

INDIVIDUAL ROLES & RESPONSIBILITIES

President

Bylaws Description

The President is the chief executive officer of the Corporation and has general and active supervision and direction over the business and affairs of the Corporation and over the Corporation's several officers, subject, however, to the direction and control of the Board of Directors. The President shall, if present, preside at each meeting of the membership and of the Board of Directors. In general, the President shall perform all duties incident to the office of the President and such other duties as may from time to time be assigned to him by this Code of Bylaws or by the Board of Directors.

Core Responsibilities

- Serve as Chief Executive Officer and "face" of IWEA
- Lead board meetings
- Work with Executive Director to determine strategic initiatives and set agendas

Major Events

- Quarterly Board meetings
- IWEA Annual Conference

Award Decisions

As a member of the Board/Executive Committee, you are responsible for deciding the winners of the following:

- Leo Besozzi Delegate Award
- Barb Smith Award
- Tumblebug Award
- 20 Year Club Award
- Honorary Membership Award
- Bedell Award*
- Hatfield Award*

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

INDIVIDUAL ROLES & RESPONSIBILITIES

President-Elect

Bylaws Description

The President-Elect shall perform the duties of the President in the event the President is unable for any reason to carry on his duties and has such powers and may perform such duties as the President or the Board of Directors may from time to time prescribe and shall perform such other duties as may be prescribed by the Code of Bylaws. The President-Elect shall be the Chairman of the Annual Conference Committee. Unless otherwise provided by the Articles of Incorporation or these Bylaws, the President-Elect shall succeed to the office of the President at the next annual meeting following his election to the office of President-Elect.

Core Responsibilities

- Serve as Chief Executive Officer and “face” of IWEA should President be unable, for any reason
- Serve as Chair of the Annual Conference Committee

Major Events

- Quarterly Board meetings
- IWEA Annual Conference

Award Decisions

As a member of the Board/Executive Committee, you are responsible for deciding the winners of the following:

- Leo Besozzi Delegate Award
- Barb Smith Award
- Tumblebug Award
- 20 Year Club Award
- Honorary Membership Award
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- Hatfield Award*

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INDIVIDUAL ROLES & RESPONSIBILITIES

Vice President

Bylaws Description

The Vice President has such powers and may perform such duties as the President or the Board of Directors may from time to time prescribe and shall perform such other duties as may be prescribed by this Code of Bylaws. The Vice President shall perform the duties of the President-Elect in the event the President-Elect is unable for any reason to carry on his duties.

Core Responsibilities

- Aid Secretary Treasurer with any continuity year over year
- Assist President-Elect in planning the Annual Conference

Major Events

- Quarterly Board meetings
- IWEA Annual Conference

Award Decisions

As a member of the Board/Executive Committee, you are responsible for deciding the winners of the following:

- Leo Besozzi Delegate Award
- Barb Smith Award
- Tumblebug Award
- 20 Year Club Award
- Honorary Membership Award
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INDIVIDUAL ROLES & RESPONSIBILITIES

Past President

Bylaws Description

The Immediate Past-President shall serve as the Chair of the Nominating Committee and shall perform any other duties at the request of the President.

Core Responsibilities

- Provide advice and historical context to the president as needed or requested

Major Events

- Quarterly Board meetings
- IWEA Annual Conference

Award Decisions

As a member of the Board/Executive Committee, you are responsible for deciding the winners of the following:

- Leo Besozzi Delegate Award
- Barb Smith Award
- Tumblebug Award
- 20 Year Club Award
- Honorary Membership Award
- Bedell Award*
- Hatfield Award*

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INDIVIDUAL ROLES & RESPONSIBILITIES

Secretary/Treasurer

Bylaws Description

The Secretary-Treasurer has care and oversight responsibilities for all the funds and securities of the Corporation and shall see that full and accurate accounts of receipt and disbursements are kept in books belonging to the Corporation and shall oversee the deposit of all monies and other valuable effects in the name of and to the credit of the Corporation are kept in such banks and other depositories as may be designated by the Board of Directors.

All financial receipts or expenditures in the name or using the name of the Corporation as a sponsor shall be by the Secretary-Treasurer or by the President when authorized to do so by the Board of Directors. No separate accounts shall be maintained by any committee, group, or individual representing that the action is on behalf of, or sponsored by, the Corporation. The Secretary-Treasurer shall disburse the funds of the Corporation as may be ordered by the Board of Directors, taking proper vouchers for such disbursements, and shall render to the President or the Board of Directors whenever the President or the Board may require him so to do, a statement of all his transactions and an account of the financial condition of the Corporation.

In general, the Secretary-Treasurer shall perform all the duties as may from time to time be assigned by him by the President or the Board of Directors. The Secretary-Treasurer has the power to act as secretary and keep the minutes of all meetings of the Board of Directors and of the membership. The Secretary-Treasurer shall: cause to be given such notice of all meetings of the membership and of the Board of Directors as required; be custodian of the seal of the Corporation and shall affix the seal or cause to be affixed to all documents requiring the impression of the seal; have charge of the membership book and of the other books, records, and papers of the Corporation relating to its organization as a corporation; see that the reports, statements, and other documents required by law are properly kept and filed; and perform all other duties incident to the office of the Secretary-Treasurer. The Secretary-Treasurer has such powers and may perform such duties as are assigned to him by this Code of Bylaws, and he shall have such other powers and perform such other duties, not inconsistent with this Code of Bylaws, as the President or the Board of Directors may from time to time prescribe.

Core Responsibilities

- Review association financial statements
- Approves invoices and bills to be paid
- Provides updates to the board
- Serves as the primary point of contact for any additional budget requests

Major Events

- Quarterly Board meetings
- IWEA Annual Conference

Award Decisions

As a member of the Board/Executive Committee, you are responsible for deciding the winners of the following:

- Leo Besozzi Delegate Award

- Barb Smith Award
- Tumblebug Award
- 20 Year Club Award
- Honorary Membership Award
- Bedell Award*
- Hatfield Award*

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INDIVIDUAL ROLES & RESPONSIBILITIES

Assistant Secretary/Treasurer

Bylaws Description

At the request of the Secretary-Treasurer, or in the case of his absence or inability to act, the Assistant Secretary-Treasurer shall perform the duties of the Secretary-Treasurer, and, when so acting, shall have all the powers of, and be subject to all the restrictions upon, the Secretary-Treasurer. The Assistant Secretary-Treasurer shall perform such other duties as from time to time may be assigned to him by the President, the Secretary-Treasurer, or the Board of Directors.

Core Responsibilities

- Assists the Secretary Treasurer in reviewing financial statements
- Assists in mitigating A/R
- Assists in securing or identifying sponsorships

Major Events

- Quarterly Board meetings
- IWEA Annual Conference

Award Decisions

As a member of the Board/Executive Committee, you are responsible for deciding the winners of the following:

- Leo Besozzi Delegate Award
- Barb Smith Award
- Tumblebug Award
- 20 Year Club Award
- Honorary Membership Award
- Bedell Award*
- Hatfield Award*

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INDIVIDUAL ROLES & RESPONSIBILITIES

Senior WEF Delegate

Bylaws Description

In addition to the Directors and Officers of the Corporation, the membership entitled to vote and be present at the annual meeting shall elect delegates to serve in the House of Delegates of the Water Environment Federation. The term of the Delegate(s) shall be three years or as determined at the annual meeting of the Water Environment Federation. The Water Environment Federation Delegates are permitted to serve consecutive terms.

Core Responsibilities

- Attend and participate with WEF-related activities

Major Events

- Quarterly Board meetings
- IWEA Annual Conference

Award Decisions

As a member of the Board/Executive Committee, you are responsible for deciding the winners of the following:

- Leo Besozzi Delegate Award
- Barb Smith Award
- Tumblebug Award
- 20 Year Club Award
- Honorary Membership Award
- Bedell Award*
- Hatfield Award*

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INDIVIDUAL ROLES & RESPONSIBILITIES

Junior WEF Delegate

Bylaws Description

In addition to the Directors and Officers of the Corporation, the membership entitled to vote and be present at the annual meeting shall elect delegates to serve in the House of Delegates of the Water Environment Federation. The term of the Delegate(s) shall be three years or as determined at the annual meeting of the Water Environment Federation. The Water Environment Federation Delegates are permitted to serve consecutive terms.

Core Responsibilities

- Attends and participates in WEF-related initiatives

Major Events

- Quarterly Board meetings
- IWEA Annual Conference

Award Decisions

As a member of the Board/Executive Committee, you are responsible for deciding the winners of the following:

- Leo Besozzi Delegate Award
- Barb Smith Award
- Tumblebug Award
- 20 Year Club Award
- Honorary Membership Award
- Bedell Award*
- Hatfield Award*

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INDIVIDUAL ROLES & RESPONSIBILITIES

CIOA Board Member

Description

The CIOA Board Member serves as the liaison between the Central Indiana Operators Association and IWEA. This representative sits on the board to promote participation from their OA to major events within IWEA, such as the Wastewater Challenge. The OA Board Member also keeps the IWEA board up-to-date on current events within their own OA to promote to IWEA's members.

Core Responsibilities

- Provide updates and information relevant to IWEA regarding OA activities
- In relevant years, provides candidates for Besozzi Delegate Award

Major Events

- Quarterly Board meetings
- IWEA Annual Conference
- Wastewater Challenge

Award Decisions

As a member of the Board/Executive Committee, you are responsible for deciding the winners of the following:

- Leo Besozzi Delegate Award
- Barb Smith Award
- Tumblebug Award
- 20 Year Club Award
- Honorary Membership Award
- Bedell Award*
- Hatfield Award*

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INDIVIDUAL ROLES & RESPONSIBILITIES

NIOA Board Member

Description

The NIOA Board Member serves as the liaison between the Northern Indiana Operators Association and IWEA. This representative sits on the board to promote participation from their OA to major events within IWEA, such as the Wastewater Challenge. The OA Board Member also keeps the IWEA board up-to-date on current events within their own OA to promote to IWEA's members.

Core Responsibilities

- Provide updates and information relevant to IWEA regarding OA activities
- In relevant years, provides candidates for Besozzi Delegate Award

Major Events

- Quarterly Board meetings
- IWEA Annual Conference
- Wastewater Challenge

Award Decisions

As a member of the Board/Executive Committee, you are responsible for deciding the winners of the following:

- Leo Besozzi Delegate Award
- Barb Smith Award
- Tumblebug Award
- 20 Year Club Award
- Honorary Membership Award
- Bedell Award*
- Hatfield Award*

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INDIVIDUAL ROLES & RESPONSIBILITIES

SIOA Board Member

Description

The SIOA Board Member serves as the liaison between the Southern Indiana Operators Association and IWEA. This representative sits on the board to promote participation from their OA to major events within IWEA, such as the Wastewater Challenge. The OA Board Member also keeps the IWEA board up-to-date on current events within their own OA to promote to IWEA's members.

Core Responsibilities

- Provide updates and information relevant to IWEA regarding OA activities
- In relevant years, provides candidates for Besozzi Delegate Award

Major Events

- Quarterly Board meetings
- IWEA Annual Conference
- Wastewater Challenge

Award Decisions

As a member of the Board/Executive Committee, you are responsible for deciding the winners of the following:

- Leo Besozzi Delegate Award
- Barb Smith Award
- Tumblebug Award
- 20 Year Club Award
- Honorary Membership Award
- Bedell Award*
- Hatfield Award*

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INDIVIDUAL ROLES & RESPONSIBILITIES

IIOA Board Member

Description

The IIOA Board Member serves as the liaison between the Indiana Industrial Operators Association and IWEA. This representative sits on the board to promote participation from their OA to major events within IWEA, such as the Wastewater Challenge. The OA Board Member also keeps the IWEA board up-to-date on current events within their own OA to promote to IWEA's members.

Core Responsibilities

- Provide updates and information relevant to IWEA regarding OA activities
- In relevant years, provides candidates for Besozzi Delegate Award

Major Events

- Quarterly Board meetings
- IWEA Annual Conference
- Wastewater Challenge

Award Decisions

As a member of the Board/Executive Committee, you are responsible for deciding the winners of the following:

- Leo Besozzi Delegate Award
- Barb Smith Award
- Tumblebug Award
- 20 Year Club Award
- Honorary Membership Award
- Bedell Award*
- Hatfield Award*

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INDIVIDUAL ROLES & RESPONSIBILITIES

NWIOA Board Member

Description

The NWIOA Board Member serves as the liaison between the Northwest Indiana Operators Association and IWEA. This representative sits on the board to promote participation from their OA to major events within IWEA, such as the Wastewater Challenge. The OA Board Member also keeps the IWEA board up-to-date on current events within their own OA to promote to IWEA's members.

Core Responsibilities

- Provide updates and information relevant to IWEA regarding OA activities
- In relevant years, provides candidates for Besozzi Delegate Award

Major Events

- Quarterly Board meetings
- IWEA Annual Conference
- Wastewater Challenge

Award Decisions

As a member of the Board/Executive Committee, you are responsible for deciding the winners of the following:

- Leo Besozzi Delegate Award
- Barb Smith Award
- Tumblebug Award
- 20 Year Club Award
- Honorary Membership Award
- Bedell Award*
- Hatfield Award*

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

INDIVIDUAL ROLES & RESPONSIBILITIES

Annual Conference Committee Chair

Description

The Annual Conference Committee Chair is responsible for overseeing the overall planning and execution of the IWEA Annual Conference. The chair will work with IWEA staff to ensure each education track has selected the correct number of presentations and adequate volunteer staff.

Core Responsibilities

- Oversee the planning and execution of Annual Conference
- Hold the other committee chairs responsible for selecting their respective education track presentations
- Ensure the educational sessions are staffed with volunteers

Major Events

- IWEA Annual Conference

Award Decisions

The Annual Conference Committee Chair is responsible for helping resolve any issues in preparation for the award ceremony at the conference, when needed. The chair should also attend the awards ceremony, as it is a major event of the conference. However, the chair is not responsible for any specific award decisions, unless another leadership position indicates so.

INDIVIDUAL ROLES & RESPONSIBILITIES

Auditing Chair

Description

The Auditing Chair oversees the financial status of IWEA as an organization. The chair executes an annual financial audit and is responsible for filing taxes for IWEA.

Core Responsibilities

- Executes and provides updates regarding IWEA Annual Audit or Financial Review
- Assists in filing of IWEA taxes

Award Decisions

The Auditing Chair is not responsible for any award decisions.

INDIVIDUAL ROLES & RESPONSIBILITIES

Awards Committee Chair

Description

The Awards Committee Chair oversees the nominating and issuing process for IWEA's award presentation each year at the Annual Conference. The chair works with IWEA staff to ensure all responsible parties are given their award nominations and select their recipients by the due date, set by IWEA staff. The chair also works with their committee to spread the word about the awards offered by both IWEA and WEF.

Core Responsibilities

- Provide input on award requirements, descriptions, and deadlines which are outlined in the "Awards Bible" and on the IWEA website
- Ensure IWEA Board members are aware of the awards offered by IWEA and WEF and which awards their position is responsible for deciding on
- Hold IWEA Board members responsible for submitting their award recipients by deadline set by IWEA staff
- Look for opportunities to spread the word about the awards offered by both IWEA and WEF

Major Events

- IWEA Annual Conference
- Award Deadlines – see IWEA website

Award Decisions

While the Award Committee Chair ensures the decision process happens for each applicable award, the chair itself is not responsible for any award decisions.

INDIVIDUAL ROLES & RESPONSIBILITIES

Collection Systems Chair

Description

The Collection Systems Chair oversees the Collection Systems Committee's mission to provide education and training opportunities to IWEA's members and the community of water resources and environmental professionals. The chair works with their committee to facilitate the Construction Observation Course, represent at the annual Wastewater Operators Challenge, plan the annual Collection Systems and Stormwater Specialty Conference, and other educational events.

Core Responsibilities

- Ensure the execution of the Construction Observation Course
- Provide representation for Collection Systems at the Wastewater Challenge
- Oversee planning for the annual Collection Systems and Stormwater Specialty Conference
- Plan and execute additional educational opportunities for IWEA members and those in the water quality industry
- Select an agenda of presentations for the Collection Systems track at the IWEA Annual Conference and ensure adequate volunteer staff for each presentation
- Provides feedback in October/November of each year regarding committee's budget for the following year

Major Events

- Construction Observation Course
- Wastewater Challenge
- IWEA Annual Conference
- Collection Systems and Stormwater Specialty Conference
- Collection Systems Certification Exam dates

Award Decisions

- Professional of the Year
- Excellence in Operating a Large Facility
- Excellence in Operating a Small Facility

INDIVIDUAL ROLES & RESPONSIBILITIES

Collection Systems Co-Chair

Description

The Collection Systems Co-Chair helps oversee the Collection Systems Committee's mission to provide education and training opportunities to IWEA's members and the community of water resources and environmental professionals. The co-chair works with the chair and the rest of the committee to facilitate the Construction Observation Course, represent at the annual Wastewater Operators Challenge, plan the annual Collection Systems and Stormwater Specialty Conference, and other educational events.

Core Responsibilities

- Ensure the execution of the Construction Observation Course
- Provide representation for Collection Systems at the Wastewater Challenge
- Help oversee planning for the annual Collection Systems and Stormwater Specialty Conference
- Plan and execute additional educational opportunities for IWEA members and those in the water quality industry
- Select an agenda of presentations for the Collection Systems track at the IWEA Annual Conference and ensure adequate volunteer staff for each presentation

Major Events

- Construction Observation Course
- Wastewater Challenge
- IWEA Annual Conference
- Collection Systems and Stormwater Specialty Conference
- Collection Systems Certification Exam dates

Award Decisions

- Professional of the Year
- Excellence in Operating a Large Facility
- Excellence in Operating a Small Facility

INDIVIDUAL ROLES & RESPONSIBILITIES

Editorial & Public Communications & Outreach Chair

Description

The EPCO Chair is responsible for IWEA's publications and the general organizations general outreach. The chair primarily oversees the editorial process for each quarterly issue of The Digester, IWEA's water quality industry publication. In addition, the chair collects and reviews materials to produce the yearly Calendar IWEA distributes.

On the outreach side, the chair works with their committee to educate students, teachers, and the public on the importance of maintaining and improving our water environment. This is achieved through recommending, developing, and assisting community groups in conducting public education programs and improving relationships with like-industry associations.

Core Responsibilities

- Oversee the editorial process of the quarterly Digester issues
- Promote The Digester and encourage members of IWEA to submit articles
- Collect resources and oversee edits of the Calendar
- Provides feedback in October/November of each year regarding committee's budget for the following year

Major Events

- Release of the Spring issue of The Digester
- Release of the IWEA Resource Directory
- Release of the Summer issue of The Digester
- Release of the Fall issue of The Digester
- Release of the IWEA Calendar
- Release of the Winter issue of The Digester

Award Decisions

- Junior Water Bug Award
- Outstanding Website Award
- Ricky D. Dodd Public Outreach Award

INDIVIDUAL ROLES & RESPONSIBILITIES

Editorial & Public Communications & Outreach Co-Chair

Description

The EPCO Co-Chair assists with IWEA's publications and the general organizations general outreach. The co-chair primarily assists with the editorial process for each quarterly issue of The Digester, IWEA's water quality industry publication. In addition, the co-chair helps the chair collect and review materials to produce the yearly Calendar IWEA distributes.

On the outreach side, the co-chair works with the chair to assist in educating students, teachers, and the public on the importance of maintaining and improving our water environment. This is achieved through recommending, developing, and assisting community groups in conducting public education programs and improving relationships with like-industry associations.

Core Responsibilities

- Oversee the editorial process of the quarterly Digester issues
- Help promote The Digester and encourage members of IWEA to submit articles
- Collect resources and assist with edits of the Calendar
- Seeks opportunities for IWEA to educate the public about maintaining and improving our water environment through community groups and public education programs

Major Events

- Release of the Spring issue of The Digester
- Release of the Summer issue of The Digester
- Release of IWEA Resource Directory
- Release of the Fall issue of The Digester
- Release of the IWEA Calendar
- Release of the Winter issue of The Digester

Award Decisions

- Junior Water Bug Award
- Outstanding Website Award
- Ricky D. Dodd Public Outreach Award

INDIVIDUAL ROLES & RESPONSIBILITIES

Government Affairs Chair

Description

The Government Affairs Committee Chair, along with their committee, monitors activities of and represents the association's membership before IDEM, the Indiana General Assembly, EPA and Congress. The chair ensures the committee keeps IWEA members informed and involved in changes in regulations or laws that may affect them.

Core Responsibilities

- Preside over monthly GA Committee meetings
- Monitor changes in regulations or laws that could affect IWEA's activities or members
- Regularly provide updates on what's happening within IDEM and the EPA to IWEA
- Select an agenda of presentations for the Government Affairs track at the IWEA Annual Conference and ensure adequate volunteer staff for each presentation
- Provides feedback in October/November of each year regarding committee's budget for the following year

Major Events

- IWEA Annual Conference
- Monthly GA Committee meetings

Award Decisions

The Government Affairs Chair is not responsible for any award decisions.

INDIVIDUAL ROLES & RESPONSIBILITIES

Government Affairs Co-Chair

Description

The Government Affairs Committee Co-Chair, along with the chair, monitors activities of and represents the association's membership before IDEM, the Indiana General Assembly, EPA and Congress. The co-chair helps ensure the committee keeps IWEA members informed and involved in changes in regulations or laws that may affect them.

Core Responsibilities

- Preside over monthly GA Committee meetings when chair cannot be present
- Help monitor changes in regulations or laws that could affect IWEA's activities or members
- Assist with providing updates on what's happening within IDEM and the EPA to IWEA
- Select an agenda of presentations for the Government Affairs track at the IWEA Annual Conference and ensure adequate volunteer staff for each presentation

Major Events

- IWEA Annual Conference
- Monthly GA Committee meetings

Award Decisions

The Government Affairs Co-Chair is not responsible for any award decisions.

INDIVIDUAL ROLES & RESPONSIBILITIES

Laboratory Chair

Description

The Laboratory Chair oversees their committee's overall purpose to help treatment plants generate quality laboratory data. The chair works with their committee to execute treatment plant audits for the Laboratory Excellence Award, represent at the annual Wastewater Operators Challenge, provide an agenda and volunteer staff for the Lab track at the IWEA Annual Conference, and host education events and seminars throughout the year geared towards laboratory and operator personnel.

Core Responsibilities

- Oversee the auditing process for the Laboratory Excellence award
- Provide representation for Lab at the Wastewater Challenge
- Oversee planning for the Core Conference
- Plan and execute additional educational opportunities for IWEA members and those in the water quality industry
- Select an agenda of presentations for the Laboratory track at the IWEA Annual Conference and ensure adequate volunteer staff for each presentation
- Provides feedback in October/November of each year regarding committee's budget for the following year

Major Events

- Core Conference
- Utility Management Seminar
- Wastewater Challenge
- Annual Laboratory Excellence Audits
- IWEA Annual Conference
- Laboratory Analyst Certification Exams

Award Decisions

- Laboratory Excellence Award
- Laboratory Analyst Award*

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

INDIVIDUAL ROLES & RESPONSIBILITIES

Laboratory Co-Chair

Description

The Laboratory Co-Chair helps oversee the committee's overall purpose to help treatment plants generate quality laboratory data. The co-chair works with the chair and committee to executive treatment plant audits for the Laboratory Excellence Award, represent at the annual Wastewater Operators Challenge, provide an agenda and volunteer staff for the Lab track at the IWEA Annual Conference, and host education events and seminars throughout the year geared towards laboratory and operator personnel.

Core Responsibilities

- Assist with the auditing process for the Laboratory Excellence award
- Help provide representation for Lab at the Wastewater Challenge
- Assist with the planning for the Core Conference
- Help plan and execute additional educational opportunities for IWEA members and those in the water quality industry
- Select an agenda of presentations for the Laboratory track at the IWEA Annual Conference and ensure adequate volunteer staff for each presentation

Major Events

- Core Conference
- Utility Management Seminar
- Wastewater Challenge
- Annual Laboratory Excellence Audits
- IWEA Annual Conference
- Laboratory Analyst Certification Exam dates

Award Decisions

- Laboratory Excellence Award
- Laboratory Analyst Award*

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INDIVIDUAL ROLES & RESPONSIBILITIES

Laboratory Secretary

Description

The Laboratory Secretary maintains the meeting minutes and administrative records for the Laboratory Committee. The secretary holds the records for Laboratory Committee's annual treatment facility audits for the Laboratory Excellence Awards. The individual audit data is compiled, and the secretary reports the results to IWEA Staff for proper issuing of awards. Along with the chair and co-chair, the secretary ensures the awards are sent out to the correct facilities in the timely fashion, after the IWEA Annual Conference.

Core Responsibilities

- Hold the records for the Laboratory Committee
- Records minutes for Laboratory Committee meetings
- Compile data for annual Laboratory Excellence audits and report data to IWEA Staff

Major Events

- Core Conference
- Utility Management Seminar
- Wastewater Challenge
- Annual Laboratory Excellence Audits
- IWEA Annual Conference
- Laboratory Analyst Certification Exam dates

Award Decisions

- Laboratory Excellence Award
- Laboratory Analyst Award*

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INDIVIDUAL ROLES & RESPONSIBILITIES

Municipal Pretreatment & Industrial Chair

Description

The Pretreatment Chair is responsible for achieving committee's goal of keeping IWEA's members aware of new regulations and pretreatment-related issues within the wastewater treatment industry. The chair works with their committee to plan and executive the IWEA Municipal & Industrial Pretreatment Roundtable, represent at the annual Wastewater Operators Challenge, provide an agenda and volunteer staff for the Lab track at the IWEA Annual Conference, and host education events and seminars throughout the year geared towards laboratory and operator personnel.

Core Responsibilities

- Preside over Pretreatment Committee meetings
- Keep IWEA's members aware of new regulations and pretreatment-related issues within the wastewater industry
- Provide representation for Pretreatment at the Wastewater Challenge
- Oversee planning and execution for the IWEA Municipal & Industrial Pretreatment Roundtable
- Plan and execute additional educational opportunities for IWEA members and those in the water quality industry
- Select an agenda of presentations for the Municipal Pretreatment track at the IWEA Annual Conference and ensure adequate volunteer staff for each presentation
- Provides feedback in October/November of each year regarding committee's budget for the following year

Major Events

- IWEA Municipal & Industrial Pretreatment Roundtable
- Wastewater Challenge
- IWEA Annual Conference

Award Decisions

- John M. Craddock Award

INDIVIDUAL ROLES & RESPONSIBILITIES

Municipal Pretreatment & Industrial Vice-Chair

Description

The Pretreatment Vice-Chair assists with the committee's goal of keeping IWEA's members aware of new regulations and pretreatment-related issues within the wastewater treatment industry. The vice-chair works with the chair and their committee to plan and execute the IWEA Municipal & Industrial Pretreatment Roundtable, represent at the annual Wastewater Operators Challenge, provide an agenda and volunteer staff for the Lab track at the IWEA Annual Conference, and host education events and seminars throughout the year geared towards laboratory and operator personnel.

Core Responsibilities

- Preside over Pretreatment Committee meetings in the event the chair cannot
- Help keep IWEA's members aware of new regulations and pretreatment-related issues within the wastewater industry
- Provide representation for Pretreatment at the Wastewater Challenge
- Assist with planning and execution for the IWEA Municipal & Industrial Pretreatment Roundtable
- Assist with planning and executing additional educational opportunities for IWEA members and those in the water quality industry
- Select an agenda of presentations for the Municipal Pretreatment track at the IWEA Annual Conference and ensure adequate volunteer staff for each presentation

Major Events

- IWEA Municipal & Industrial Pretreatment Roundtable
- Wastewater Challenge
- IWEA Annual Conference

Award Decisions

- John M. Craddock Award

INDIVIDUAL ROLES & RESPONSIBILITIES

Municipal Pretreatment & Industrial Secretary

Description

The Pretreatment Secretary maintains the meeting minutes and administrative records for the Municipal Pretreatment & Industrial Committee. The secretary works with the chair and co-chair to make sure the correct documentation is issued for the committee's events and the compiled data is passed on for any awards decided upon by the committee. Along with the chair and co-chair, the secretary ensures the awards are sent out to the correct facilities in the timely fashion, after the IWEA Annual Conference.

Core Responsibilities

- Hold the records for the Pretreatment Committee
- Records minutes for Pretreatment Committee meetings
- Compiles data for Pretreatment awards and reports to IWEA Staff

Major Events

- IWEA Municipal & Industrial Pretreatment Roundtable
- Wastewater Challenge
- IWEA Annual Conference

Award Decisions

- John M. Craddock Award

INDIVIDUAL ROLES & RESPONSIBILITIES

O&M Administrative Chair

Description

The O&M Administrative Chair ensures that IWEA members stay current on operating and maintenance methods, procedures, and technology. The chair assists in the planning of the Core Conference, ensures O&M is represented at the Wastewater Challenge, and Utility Management Seminar. The chair also works with their committee to provide CEUs, Facility Tours, and Networking Events for industry members throughout the year.

Core Responsibilities

- Oversee planning for the Core Conference
- Ensure O&M representation for the Wastewater Challenge
- Plan and execute additional educational opportunities for IWEA members and those in the water quality industry
- Oversee the auditing process for the O&M Award of Excellence
- Select an agenda of presentations for the O&M track at the IWEA Annual Conference and ensure adequate volunteer staff for each presentation
- Provides feedback in October/November of each year regarding committee's budget for the following year

Major Events

- Core Conference
- Utility Management Seminar
- Wastewater Challenge
- IWEA Annual Conference

Award Decisions

- Operations & Maintenance Award of Excellence
- Operator of the Year
- Creation of an Outstanding Device

INDIVIDUAL ROLES & RESPONSIBILITIES

O&M Operational Chair

Description

The O&M Operational Chair ensures that IWEA members stay current on operating and maintenance methods, procedures, and technology. The chair assists in the planning of the Core Conference, ensures O&M is represented at the Wastewater Challenge, and Utility Management Seminar. The chair also works with their committee to provide CEUs, Facility Tours, and Networking Events for industry members throughout the year.

Core Responsibilities

- Oversee planning for the Core Conference
- Ensure O&M representation for the Wastewater Challenge
- Plan and execute additional educational opportunities for IWEA members and those in the water quality industry
- Oversee the auditing process for the O&M Award of Excellence
- Select an agenda of presentations for the O&M track at the IWEA Annual Conference and ensure adequate volunteer staff for each presentation
- Provides feedback in October/November of each year regarding committee's budget for the following year

Major Events

- Core Conference
- Utility Management Seminar
- Wastewater Challenge
- IWEA Annual Conference

Award Decisions

- Operations & Maintenance Award of Excellence
- Operator of the Year
- Creation of an Outstanding Device

INDIVIDUAL ROLES & RESPONSIBILITIES

Residuals & Resource Recovery Chair

Description

The R&RR Chair oversees the committee's mission is to provide leadership and education for the management of residuals, biosolids, and other waste streams, and to promote the conservation and reuse of natural resources. The chair works with their committee to help plan the Core Conference, represent at the annual Wastewater Operators Challenge, provide an agenda and volunteer staff for the R&RR track at the IWEA Annual Conference, and host education events and seminars throughout the year geared towards laboratory and operator personnel.

Core Responsibilities

- Provide representation for R&RR at the Wastewater Challenge
- Oversee planning for the Core Conference
- Plan and execute additional educational opportunities for IWEA members and those in the water quality industry
- Select an agenda of presentations for the R&RR track at the IWEA Annual Conference and ensure adequate volunteer staff for each presentation
- Provides feedback in October/November of each year regarding committee's budget for the following year

Major Events

- Core Conference
- Utility Management Seminar
- Wastewater Challenge
- IWEA Annual Conference

Award Decisions

- Biosolids Award
- Resource Recovery Award

INDIVIDUAL ROLES & RESPONSIBILITIES

Residuals & Resource Recovery Vice-Chair

Description

The R&RR Vice-Chair helps the chair oversee the committee's mission is to provide leadership and education for the management of residuals, biosolids, and other waste streams, and to promote the conservation and reuse of natural resources. The vice-chair works with chair to help plan the Core Conference, represent at the annual Wastewater Operators Challenge, provide an agenda and volunteer staff for the R&RR track at the IWEA Annual Conference, and host education events and seminars throughout the year geared towards laboratory and operator personnel.

Core Responsibilities

- Provide representation for R&RR at the Wastewater Challenge
- Help with the planning for the Core Conference
- Help plan and execute additional educational opportunities for IWEA members and those in the water quality industry
- Assist with selecting an agenda of presentations for the R&RR track at the IWEA Annual Conference and ensure adequate volunteer staff for each presentation

Major Events

- Core Conference
- Utility Management Seminar
- Wastewater Challenge
- IWEA Annual Conference

Award Decisions

- Biosolids Award
- Resource Recovery Award

INDIVIDUAL ROLES & RESPONSIBILITIES

Residuals & Resource Recovery Secretary

Description

The Residuals & Resource Recovery Secretary maintains the meeting minutes and administrative records for the Residuals & Resource Recovery Committee. The secretary works with the chair and co-chair to make sure the correct documentation is issued for the committee's events and the compiled data is passed on for any awards decided upon by the committee. Along with the chair and co-chair, the secretary ensures the awards are sent out to the correct facilities in the timely fashion, after the IWEA Annual Conference.

Core Responsibilities

- Hold the records for the R&RR Committee
- Records minutes for R&RR Committee meetings
- Compiles data for R&RR awards and reports to IWEA Staff

Major Events

- Core Conference
- Utility Management Seminar
- Wastewater Challenge
- IWEA Annual Conference

Award Decisions

- Biosolids Award
- Resource Recovery Award

INDIVIDUAL ROLES & RESPONSIBILITIES

Safety Chair

Description

The Safety Chair oversees the committee's mission to provide safety education, information and increase safety awareness. The chair works with their committee to execute treatment plant audits for the Excellence in Safety Award, represent at the annual Wastewater Operators Challenge, provide an agenda and volunteer staff for the Safety track at the IWEA Annual Conference, and host education events and seminars throughout the year geared towards laboratory and operator personnel.

Core Responsibilities

- Oversee the auditing process for the Excellence in Safety Award
- Provide representation for Safety at the Wastewater Challenge
- Plan and execute additional educational opportunities for IWEA members and those in the water quality industry
- Select an agenda of presentations for the Safety track at the IWEA Annual Conference and ensure adequate volunteer staff for each presentation
- Provides feedback in October/November of each year regarding committee's budget for the following year

Major Events

- Wastewater Challenge
- Annual Laboratory Excellence Audits
- IWEA Annual Conference

Award Decisions

- Excellence in Safety Award
- Burke Award*
- LL Larson Safety Award

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

INDIVIDUAL ROLES & RESPONSIBILITIES

Safety Co-Chair

Description

The Safety Co-Chair helps oversee the committee's mission to provide safety education, information and increase safety awareness. The co-chair works with the chair to execute treatment plant audits for the Excellence in Safety Award, represent at the annual Wastewater Operators Challenge, provide an agenda and volunteer staff for the Safety track at the IWEA Annual Conference, and host education events and seminars throughout the year geared towards laboratory and operator personnel.

Core Responsibilities

- Help oversee the auditing process for the Excellence in Safety Award
- Assist with selecting representation for Safety at the Wastewater Challenge
- Help plan and execute additional educational opportunities for IWEA members and those in the water quality industry
- Assist with selecting an agenda of presentations for the Safety track at the IWEA Annual Conference and ensure adequate volunteer staff for each presentation

Major Events

- Wastewater Challenge
- Annual Laboratory Excellence Audits
- IWEA Annual Conference

Award Decisions

- Excellence in Safety Award
- Burke Award*
- LL Larson Safety Award

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

INDIVIDUAL ROLES & RESPONSIBILITIES

Utility Management Chair

Description

The Utility Management Chair oversees their committee's overall purpose to provide a forum for utility managers, superintendents, engineers, and consultants to promote best practices in leadership and public awareness of water quality issues including the critical contributions of water quality professionals. The chair works with their committee to plan and execute the Utility Management Seminar, provide an agenda and volunteer staff for the Utility Management track at the IWEA Annual Conference, and host education events and seminars throughout the year geared towards managers, superintendents, etc.

Core Responsibilities

- Oversee the planning and execution of the Utility Management Seminar
- Plan and execute additional educational opportunities for IWEA members and those in the water quality industry
- Select an agenda of presentations for the Utility Management track at the IWEA Annual Conference and ensure adequate volunteer staff for each presentation
- Provides feedback in October/November of each year regarding committee's budget for the following year

Major Events

- Utility Management Seminar
- IWEA Annual Conference

Award Decisions

The Utility Management Chair is not responsible for any award decisions.

INDIVIDUAL ROLES & RESPONSIBILITIES

Utility Management Vice-Chair

Description

The Utility Management Vice-Chair helps oversee their committee's overall purpose to provide a forum for utility managers, superintendents, engineers, and consultants to promote best practices in leadership and public awareness of water quality issues including the critical contributions of water quality professionals. The vice-chair works with their chair and committee to plan and execute the Utility Management Seminar, provide an agenda and volunteer staff for the Utility Management track at the IWEA Annual Conference, and host education events and seminars throughout the year geared towards managers, superintendents, etc.

Core Responsibilities

- Assist with the planning and execution of the Utility Management Seminar
- Help plan and execute additional educational opportunities for IWEA members and those in the water quality industry
- Help select an agenda of presentations for the Utility Management track at the IWEA Annual Conference and ensure adequate volunteer staff for each presentation

Major Events

- Utility Management Seminar
- IWEA Annual Conference

Award Decisions

The Utility Management Vice-Chair is not responsible for any award decisions.

INDIVIDUAL ROLES & RESPONSIBILITIES

Wastewater Challenge Taskforce Chair

Description

The Wastewater Challenge Chair is responsible for the planning and execution of the annual IWEA Wastewater Challenge. The chair works with IWEA Staff to ensure all aspects are in place, budget is being met, volunteers are scheduled to judge, teams are registered, and the event is marketed appropriately. Additionally, the chair works with IWEA Staff to send a limited number of winning teams annually to WEFTEC to compete on a larger scale.

Core Responsibilities

- Oversee the planning and execution of the Wastewater Challenge
- Provides feedback in October/November of each year regarding committee's budget for the following year
- Work with IWEA Staff to stay on budget for the event
- Ensure volunteers are schedule to lead and judge the events within the challenge
- Ensure the winning teams selected are registered and sent to WEFTEC

Major Events

- Wastewater Challenge
- WEFTEC
- IWEA Annual Conference

Award Decisions

The Wastewater Challenge Chair is not responsible for any award decisions.

INDIVIDUAL ROLES & RESPONSIBILITIES

Wastewater Challenge Co-Chair

Description

The Wastewater Challenge Co-Chair assists with planning and execution of the annual IWEA Wastewater Challenge. The co-chair works with the chair and IWEA Staff to ensure all aspects are in place, budget is being met, volunteers are scheduled to judge, teams are registered, and the event is marketed appropriately. Additionally, the co-chair works with IWEA Staff to help send a limited number of winning teams annually to WEFTEC to compete on a larger scale.

Core Responsibilities

- Assist with the planning and execution of the Wastewater Challenge
- Work with IWEA Staff to stay on budget for the event
- Help ensure volunteers are scheduled to lead and judge the events within the challenge
- Help ensure the winning teams selected are registered and sent to WEFTEC

Major Events

- Wastewater Challenge
- WEFTEC
- IWEA Annual Conference

Award Decisions

The Wastewater Challenge Co-Chair is not responsible for any award decisions.

INDIVIDUAL ROLES & RESPONSIBILITIES

Workforce Development Chair

Description

The Workforce Development Chair oversees their committee's mission to promote entry to career pathways in the water and wastewater industry. The chair is responsible for overseeing the approval process for each annual cohort for IWEA's Leadership Development Institute, as well as continuously promoting the program. The chair works with IWEA Staff to make year-over-year improvements to the growing program. The chair works with their committee to provide an agenda and volunteer staff for the Workforce Development track at the IWEA Annual Conference. Additionally, the chair seeks additional career development opportunities for IWEA to promote.

Core Responsibilities

- Promote IWEA's Leadership Development Institute
- Oversee the LDI application and approval process
- Provides feedback in October/November of each year regarding committee's budget for the following year
- Help improve LDI based on continuous feedback from participants
- Select an agenda of presentations for the Workforce Development track at the IWEA Annual Conference and ensure adequate volunteer staff for each presentation
- Seek additional opportunities for IWEA to offer career development programs

Major Events

- IWEA Annual Conference
- Application period for LDI

Award Decisions

The Workforce Development Chair is not responsible for any award decisions.

INDIVIDUAL ROLES & RESPONSIBILITIES

Workforce Development Co-Chair

Description

The Workforce Development Co-Chair helps oversee their committee's mission to promote entry to career pathways in the water and wastewater industry. The co-chair assists with approval process for each annual cohort for IWEA's Leadership Development Institute, as well as continuously promoting the program. The co-chair works with the chair and IWEA Staff to make year-over-year improvements to the growing program. The co-chair also works with their committee and chair to provide an agenda and volunteer staff for the Workforce Development track at the IWEA Annual Conference. Additionally, the co-chair seeks additional career development opportunities for IWEA to promote.

Core Responsibilities

- Help promote IWEA's Leadership Development Institute
- Assist with the LDI application and approval process
- Help improve LDI based on continuous feedback from participants
- Help select an agenda of presentations for the Workforce Development track at the IWEA Annual Conference and ensure adequate volunteer staff for each presentation
- Seek additional opportunities for IWEA to offer career development programs

Major Events

- IWEA Annual Conference
- Application period for LDI

Award Decisions

The Workforce Development Co-Chair is not responsible for any award decisions.

INDIVIDUAL ROLES & RESPONSIBILITIES

Young Professionals Chair

Description

The Young Professionals Chair oversees the committee's mission to encourage and increase the participation of young professionals and students (under age 35) in IWEA. The chair additionally oversees IWEA's Mentor Program. The chair works with IWEA Staff to make year-over-year improvements to the growing program and promote the program's participation. The chair also works with their committee to provide an agenda and volunteer staff for the Young Professionals track at the IWEA Annual Conference. Additionally, the chair seeks additional development opportunities, for young professionals within IWEA, to promote within the organization.

Core Responsibilities

- Promote IWEA's Mentor Program
- Help improve the Mentor Program based on continuous feedback from participants
- Select an agenda of presentations for the Young Professionals track at the IWEA Annual Conference and ensure adequate volunteer staff for each presentation
- Seek additional opportunities for IWEA to offer development to young professionals
- Provides feedback in October/November of each year regarding committee's budget for the following year
- Provides feedback to IWEA staff regarding the Annual YP Reception, hosted by IWEA

Major Events

- IWEA Annual Conference
- IWEA Mentor Program

Award Decisions

- Leo Besozzi Scholarship

INDIVIDUAL ROLES & RESPONSIBILITIES

Young Professionals Co-Chair

Description

The Young Professionals Co-Chair helps oversee the committee's mission to encourage and increase the participation of young professionals and students (under age 35) in IWEA. The co-chair additionally assists with IWEA's Mentor Program. The co-chair works with IWEA Staff and the chair to make year-over-year improvements to the growing program and promote the program's participation. The chair also works with their committee and chair to provide an agenda and volunteer staff for the Young Professionals track at the IWEA Annual Conference. Additionally, the co-chair helps the chair seek additional development opportunities, for young professionals within IWEA, to promote within the organization.

Core Responsibilities

- Help promote IWEA's Mentor Program
- Help improve the Mentor Program based on continuous feedback from participants
- Help select an agenda of presentations for the Young Professionals track at the IWEA Annual Conference and ensure adequate volunteer staff for each presentation
- Seek additional opportunities for IWEA to offer development to young professionals

Major Events

- IWEA Annual Conference
- IWEA Mentor Program

Award Decisions

- Leo Besozzi Scholarship

INDIVIDUAL ROLES & RESPONSIBILITIES

Stormwater Committee Chair

Description

The Stormwater Chair oversees the Stormwater Committee's mission to provide education and training opportunities to IWEA's members and the community of water resources and environmental professionals. The chair works with their committee to plan the annual Collection Systems and Stormwater Specialty Conference, and other educational events.

Core Responsibilities

- Oversee planning for the annual Collection Systems and Stormwater Specialty Conference
- Plan and execute additional educational opportunities for IWEA members and those in the water quality industry
- Select an agenda of presentations for the Stormwater track at the IWEA Annual Conference and ensure adequate volunteer staff for each presentation
- Provides feedback in October/November of each year regarding committee's budget for the following year

Major Events

- IWEA Annual Conference
- Collection Systems and Stormwater Specialty Conference

Award Decisions

The Stormwater Chair is not responsible for any award decisions.

INDIVIDUAL ROLES & RESPONSIBILITIES

Stormwater Committee Co-Chair

Description

The Stormwater Co-Chair oversees the Stormwater Committee's mission to provide education and training opportunities to IWEA's members and the community of water resources and environmental professionals. The co-chair works with their chair and committee to plan the annual Collection Systems and Stormwater Specialty Conference, and other educational events.

Core Responsibilities

- Assist with the planning for the annual Collection Systems and Stormwater Specialty Conference
- Help plan and execute additional educational opportunities for IWEA members and those in the water quality industry
- Help select an agenda of presentations for the Stormwater track at the IWEA Annual Conference and ensure adequate volunteer staff for each presentation

Major Events

- IWEA Annual Conference
- Collection Systems and Stormwater Specialty Conference

Award Decisions

The Stormwater Co-Chair is not responsible for any award decisions.