorial Scholarship
4. Student Scholarship
5. Operator Exchange Program
6. NEWEA and WEF Distinguished Honors and Awards Schedule
7. Employee Handbook

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Application for Committee Appointment

A copy of the NEWEA Application for Committee Appointment is included on the following page.

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APPLICATION FOR COMMITTEE APPOINTMENT

New England Water Environment Association

Membership is required for committee participation.

_____ Name (Please type or print)	_____ Water Environment Federation ID#
_____ Title	<input type="checkbox"/> Check here if you are a new member and have not been assigned a membership ID#
_____ Company/Affiliation	_____ Telephone
_____ Mailing Address	_____ Fax
_____ City, State, Zip	_____ Email:

Please list the committee you are interested in being considered for appointment and working as a member of: (list only one committee. Please fill out a separate application for each committee (up to three):

Please include a simple narrative of your background and/or interests (years in industry, education, professional experience, areas of interest, job position, past service):

I understand that any New England Water Environment publication resulting from committee work will be copyrighted by the Association and committee members will be required to transfer to NEWEA full and exclusive copyright to their contributions.

Signature

Date

RETURN FORM TO:

New England Water Environment Association
10 Tower Office Park, Suite 601, Woburn, MA 01801
Phone: 781-939-0908 / Fax: 781-939-0907 / Email: mail@newea.org