

EXPECTATIONS OF COMMITTEE CHAIRS

Review all training materials, policies and procedures, and reference information to become knowledgeable and accountable for proper conduct and decisions.

Review RMSAWWA Strategic Plan, existing Committee budget information and documentation in preparation for creating committee budget for coming year.

Review your committee membership and identify support role assignments (such as co-chair or secretary).

In consultation with Committee members and RMSAWWA staff, prepare Committee budget and work plan for the year. With few exceptions, Committee budgets are expected to end the year in a net positive status.

Oversee implementation of Committee work plan and manage budget throughout the year. Notify RMSAWWA Staff as early as possible if it appears the committee will be unable to reach its financial goals.

Recruit additional Committee members as needed to ensure successful implementation of the work plan.

Ensure Committee submits at least one article per year for the Rocky Mountain Water Magazine.

Prepare Reports to the Board as directed prior to each Board Meeting.

Attend and participate in Board Meetings upon request.

Attend and participate in Strategic Planning sessions as requested.

Attend and participate in Annual Rocky Mountain Water Conference.

Coordinate with Executive Director and/or assigned staff to create quality programs, properly time and market those programs, and properly plan logistical details of programs.

Coordinate with assigned RMSAWWA staff to obtain training certification approvals for programs.

Coordinate event schedule with all other committees to avoid duplication and scheduling conflicts of events of other committees.

Responsibly plan and monitor committee budget to meet Section financial goals, and coordinate all contracts through Executive Director.

Maintain proper records and documentation of activities and procedures of your committee.