

# NEVADA WATER ENVIRONMENT ASSOCIATION

## ORGANIZATION MANUAL

### Introduction

The purpose of this manual is to define the organizational structure of the Nevada Water Environment Association (NWEA) and to describe the duties and responsibilities of each position. The exact function of positions may vary from time to time to best meet the needs of the membership and to tailor it to the vision of the person serving in that capacity. However, each position should always be focused on meeting the mission of the NWEA. Our mission is as follows:

***The NWEA is dedicated to providing education and training for its members and general information to the public on wastewater management and related water environment subjects.***

This manual will provide general direction for new officers and committee members and should serve as a starting point for each to learn how best to contribute to meeting the objectives of NWEA.

### Organizational Structure

The leadership of the NWEA is composed of three groups: Officers (also know as the Board of Directors or Board of NWEA), Committees, and Board of Certification Members. As outlined in the NWEA Bylaws, Officers and their terms of office are as follows:

- President: (1 year)
- Vice President or President Elect: (1 year)
- Secretary: (1 year)
- Treasurer: (about 1 year, but can serve successive terms and generally this is a 3 year position)
- Past President: (1 year)
- Federation Director: (3 years)
- PWO(Professional Wastewater Operations) Representative: (about 1 year, but can serve successive terms and generally this is a 3 year position)

While not a specific office and not defined in the NWEA Bylaws, there is also a position known as Resident Agent, which exists solely for the purpose of maintaining incorporation in the State of Nevada. There is not a term of office for this position and it could be assigned to one of the Officers (probably treasurer) or assigned to another member to keep from changing the name of the Resident Agent each time there is a rotation of officers.

There is only one committee required by the Bylaws. This is the Nominating Committee. The President is empowered to appoint other committees as may be necessary to advance the best interests of the NWEA and to enable it to fulfill its objectives. Currently, the NWEA has the following Working Committees:

- Annual Conference
- Awards
- Constitution & Bylaws
- Government Affairs
- Membership

- Nominations
- Professional Development
  - Circuit Rider
  - Community College W & WW Training
  - Training Seminars
- Publications
- Public Education
- Research
- Reuse Nevada
- Safety
- Student Activities
- Tri-State Conference

In addition to the above, special committees may be formed to support specific activities such as for conferences, local arrangements for a National Conference, or a specific regulatory issue.

The purpose of the Board of Certification is to carry out the program of certifying treatment plant operators and technicians as required by the State of Nevada NRS 445.201. The Board of Certification Members and their terms of office are as follows:

- Chairperson: (Elected annually by the Board – 3 year term as a Board of Certification Member)
- Vice Chairperson: (Elected annually by the Board – 3 year term as a Board of Certification Member)
- Five (5) Additional Board of Certification Members: (3 year terms as Board of Certification Members)
- Administrative Assistant: (Appointed by the Board of Certification, no minimum term, may be paid)

Of the seven (7) Board of Certification Members, the composition must include the following:

- One (1) with 3 years experience as an operator
- One (1) who is a certified operator at the highest level offered in the State of Nevada
- One (1) member from NDEP
- Two (2) who represent owners of a POTW
- One (1) who represents a community having a system of 5 mgd or less
- One (1) who can be any member of NWEA.

Of the above, three (3) members must be employed within Clark County. Appointments are staggered so that in any given year, at least four (4) members are carried over from the previous year.

## **Officers**

A brief description of the duties of each officer is presented in the following paragraphs.

### ***President***

1. Supervises the affairs of the Association.
2. Presides at all meetings, including the Annual Conference, during the year following the annual meeting at which he or she is elected.
3. Leads the development of annual goals and strategic planning for the Association.

4. Provides input to policy decisions of the Association.
5. Serves as Chairperson and voting member of the Board. In the event a of tie vote between the other members of the Board, serves as the tie breaker.
6. Confirms/appoints all committee chairs, vice-chairs and committee members where membership is not otherwise specified in the Constitution & Bylaws.
7. Fills vacant offices for unexpired terms by appointment from the Association membership.
8. Appoints members to the Board of Certification, with a vote of approval from the NWEA Board of Directors.
9. Serves as ex-officio member of all committees, other than the Nominating Committee.
10. Provides oversight to committees by reviewing annual plans and budgets, providing advise, ensuring goals and compliance with Board policies are met, and coordinating as necessary between the Board and the committee. May serve as Board liaison to several specific committees.
11. Sets agenda for Board meetings.
12. Serves as host to WEF officers present at Association functions.
13. Promotes membership and involvement in the Association.
14. Attends WEF Annual MA Exchange Meeting and WEFTEC conference.
15. Makes sure newly appointed officers and committee chairs receive training in their duties and responsibilities.
16. Has signature authority to enter into contracts and agreements, such as the Tri-State Conference Agreement.

***Vice-President (President Elect)***

1. Reports to the President.
2. Assumes office of President in case of illness or absence or at any time President so delegates.
3. Assists the President in organizing and developing committees and in making committee appointments. May serve as Board liaison to several specific committees.
4. Assists President as requested in formation of goals for the Association and its committees.
5. Assists President as requested in supervising the affairs of the Association.
6. Provides input to policy decisions of the Association.
7. Serves as voting member of the Board.

8. Promotes membership and involvement in the Association.
9. Updates and distributes Organizational Manual on an annual basis.
10. Attends WEF Annual MA Exchange Meeting and WEFTEC Conference.
11. Conducts a Leadership Training for incoming committee chairs and vice-chairs preceding term as President.
12. Serves as Co-Chairperson for the Annual Conference Committee

### **Secretary**

1. Reports to the President and in his/her absence to President Elect.
2. Serves as Executive Officer and registered agent for the Association. Along with the President, has signature authority to sign contracts and agreements entered into by the Association.
3. Sends out notices and agendas of Board and other meetings, maintains minutes of Board meetings, and distributes proceedings of such meetings to the Board and Committee Chairs.
4. Maintains the official records of the Association.
5. Notifies the WEF of new Association officers and committee chairs.
6. Notifies the membership, at least 30 days prior to the annual business meeting, of the date of Associations Annual Business Meeting and the slate of candidates that were selected by the Nominating Committee and approved by the Board to run for Board officer and/or director and for which the membership will vote upon at the meeting.
7. Assists President as necessary in coordinating the affairs of the Association.
8. Provides input to policy decisions of the Association.
9. Serves as voting member of the Board.
10. Performs other duties as assigned by the Board of Directors.
11. Promotes membership and involvement in the Association.
12. Attends WEF Annual MA Exchange Meeting and WEFTEC Conference.

### **Treasurer**

1. Reports to the President and in his/her absence to President Elect.
2. Serves as financial officer for the Association.
3. Makes sure all income and expenditures are properly entered into the records of the Associations and that all moneys collected are transferred to the proper accounts without loss. Make sure that all bills and vouchers for payment are proper and in order and that payments are promptly made. Sign or see to the signing of checks or drafts against funds of the Association according to

procedures established or approved by the Board.

4. Prepare a financial summary of accrued income and expenses and present to the Board at each Board Meeting.
5. Prepare an annual financial statement of the books as of June 30<sup>th</sup> of the previous year and as of the end of the month preceding the Annual Meeting and present at the Annual Meeting. Such books shall be made available for audit.
6. Maintain records of the annual budget.
7. Assists President as necessary in formation of budgets and financial plans for the Association.
8. Prepares IRS Tax Form and maintain documentation necessary to maintain tax exempt status.
9. Assists President as necessary in coordinating the affairs of the Association.
10. Provides input to policy decisions of the Association.
11. Serves as voting member of the Board.
12. Performs other duties as assigned by the Board of Directors.
13. Promotes membership and involvement in the Association.
14. Attends WEF Annual MA Exchange Meeting and WEFTEC Conference.

#### ***Past President***

1. Provides input to policy decisions of the Association.
2. Assists President as requested in formulating or evaluating the goals of the Association.
3. Serves as voting member of the Board.
4. Serves as Co-Chairperson of the Annual Conference Committee.
5. Promotes membership and involvement in the Association.
6. Assists President in hosting WEF officers in attendance at Association functions.
7. Assist President in providing training, serving on special committees and in general promoting the image of the Association.

#### ***Federation Director***

1. Represents the Association to the Board of Control of the WEF.
2. Advises Association Board on WEF issues. Reports to Board at regularly scheduled Board meetings.
3. Provides input to policy decisions of the Association.

4. Assists the President as requested in formulating and evaluating the goals of the Association. Assists President with hosting WEF representative at the Annual Meeting.
5. Serves as voting member of the Board.
6. Submits reports on WEF activities to membership via the Associations quarterly newsletter.
7. Promotes membership and involvement in the Association.
8. Attends WEF MA Exchange Meeting and WEFTEC.

### ***PWO Representative***

1. Represents the PWO Members in the Association.
2. Responsible for organizing and executing Operations Challenge Competition at the Annual Conference. Coordinates the entry of the team from NWEA at the National WEF Conference and fund raising efforts, if necessary, for the expense of sending a team to WEF.
3. Represents the Association as a voting member on the Tri-State Conference Committee.
4. Organizes operator training seminars.
5. Provides input to policy decisions of the Association.
6. Assists the President as requested in the formulation of the goals of the Association.
7. Serves as voting member of the Board.
8. Promotes membership and involvement in the Association.
9. Attends WEF/MA Exchange Meeting.

### ***Resident Agent***

1. Files annual paper work and submits annual fee to the State of Nevada for purposes of maintaining legal incorporation in the State of Nevada.

### ***Committees***

A brief description of the functions of each committee and the duties of the committee chairperson(s) is presented in the following paragraphs.

### ***Annual Conference***

1. Prepares a plan and budget for the conference.
2. Makes hotel selection and signs contracts with hotel at least one year prior to the Annual Conference.
3. Selects theme of conference and develops topics for technical program.
4. Obtains speakers for the technical program.

5. Organizes local arrangements including meeting room layout, breaks, meals, exhibit area, etc.
6. Arranges and organizes appropriate exhibitors to compliment the technical program. This includes contacting vendors and manufacturers, selling booth space, arranging for exhibit services, etc.
7. Arranges audiovisual equipment necessary for the program.
8. Develops registration forms and mail to membership. Keep track of registrants and prepare registration packages. Arrange for registration table at Conference.
9. Coordinate annual awards banquet.
10. Arrange for Operation Challenge.
11. Arrange for social activities such as mixers, receptions, door prizes, facility tours and golf and bowling tournaments.
12. Serves as host to invited speakers and WEF officers.
13. Arrange for volunteers to help with registration, session moderators, etc.

**Awards**

1. Solicits nominations and selects members of the Association who are worthy of Association or WEF awards and presents these nominations to the Board for their approval. The Awards are typically given at the Annual Meeting and nominations for WEF awards must be in accordance with WEF's schedule.
2. Recommends to the Board the selection criteria and the procedures to be followed for the Association awards.
3. Ensures that award plaques and certifications are prepared and available for presentation at the Annual Conference.
4. Ensures that selection of award recipients proceeds on schedule and that all necessary biographical information required for presentation of awards is given to the President far enough in advance of the presentation that the President may prepare the proper remarks. Prepares publicity of awards for Association Quarterly Newsletter.
5. Prepares annual budget and goals of the committee.

A summary of the awards to be considered is as follows:

<b>AWARDS SUMMARY</b>		
<b>Major WEF Awards</b>	<b>Committee Responsible for Nomination</b>	<b>Award Nominations Due at WEF</b>
Hatfield	Awards	60 days prior to Annual Meeting

Bedell	Awards	60 days prior to Annual Meeting
Burke	Safety	60 days Prior to Annual Meeting
Laboratory Analyst		60 days prior to Annual Meeting



<b>AWARDS SUMMARY</b>		
<b>Association Awards</b>	<b>Committee Responsible for Nomination</b>	<b>Award Nominations Due</b>
Meritorious Service		
Operator of the Year		
Laboratory Analyst of the Year		
Other		

***Constitution & Bylaws***

1. Drafts changes in the Association's Bylaws at the direction of the Board and in accordance with WEF requirements and/or recommendations. Keeps WEF informed as to the changes.
2. Drafts changes in the Association Constitution to reflect changes in the WEF Constitution. Keeps WEF informed as to the changes.
3. Keeps the Association membership informed of changes and presents proper notification and publication of changes for vote of acceptance.
4. Researches and provides questions that might come involving the authority of Board members and proper procedures.

***Government Affairs***

1. Informs the membership of developments and the different positions on proposed changes to State and Federal water environmental laws, guidelines, regulations and programs.
2. Prepares position papers for Board approval on water quality issues as requested and presents information to appropriate governmental bodies.
3. Ensures that comments, suggestions, and recommendations developed on water quality issues are consistent with any standing Association policies with coordination as necessary with other committees and WEF.
4. With prior Board approval, communicates with State and Federal regulators and individual state legislators, when appropriate, to discuss policy issues related to water quality.
5. Provides assistance to the Annual Meeting Committee in developing topics of special interest for presentation at annual meetings.
6. Monitors activities of state advisory committees related to water quality and provides recommendations to Association Board for appointments.

7. Provides liaison with the Nevada DEP. Identify upcoming topics and regulations of interest. Arranges to provide review and input into regulations and guidance documents.
8. Arranges for annual social with Nevada DEP regulators.
9. Prepares annual budget and goals of the committee.

### ***Membership***

1. Maintains a current list of members, and updates this list on a monthly basis. List should highlight and track new members and members whose membership is due to expire as a result of non-payment of dues. Tracks membership in the various membership categories.
2. At the monthly Board Meetings, provides a report to the Board on the status of membership including number of members, new members, lapsed memberships, etc.
3. Develops a program for welcoming new members. This program should include a welcome letter, supplying information on the Association and the schedule of activities, and a telephone call from one of the Officers.
4. Develops a program for retaining existing members. This program should include contacting members with lapsed dues, reminding them of Association benefits, and encouraging them to renew membership; increasing involvement of members; conducting a survey of how well the Association is meeting member needs; and updating current information on members.
5. Develops a program for increasing current level of membership through setting goals for membership growth, personal contacts, membership contests and other incentives, direct mail solicitation, etc.
6. Maintains a supply of membership applications and other information on the Association and makes them available to members. Arranges for a membership display at the Annual Conference and at other appropriate meetings.
7. Coordinates with the Student Activities Committee to get information to University Students on WEF and NWEA and to encourage student membership.
8. Provides information and photos on membership to the Publication Committee to be included in the Quarterly Newsletter.
9. Assists the Publications Committee in the preparation of an Annual Membership Directory.
10. Provides mailing lists and labels to Tri-State Conference, Publications, and Annual Conference Committees.
11. Prepares annual budget and goals of committee.

### ***Nominations***

1. Seeks advice, deliberates, and nominates candidates for positions of President, Vice President, Secretary, Treasurer, Federation Directors and PWO Representative as prescribed by the Association's Bylaws.
2. Obtains consent of the nominees to serve if elected.
3. Submits a report on nominees and their qualifications to the Board of Directors at least one hundred days prior to the annual meeting as provided by the Bylaws.
4. Coordinates with the Publications Committee to print the approved slate of Officers in the Quarterly Newsletter prior to the Annual Meeting, in accordance with the Bylaws requirements.
5. Submits the names of nominees at the annual business meeting.

### ***Professional Development***

1. Develops an annual Professional Development training program and budget.
2. Works with NDEP to conduct the State Circuit Rider Program. This program provides wastewater treatment training in the Spring and Fall of each year to the rural areas of Nevada. NDEP receives federal funding for the program, which is contingent upon a matching share of volunteer labor. NWEA provides the labor in executing the program.
3. Works with Community College of Southern Nevada in developing course descriptions and content and providing the instructors for water and wastewater operator training classes.
4. Develops and presents a one or partial day training seminar on selected topics of interest to member and non-member water and wastewater professionals.
5. Works with Student Activities Committee to arrange for speakers in career development and technical-topic student seminars.

### ***Publications***

1. Prepares an annual budget and goals for the committee.
2. Solicits technical papers, meeting schedules, editorials, state organization information, and any other articles of interest for inclusion in the Associations Quarterly Newsletter, *The Silver State Water Environment News*, which shall be published in January, April, July, and October.
3. Establishes advertising rates and sells advertising space in the newsletter.
4. Oversees the development and maintenance of the Associations Internet Website. This includes oversight of a contracted Web Master to keep information current and easily accessible.
5. Informs members of the Board of Directors, committee chairs and others of newsletter deadlines. Assembles and edits the newsletter.
6. Coordinates the timely printing and mailing of the newsletter.
7. Works with Membership Committee to prepare an annual membership directory. The directory is prepared in time to be distributed at the Annual Conference.

8. Works with the Annual Conference Committee to prepare the program for the Annual Conference. This may include solicitation of sponsors for the program.

### ***Public Education***

1. Sponsors educational programs to enhance the knowledge of the general public, students and organizations on the water environment.
2. Maintains a supply of educational materials (provided by WEF or otherwise) and web sites that can be used by WEF members or secondary school educators to increase awareness on water environment topics, and to provide information on careers in the field.
3. Maintains and publicizes a list of speakers that can be used as a resource for schools and other organizations interested in information on the water environment.
4. Solicits NWEA member volunteers to judge high school science fair projects. The committee will acquire and present awards.
5. Evaluates applications for and awards the Stockholm Junior Water Prize for NWEA.
6. Works with community Engineering Week committees to prepare displays, school presentations, and other elements of public awareness regarding water environment issues.
7. Develops a display that can be used in various types of meetings and conferences to increase public awareness and enhance the image of NWEA.
8. Prepares statements and provides technical information for the news media on various water environment topics. Any statements reflecting the views of the NWEA or WEF should have review and approval of the Board prior to publication.
9. Prepare an annual budget and goals of the committee.

### ***Research***

1. Solicits proposals from UNR and UNLV for student research in water environment topics of interest.
2. Reviews proposals.
3. Makes recommendations to the Board for funding of such proposals.
4. Provides some oversight and obtains a report of the research at the conclusion of the research project.
5. Reports the results to the Board.
6. Makes arrangements for the students to make a presentation of results at the Annual Conference.

### ***Reuse Nevada***

1. Disseminates information to members regarding recent developments as well as state-of-the-art practices in water re-use.
2. Conducts workshops in support of committee activities.

3. Keeps membership informed of committee activities.
4. Prepares an annual budget and goals of the committee.
5. Participates on the Annual Conference Committee in developing technical program topics, soliciting papers, and preparing the program.
6. Works with the Public Education committee to develop and disseminate public information materials on water reuse.

### ***Safety***

1. Promotes the best interest of the Association and people employed in the wastewater collection and treatment fields by stimulating an interest in and awareness of safety.
2. Sponsors educational activities and training (using only certified trainers) to provide information on safety in wastewater treatment and collection.
3. Works with Annual Conference Committee to develop and present safety awareness training at the Annual Conference.
4. Prepares an annual budget and goals for the committee.
5. Develops criteria and makes recommendations to the Board for the WEF Burke Award which is to be presented at the Annual Conference.

### ***Student Activities***

1. Arranges functions that enhance student knowledge, at all levels, of the water environment.
2. Encourages faculty and students to become active members of the Association.
3. Encourages and stimulates participation of students and faculty in Association activities.
4. Arranges for student technical presentations at the Association's Annual Meeting.
5. Provides liaison with student chapters.
6. Develops an incentive program for students to get involved in the Association. Such programs might include student paper and scholarship awards.
7. Works with the Professional Development Committee to provide speakers at various student meetings on technical topics or on careers in the water environment.
8. Encourages current student members to seek employment in water environment related fields upon leaving the university community, and to assume active membership in the Association or other member associations of the WEF.
9. Provides appropriate information on student activities to the Quarterly Newsletter.

### ***Tri-State Conference***

1. Serves on the Tri-State Conference Board for planning the Conference.
2. Reports progress on planning of the conference to the NWEA Board at regularly scheduled Board meetings.
3. Provides advertisement for the conference to the Quarterly Newsletter. Provides mailing of registration material to NWEA members.
4. Provides an accounting of income and expenses to the NWEA Board.
5. Represents the interests of NWEA in any decisions made in planning of the conference and in distribution of income from the conference.

### **Board of Certification**

A brief description of the duties of members of the Board of Certification is presented in the following paragraphs.

#### ***Chairperson***

1. Call for and conduct an annual meeting of the Board of Certification for purposes of electing a chairperson and vice chairperson.
2. Call for and conduct additional meetings as necessary to carry out the responsibilities of the Board of Certification.
3. Prepare an annual budget for incorporation in the Associations Budget.
4. Prepare an annual report to the Treasurer of the Association which certifies the disbursement of funds.
5. Provide oversight to the Administrative Assistant.
6. Function as a member of Board of Certification.

#### ***Vice Chairperson***

1. Conducts meetings in the absence of the Chairperson.
2. Assumes responsibility of the Chairperson if that position becomes vacant.
3. Functions as a member of the Board of Certification.

#### ***Board Members***

1. Advances the certification program, including incorporation from time to time of changes in the certification program.
2. Appoints an Administrative Assistant to the Board of Certification.
3. Administer written examinations to be used in determining the knowledge, ability and judgement of operators.
4. Examines test results and the qualifications of applicants.
5. Determines the schedule of fees to make the program self sustaining, with the approval of the Associations Board of Directors.

6. Receives fees and remits those fees to the Treasurer of the Association.
7. Administers training programs to help operators prepare for certification testing.

***Administrative Assistant***

1. Keeps and distributes minutes of meetings.
2. Receives applications and fees for certification, provides copies of applications to Board of Certification, and arranges for testing of applicants.
3. Notifies applicants of test results, obtains necessary signatures on certification certificates, and mails out certificates.
4. Maintains Board of Certification records, including an accurate listing of certified operators, correspondence files and such information as required by the State of Nevada.
5. Keeps track of expenses and fees. Submits fees and reimbursements for expenses to the Treasurer of the Association.