

CHESAPEAKE WATER ENVIRONMENT ASSOCIATION (CWEA)

Committee Standard Operating Procedures (SOP)



TITLE NAME:	Trustee								
DESCRIPTION:	In relation to committee oversight, a Trustee is responsible for providing direction, accountability, and support to the Committee Chair/Co-Chairs that are assigned to them. The Trustee is also a support to the Association's Board in relation to the region of membership that they represent.								
OBJECTIVES:	<ul style="list-style-type: none"> • To encourage and support assigned committees so that they are productive, meet the committee specific requirements, and submit the Board required documentation. • To support the association in engaging the public, committee members, and leadership in activities that serve their particular membership region. 								
COMMITTEES:	<p>Specific to each Trustee:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Trustee</th> <th>Committee Assignments</th> </tr> </thead> <tbody> <tr> <td>Maryland</td> <td>Residual and Biosolids Management, Laboratory Practices, Spring Meeting, Student Activities: Hiring Event, Student Activities: Student Chapters, Student Activities: Design Competition, YPs, Water Reuse</td> </tr> <tr> <td>District of Columbia</td> <td>Asset Management, Collection Systems, Membership, Plant O&M and Safety</td> </tr> <tr> <td>Delaware</td> <td>Public Communications and Outreach and Stockholm Water Prize, Publications, Stormwater, Technical Education</td> </tr> </tbody> </table>	Trustee	Committee Assignments	Maryland	Residual and Biosolids Management, Laboratory Practices, Spring Meeting, Student Activities: Hiring Event, Student Activities: Student Chapters, Student Activities: Design Competition, YPs, Water Reuse	District of Columbia	Asset Management, Collection Systems, Membership, Plant O&M and Safety	Delaware	Public Communications and Outreach and Stockholm Water Prize, Publications, Stormwater, Technical Education
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TIME COMMITMENT:	Time commitment varies, but should allow time for Board Meetings, related Committee Oversight meetings, Nomination Committee meetings, Leadership Retreat/Series, and following up with committees, along with attending as many CWEA events planned by committees under your oversight and the association, in general.								
DUTIES:	<p>Trustee duties include (taken in-part from the CWEA By-laws):</p> <ul style="list-style-type: none"> • Participate in the Nominations Committee. • Annually examine all records of the Treasurer, review the income and expenses, and report to the Board of Directors on the condition of the Association, in cooperation with the Audit and Budget and Finance Committees. • Participate in Board meetings. • Help coordinate Committee responsibilities as further outlined below. <p>Trustees are responsible for checking in with their assigned committees to help ensure the committees meet the following obligations:</p> <ul style="list-style-type: none"> • Provide a report out during the Board meeting. If the Committee Chair (or other representative) is unable to provide a report out, then the Chair should submit a Committee Board Report Form to the Association's Manager and Trustee, prior to each Board meeting. • Submit Committee budgets by November 1st of each year. • Submit articles after key committee events. 								

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	<ul style="list-style-type: none"> • Keep the Associations' Manager apprised of any dates being considered for webinars or events. • Attend the Leadership Retreat/Session(s). <p>If a committee is unresponsive or lacks the resources necessary to meet their obligations, then the Trustee should raise the concern with Board members to identify potential solutions to address the issue(s).</p>
TERM LIMITS:	The Trustee term is 3 years. Trustees may serve two consecutive terms but must apply as a new nominee for their second term.
MEMBERSHIP:	A Trustee is an elected Board position and is required to have and maintain a CWEA/WEF membership during the time of their Association service.
CHAIR SELECTION:	N/A
COMMITTEE MEMBERS:	N/A
COMMITTEE MEETINGS:	N/A
BOARD MEETINGS:	<ul style="list-style-type: none"> • Attend all Board Meetings. • Ensure that Committee Board Report Forms are being submitted to the Association's Manager as required.
BUDGET:	Ensure that each of their committees has submitted their budgets by November 1 st of each year.
ECOLETTER SUBMISSION:	Ensure that Committee Chair/Co-Chairs have submitted articles after any events held.
WEBINAR PLANNING/PRESENTATION:	Ensure that Committee Chair/Co-Chairs have planned any required webinars, coordinating with the Technical Education Committee.
EVENT PLANNING/PRESENTATION:	Ensure that Committee Chair/Co-Chairs have planned any required event, seminar, or conference – checking dates with the Executive Manager first.
MAINTAIN WEBSITE COMMITTEE FOLDER:	Ensure that Committee Chair/Co-Chairs are updating website committee folders as needed.
ADMINISTRATOR SUBMISSIONS:	Ensure that Committee Chair/Co-Chairs are informing/submitting any event dates and Board Reports.
LEADERSHIP RETREAT/SESSION(S):	Attend and ensure related committees attend.
COLLABORATION WITH OUTSIDE ASSOCIATIONS:	Ensure a positive cooperation with any association/organization that we have an MOU and/or event coordinated with.
DATE:	3/08/2021
REVISION DATE	4/22/2024