



2023

Board & Committee
GUIDELINES

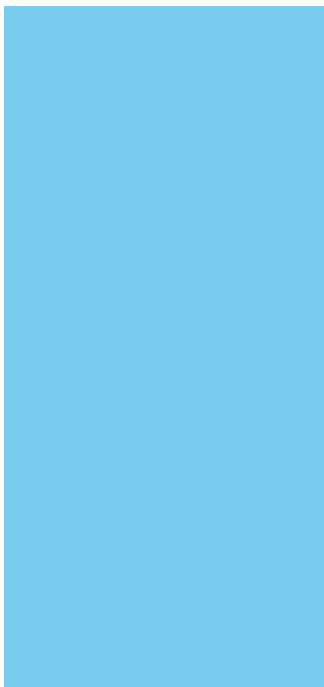


TABLE OF CONTENTS

- **Introduction**
 - Who's Who?
 - Volunteers
 - Board/Executive Committee
 - Staff
 - IWEA Responsibility and Decision Matrix

- **Section One – Committee Guidelines**
 - Board Meetings
 - The Digester
 - Annual Conference
 - Awards
 - Awards at a Glance
 - Budgeting
 - Seminars/Events
 - Event Checklist – for CEUs/PDHs
 - Event Budgeting (separate excel file)
 - Succession Planning
 - IWEA Website

- **Section Two – Board Guidelines**
 - Board Meetings
 - Voting by Email
 - Annual Conference
 - Events & Seminars
 - The Digester

- **Section Three – Resources**
 - IWEA Staff & Mattison Corporation
 - IWEA Conference Room
 - Committee Listing
 - Volunteer Contract Information (*separate excel file*)

INTRODUCTION

Who's Who?

Who makes up IWEA's Volunteers?

IWEA's leadership is comprised of a group of volunteers in a variety of positions within the organization, both voting and non-voting.

- President
- President Elect
- Vice President
- Past President
- Secretary Treasurer
- Assistant Secretary Treasurer
- Senior WEF Delegate
- Junior WEF Delegate
- CIOA Board Member
- NIOA Board Member
- SIOA Board Member
- IIOA Board Member
- NWIOA Board Member
- Annual Conference Committee Chair
- Auditing Chair
- Awards Committee Chair
- Collection Systems Chair
- Collection Systems Co-Chair
- Collection Systems Secretary
- Editorial & Public Communications & Outreach Co-Chair
- Editorial & Public Communications & Outreach Chair
- Government Affairs Chair
- Government Affairs Co-Chair
- Laboratory Chair
- Laboratory Co-Chair
- Laboratory Secretary
- Municipal Pretreatment & Industrial Chair
- Municipal Pretreatment Vice-Chair
- Municipal Pretreatment Secretary
- O&M Administrative Chair
- O&M Operational Chair
- Residuals & Resource Recovery Chair
- Residuals & Resource Recovery Vice-Chair
- Residuals & Resource Recovery Secretary
- Safety Chair
- Safety Co-Chair
- Utility Management Chair
- Utility Management Vice-Chair
- Wastewater Challenge Chair
- Wastewater Challenge Co-Chair
- Workforce Development Chair
- Workforce Development Co-Chair
- Young Professionals Chair
- Young Professionals Co-Chair
- Stormwater Committee Chair
- Stormwater Committee Co-Chair

Who makes up the Board/Executive Committee?

The Board/Executive Committee is comprised of all voting members on the IWEA Board.

- President
- President Elect
- Vice President
- Past President
- Secretary Treasurer
- Assistant Secretary Treasurer
- Senior WEF Delegate
- Junior WEF Delegate
- CIOA Board Member
- NIOA Board Member
- SIOA Board Member
- IIOA Board Member
- NWIOA Board Member

Who is the IWEA Staff?

IWEA is staffed by a team with Mattison Corporation who handle the administrative duties of running the organization.

- Strategic Advisor
- Executive Director
- Association Coordinator
- Financial Services

IWEA Responsibility and Decision Matrix

Bucket	Board	Committee Members	Staff	Shared
Staffing	<ul style="list-style-type: none"> • Provide guidance when asked • Raise concerns for staff consideration • Save feedback for annual review 	N/A	<ul style="list-style-type: none"> • Hire, manage, supervise 	N/A
Strategy	<ul style="list-style-type: none"> • Approve, own, and champion the strategic vision, direction, and plan • Ensure regular monitoring 	N/A	<ul style="list-style-type: none"> • Once approved by Board, lead a process to develop and execute goals aligned with the plan • Provide full board with regular progress updates 	<ul style="list-style-type: none"> • Develop a board/staff process • Design board meetings that allow for robust engagement by the full board throughout
Program Development	<ul style="list-style-type: none"> • Lead effort to monitor program effectiveness • Challenge staff of new program ideas 	<ul style="list-style-type: none"> • Work with respective board members to execute and monitor programs 	<ul style="list-style-type: none"> • Develop, procure funding, and implement programs that align with the mission and plan • Create a mechanism for program evaluation 	<ul style="list-style-type: none"> • Work together to ensure that the board has what it needs to evaluate programs with a process that is effective and not onerous on staff
Budget	<ul style="list-style-type: none"> • Provide clear direction to the Finance Committee to create a process with integrity 	N/A	<ul style="list-style-type: none"> • Build a thorough budget that threads the needle between doable and overly ambitious 	<ul style="list-style-type: none"> • Build a strong Finance Committee/Staff partnership for building and monitoring the budget • Ensure that the budget and all assumptions are clearly understood by all board members
Bucket	Board	Committee Members	Staff	Shared

Board Building	<ul style="list-style-type: none"> • (President) Hold all board members accountable to the vast array of responsibilities they signed up for • (President) Ensure that board members have what they need to be successful 	N/A	<ul style="list-style-type: none"> • Identify strong prospects • Encourage recruitment and vet prospective candidates 	<ul style="list-style-type: none"> • Define the skills, expertise, and attributes necessary for your board, its mission, and the approved strategy • Build a leadership pipeline – groom chairs and leadership
Events	<ul style="list-style-type: none"> • Confirms budget • Has designated liaison • Provides strategic direction for events 	<ul style="list-style-type: none"> • Identifies speakers • Provides descriptions • Utilizes network for attendees 	<ul style="list-style-type: none"> • Signs contracts • Organizes logistics (including registration, marketing, CEU/PDH submissions) 	<ul style="list-style-type: none"> • Facilitates sponsors • Day-of event execution

SECTION ONE

Committee Responsibilities

Board Meetings

IWEA board meetings are held quarterly. In the month that a board meeting is held, it is typically the second or third Thursday from 11:00 a.m. – 1:00 p.m. Committee chairs are encouraged to attend these meetings, when possible, to keep apprised of association activities and are especially encouraged to attend if there is a committee matter requiring board attention or approval.

If a committee chair is unable to attend, a vice-chair, co-chair or other committee member can be appointed to fill in.

If a committee has a topic of discussion that requires a board vote, those topics will gladly be added to the board meeting and are requested to be submitted to the President and Executive Director at least seven days in advance of the board meeting.

The Digester

IWEA's publication, The Digester, is mailed out to members on a quarterly basis. It is strongly requested that committees submit a committee update, technical article, or other type of submission for each issue. Committee submissions for The Digester can be as long as a multi-page technical article or as short as a paragraph or two write up with photos from a recent committee meeting or activity – anything that would be of interest to the membership. For reference, a full-page article is around 550 words.

To ensure your article is in The Digester please review the 2023 Editorial Deadlines.

- Spring Issue - **February 17th**
- Summer Issue - **May 19th**
- Fall Issue - **August 25th**
- Winter Issue (released in January 2024) - **December 1st**

Other examples of submissions include the following:

- Plant profile
- Committee seminar recap (photos are an added bonus!)
- Technical article featuring new technology
- Registration form (for an upcoming seminar/inspection form/award/etc.)
- Written interview
- Technical Q&A

Submissions for The Digester should be made to:

Staff: staff@indianawea.org or indianawea.org/the-digester/submit/

Editorial Chair: Andrew Thompson at AndrewT@wesslerengineering.com

Annual Conference

IWEA holds their annual conference in mid-August in Indianapolis. Each committee has different responsibilities in relation to the event

- Annual Conference Committee
 - Chooses the theme and plans all aspects of the event
- Young Professionals Committee
 - Holds reception welcoming new YPs to IWEA
 - Hosts a fundraiser event to raise scholarship funds
- The following committees are responsible for choosing technical presentations for a block of sessions during the event:
 - Collection Systems Committee
 - Government Affairs Committee
 - Municipal Pretreatment Committee
 - Public Communication & Outreach Committee
 - Residuals & Resource Recovery Committee
 - Utility Management Committee
 - Operations & Maintenance Committee
 - Stormwater Committee
 - Young Professionals
 - Workforce Development Committee

Awards

Each year at the Annual Conference, IWEA presents a number of awards to both individuals and facilities in the wastewater industry in Indiana. Nominations are accepted throughout the year and recipients are determined by the award's relative committee.

If applicable, IWEA Staff will share the award nominations with the committee chair/co-chair. It is the responsibility of the committee chair and co-chair to provide the staff with a recipient. Committees may collect nominations if they find there are not enough quality nominations submitted to the staff.

Refer to the table on the next page for a breakdown of the awards IWEA presents, as well as the committees responsible for the decision. WEF offers additional awards that members are eligible for. More information can be found on the IWEA Website (<https://indianawea.org/awards/>).

Awards at a Glance

*Denotes a WEF Membership Association award, which is presented at the Annual Conference but is submitted to WEF from IWEA.

Award Name	Who Decides Recipient	Deadline	How to Apply/Nominate
Professional of the Year	Collection Systems	May 1 st	IWEA Website
Excellence in Operating a Large Facility	Collection Systems	May 1 st	IWEA Website
Excellence in Operating a Small Facility	Collection Systems	May 1 st	IWEA Website
Laboratory Excellence Award	Laboratory	February 22 nd	IWEA Website
Laboratory Analyst Award*	Laboratory	May 1 st	Email form on WEF website to IWEA Staff
Operations & Maintenance Award of Excellence	O&M	March 31 st	IWEA Website
Operator of the Year	O&M	May 1 st	IWEA Website
Creation of an Outstanding Device	O&M	May 1 st	IWEA Website
John M. Craddock Award	Pretreatment	May 1 st	IWEA Website
Junior Water Bug Award	PCO	May 1 st	IWEA Website
Outstanding Website Award	PCO	May 1 st	IWEA Website
Ricky D. Dodd Public Outreach Award	PCO	May 1 st	IWEA Website
Biosolids Award	Residuals & Resource Recovery	May 1 st	IWEA Website
Resource Recovery Award	Residuals & Resource Recovery	May 1 st	IWEA Website
Excellence in Safety Award	Safety	March 1 st	IWEA Website
Burke Award*	Safety	March 1 st	Indicate in application for Excellence in Safety Award
LL Larson Safety Award	Safety	May 1 st	Submit to chairperson via IWEA Website
Leo Besozzi Scholarship	Young Professionals	June 1 st	Email/mail to IWEA Staff
Barbara Smith Award	Executive/Board	May 1 st	Email IWEA Staff
Leo Besozzi Delegate Award	Executive/Board	June 1 st	Operator Association nominates their delegate to IWEA Staff
Tumblebug Award	Executive/Board Tumblebugs	May 1 st	Email IWEA Staff
20 Year Club Award	Executive/Board	August 1 st	Mail to IWEA Staff
Honorary Membership Award	Executive/Board	May 1 st	Email IWEA Staff
Bedell Award*	Executive/Board	May 1 st	Email form on WEF website to IWEA Staff
Hatfield Award*	Executive/Board	May 1 st	Email form on WEF website to IWEA Staff

Budgeting

IWEA operates on a fiscal year that goes from January 1 – December 31. Budget planning begins in the fall each year and at that time, committees are asked to provide information for their plans for the upcoming year and request their budget to carry out those plans. Once the budget is completed, committees are then responsible for ensuring that their budgets are met.

On a quarterly basis (prior to board meetings) or as requested, a detailed committee report can be provided to each committee with details on where their budget stands.

Additional requests for funds outside of the approved budget must be submitted for approval before they are committed. Requests should be sent to the IWEA Secretary Treasurer, Assistant Secretary Treasurer and Executive Director for review.

Seminars/Events

Committees are encouraged to plan a seminar or other type of event each year that focuses on their respective expertise. The IWEA annual budget runs from January 1 – December 31 and planning for the upcoming budget cycle takes place each fall. Committees planning to host an event should be prepared to introduce the event concept during the budget planning stage so the overall association budget can reflect the committee's plans.

When a committee is making plans for a budgeted event, two main items need to be addressed:

- the event checklist (to be completed by committee, found on next page)
- the event budget
 - *staff will work with the committee to form their event budget and cost of each event*
 - *the board has set the cost of \$12.50 per CEU*
 - *this is not inclusive of food and venue cost, so often, budgets will exceed the base price of \$12.50 per CEU*
- *Staff will work with the committee for best format and process in the event there is a call for abstracts*

The seminar checklist includes information regarding the date, location and topics. The checklist must also contain all contact information, biographies and abstracts for all presentations that will take place during the seminar. Once complete, the checklist is submitted to the IWEA office where it is then saved and sent to IDEM for continuing education approval and appropriate event marketing material is created.

IWEA staff is available to answer questions or assist in the completion of either of these documents when needed.

In order for a seminar to be held, both documents must be complete and submitted to staff no later than 90 days prior to the event date to allow time for marketing and for gaining IDEM approval.

The following page contains the checklist that must be completed prior to submitting to IWEA staff.

IWEA Event Checklist

*When complete, please return this form along with the budget worksheet to Kate at kate@indianawea.org no later than 75 days prior to your event date.

Committee Responsible:

Title of Seminar:

Event Contact Person from Committee:

Email:

Phone:

Date of Event:

Time of Event:

Location of Event, including address:

Cost of Event (*use budget worksheet*):

Are you applying for wastewater (CEU), drinking water (CEU), engineering (PDH) or a combination of these?

Description of event for flyer

Purpose/Overview:

Who should attend:

Agenda:

Time	Title	Speaker	CEU
Total number of contact hours requested			

Presentation and Presenter Information

Presentation #1 (*copy this section for each presentation*)

Title:

CEUs requested:

Time of presentation:

Short Narrative:

Instructor/Presenter:

Company:

Mailing Address:

Phone:

Email:

Biographical Information

Education:

Experience:

Succession Planning

Committees are encouraged to begin working on a committee leadership succession plan. The plan should include guidelines for terms for the following:

- Chairperson
- Vice- or Co-chairperson
- Secretary (not required, but suggested)

Example of a 3-year plan:

1st year - Secretary: Responsible for meeting minutes and assisting with seminar topics

2nd year - Co-Chair: Acts as point person for seminar/event; Manages submission of Digester article each quarter

3rd year - Chair: Put together agendas for and runs committee meetings; Attend IWEA Board meetings on behalf of committee; Be point person for IWEA Annual conference sessions

IWEA Website

Each committee has a page/section on the IWEA website to house pertinent committee information including (but not limited to):

- Committee overview
- Committee members
- Committee chair contact information
- Recurring meeting information
- Relevant committee documents
- Committee meeting minutes

When/if your committee has information to be updated on the website, please send to Kate DeHaan at kate@indianawea.org.

SECTION TWO

Board Responsibilities

Board Meetings

In the month that a board meeting is held, it is typically the second or third Thursday from 11:00 a.m. – 1:00 p.m. Currently, in-person meetings are held on a quarterly basis with conference calls scheduled in between as necessary. Board members are expected to commit to attending no less than 75% of in-person meetings and should make every effort to attend on conference call meetings to ensure a quorum for voting purposes.

Responsibilities in board meetings include:

- Prior review of agenda and supporting materials as well as items to be included in the consent agenda section of the meeting agenda
 - A consent agenda allows the board to approve a group of items together without discussion or individual motions. This type of agenda item will free up more time during the meeting to discuss lengthy topics and allow for a quick approval of routine and procedural topics. Generally a consent agenda will include:
 - Approval of prior meeting minutes
 - Approval of financial statements
 - Approval of management reports
 - Approval of committee reports
 - Other reports provided for information only
 - Other information or correspondence that requires no formal action
 - It should be noted that in each meeting, board members will have the opportunity to pull out a specific topic of discussion from the consent agenda for further discussion while still allowing the remaining items to be approved all together.
- Participation in discussions
- Voting

Voting members of the board include:

1. President
2. Past President
3. President Elect
4. Vice-President
5. Secretary-Treasurer
6. Assistant Secretary-Treasurer
7. NIOA Rep
8. IIOA Rep
9. CIOA Rep
10. SIOA Rep
11. NWIOA Rep
12. Senior WEF Delegate
13. Junior WEF Delegate

A quorum is present when at least 50% of board members are in attendance. For votes to be passed, no fewer than (7) seven board members must be present and voting.

Any board member who has a topic of discussion to be added to the agenda should submit the request to the President and Executive Director at least one week prior to the meeting - when possible - for inclusion on the agenda.

Voting by Email

Infrequently, board votes are requested by email. This typically occurs when a very timely decision needs to be made either in between board meetings or in months when board meetings don't occur. When a board vote is requested, a memorandum will be emailed to all voting board members with a description of the topic requiring a vote and a deadline. Board members are asked to review the memorandum and fax or email a signed copy back to the IWEA office prior to the deadline. For an email vote to pass, all board members must unanimously approve the decision.

If there is opposition to the topic or if board members require further discussion, a conference call may be scheduled. For a vote to pass on a conference call, a quorum must be present on the call and a majority of the quorum must vote to approve.

Annual Conference

Board members are also encouraged to volunteer to help in some fashion during the conference. Volunteer opportunities are abundant and will be solicited by the Annual Conference committee. These opportunities could be moderating or monitoring a session, helping at the registration desk, announcing an award winner, leading the Pledge or assisting with a special conference activity.

The Young Professionals hold a YP Reception during the conference at which board members are encouraged to attend. This is a good opportunity for networking with new faces in the industry.

Events & Seminars

Whenever possible, board members are encouraged to attend IWEA seminars and functions to network with attendees.

The Digester

IWEA's publication, The Digester, is mailed out to members on a quarterly basis. It is strongly requested that board members consider submitting a technical article, or other type of submission for each issue when possible.

To ensure your article is in The Digester please review the 2023 Editorial Deadlines.

- Spring Issue - **February 17th**
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For more information and to submit an article, visit: indianawea.org/the-digester/submit/

SECTION THREE

Resources

IWEA Staff

IWEA employs staff through an association management firm, the Mattison Corporation. Staff members include:

- **Kate DeHaan, Executive Director**
 - kate@indianawea.org
- **Jamie Sonnentag, Assistant to Kate DeHaan**
 - jamie@mattisoncorp.com

Contact information for the Mattison Corporation & IWEA office is:

- **Address:** 6510 Telecom Drive, Suite 200, Indianapolis, IN 46278
- **Phone:** 317-686-2664
- **Fax:** 317-686-2672

Staff provides support for the association; examples include:

- Day-to-day operations (phone calls/emails/mail/payments/etc.)
- Website maintenance
- Event planning (seminars/webinars/conference/etc.)
- Budgeting
- Event mailings
- Curate all marketing materials
- Market each event through social media platforms and electronic newsletter
- Communicate with event speakers
- Contact for all venues
- Signs all venue contracts

IWEA Conference Room

The IWEA office has a conference room that is available for board or committee use with some notice and so long as the room is not in use. The room comfortably seats up to **12 people**. A second smaller space that comfortably **seats 4-5** is also available for committee and board use. Both of these rooms are equipped with large television screens and cords to connect them to computers for easy presentation or document sharing with a group.

Additionally, IWEA has access to a conference room fully-equipped with audio/visual equipment, an area for refreshments and moveable seating for **up to 25 people**. Committees are encouraged to consider use of this space for events and seminar. The conference room is within the IWEA office.

Please note: the conference room **MUST** be reserved well in advance of a meeting or event as the space is open for use by other companies in the building.

Committees

Management Committees

These committees are required to run and administer the operation of the Association. Management committees are as follows:

- Annual Conference Committee
- Auditing Committee
- Awards Committee
- Collection Systems Committee
- Editorial Committee
- Government Affairs Committee
- Laboratory Committee
- Municipal Pretreatment Committee
- Nominating Committee
- Operations & Maintenance Committee
- Public Communication & Outreach Committee
- Residuals & Resource Recovery Committee
- Safety Committee
- Stormwater Committee
- Utility Management Committee
- Workforce Development Committee
- Young Professionals Committee

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. The committee will 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 disbanded. Ad hoc committees can become a standing committee by vote of the Executive Committee.