Committee Chair, Council Director and State Director Training

NEWWEA 2017 Annual Conference

Presented by: The Assessment and Development Committee
Agenda

- Introductions – *Ray Willis, Charlie Tyler*
- Training Goals – *Deb Mahoney*
- General Guide to NEWEA – *Charlie Tyler*
- Breakout Discussion Groups
  - Committee Chairs: Deb Mahoney and Charlie Tyler
  - Council Directors: Jim Barsanti
  - State Directors: Ray Willis
- Questions
Introductions

- Ray Willis – NEWEA President
- Charlie Tyler – A&D Committee Chair (and sometimes NEWEA Historian)
- Janine Burke-Wells – A&D Committee, Vice President
- Jim Barsanti – A&D Committee, President Elect
Training Goals

- Help you understand the NEWEA Organization and how it is run
- Help you understand your roles and responsibilities
- Provide you with the guidance and tools you need to be successful
- Receive feedback and suggestions from our future leaders
NEWEA is ……

– A non-Profit
– A volunteer organization
– A technical resource
– An organization with over 2,100 members
– An organization started over 80 years ago
– Educational to our members and the general public
– Advocates for the water environment

“The Object of this Association shall be the advancement of knowledge of design, construction, operation, and management of sewage works and the encouragement of a friendly exchange of information and experience.”
NEWEA Structure

Bylaws
- Legal framework of the Organization
- Operate as a 501C3 organization.
- Member Association (MA) of WEF
- Changes require a vote of the membership,
- Define the objectives of the organization
- Describe who’s in charge and how they’re elected.

Organization Manual
- Guidance document
- Details of how the Executive Committee interprets the bylaws
- Flexible and changeable, to keep up with developments within the organization
- Changes made by rule/vote of the Executive Committee
- Provides descriptions and duties of Officers and Committees
- Provides financial guidelines
Types of Committee

- **Management Committees**
  - Administrative in function

- **Standing Committees**
  - Technical or Community Outreach in nature
  - Help to create and convey the value of NEWEA to the industry
  - Most of NEWEA’s Committees are standing committees

- **Ad Hoc Committees**
  - Temporary
  - Organized to explore interests and validity of a currently unaddressed aspects of the industry or for performing a specific, finite task that requires a specially-focused committee effort
  - May become a standing committee or it may be dissolved (sunset)
Executive Committee (EC)

- Main governing body of NEWEA
- Consists of the President and 19 voting officers
  - Senior Management Team (SMT)
  - 11 Directors (State and Council)
  - 3 WEF Delegates
- SMT
  - President, President-elect, Vice President, Treasurer, Immediate Past President, Executive Director
- Executive Director
Executive Committee Meetings

- To conduct NEWEA Business
- Attended by EC and some or all Committee Chairs
- Committee Chairs who cannot attend can have their Vice Chair or other designated committee member attend
- ECMs
  - January (Annual Conf.)
  - April (NEWWA Conf.)
  - June (Spring Conf.)
  - September
  - November (Select Chairs)

Agenda includes:
- Call to Order/Establish of Quorum
- Approval of Agenda
- Approval of Previous Meeting Minutes
- Key Officer Reports
- Council Directors and Committee Reports
- Action Items
- Items for Discussion
- Information Items
- Adjournment
Planning Sessions

- Looks at long range issues
- Chaired by Vice President
  - Strategy for their presidency
- Once per year; location varies
- Sequestered gathering of members
  - Any interested member invited

Examples of successes:
- A&D Committee
- Council Directors
- Utility Management Committee
- Public Awareness Committee
Communications and Calendar

- Communications Council
  - Website
  - Journal
  - Newsletter
- Social Media
  - Twitter
  - Facebook
  - Flickr

Calendar

- 2017 Annual Conference & Exhibit @ Boston Marriott Copley Place Hotel
  Jan 22 – Jan 24
- Webinar: Effective Utility Management
  Feb 28 @ 1:00 pm – 2:30 pm
- New Hampshire Legislative Breakfast @ Holiday Inn
  Mar 8 @ 7:00 am – 8:30 am
- NEWWA/WEF National Water Policy Fly-In & Congressional Briefing
  Mar 21 – Mar 22
- Sustainability & Collection Systems Conference @ Doubletree hotel
  May 1
- 2017 Spring Meeting @ Sea Crest Beach Hotel
  Jun 4
- Asset Management & Energy Specialty Conference
  Sep 13 – Sep 14
- Imagine a Day Without Water
  Oct 12
- 2018 Annual Conference & Exhibit
  Jan 21 – Jan 24
Break Out Sessions
Committee Chairs – Role and Responsibility

- Recruiting and Maintaining Active members
- Succession Planning
- Committee Meetings
  - Agendas/Minutes (Roberts Rules)
- Carry out Committee Charge
- Conference Participation
- Responding to specific requests from the EC
- Prep and Submit Budget
- Specialty Conferences
Guidance and Direction

- Roles of Vice Chair and other Committee Members
- Sub-committees
- Communications
- Preparing Budgets
- Resources
  - Council Directors
  - SMT,
  - Past Chairs,
  - Executive Director
  - A&D Committee

Committee Meetings and Roberts Rules

- Useful system for running meetings
  - small, agreeable groups, you don’t need all of the rules.

- For managing contentious discussions, but the basics can help you to have a productive meeting

- What Is Parliamentary Procedure?
  It is simply a set of rules for conduct at meetings, that allows everyone to be heard and to make decisions without confusion.
“Robert’s Rules” versus What You Need

Simple Rules to start with:

– Agenda and a targeted meeting duration.
– Motions and discussion protocol
  • Seek Committee Input
  • Keep discussion orderly
– Meeting minutes
  • Designated person
  • Describes:
    – Discussion items
    – Decisions
    – Action items
– Have Fun!
Specialty Conferences

- NEWEA Office Contact:
  - Janice Moran; Program Coordinator
  - 781-939-0908
  - jmoran@newea.org

- Once every three years
- Engage membership
- Tours of projects
- Budget Planning

Conferences & Events

NEWEA is pleased to offer technical conferences and special events throughout the year on a variety of water quality topics. Conferences are a great way to learn about new technologies in the industry, gain information about water quality products, and network with other professionals. Training Contact Hours (TCHs) may be obtained by attending a NEWEA event. TCHs are offered as directed by each state regulatory agency.

View the calendar for upcoming events, or choose a specific conference below:

<table>
<thead>
<tr>
<th>Conference</th>
<th>Date</th>
<th>Location</th>
</tr>
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<tbody>
<tr>
<td>Sustainability &amp; Collection Systems Conference</td>
<td>May 1, 2017</td>
<td>Westborough, MA</td>
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<tr>
<td>Water Resources and Infrastructure Climate Resiliency Conference</td>
<td>July 12, 2017</td>
<td>Lowell, MA</td>
</tr>
<tr>
<td>Asset &amp; Energy Conference</td>
<td>September 13-14, 2017</td>
<td>TBD</td>
</tr>
<tr>
<td>CSO/Wet Weather Issues Conference</td>
<td>October 29-30, 2018</td>
<td>Portland, ME</td>
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Committee Reports for ECMS

Important for:
- Informing EC of important committee activities
- Informing other Committees of committee activities
- Reinforcing issues that may require EC attention
- Electronic submittal is user-friendly

Name of Committee or Office
Public Education Committee

Activities/Decisions Since Last Executive Meeting
We have continued to coordinate the following activities: Mr. & Mrs. Fish for the annual conference, NEWEA Schoolkit distribution and tracking, PEC session at the annual conference, table at Waterworks Museum event for teachers, accepted WEF Public Education Award at WEFTEC for Schoolkit on behalf of NEWEA, began coordination with NEWWA on water conservation Schoolkit presentations, began assisting NYWEA on developing similar outreach materials.

Meetings/Conference Calls Held
Our last committee meeting was on August 26, 2014, but we have had an informal meeting to organize the Schoolkit presentation on 1/16/15 and have conducted other business via email and phone.

Action Plan Committee/Officer Assignments
I have one more year as Chair, and Geri Ciardelli, our vice chair, is anticipated to take over the chair position at that time.

Other Activities/Initiatives/Programs
In addition to those described above, we will be continuing with SJWP outreach and judging for the 2015 competition, and we hope to organize a teacher training at the Waterworks Museum in June 2015.
Thank you!

- Questions????????