

CHESAPEAKE WATER ENVIRONMENT ASSOCIATION (CWEA)

Committee Standard Operating Procedures (SOP)



TITLE NAME:	Utility Member Representative
DESCRIPTION:	The Utility Member Representative (UMR) serves as a board representative of the Association, while representing Utility Members in the ChesapeakeWEA region.
OBJECTIVES:	<ul style="list-style-type: none"> • To support the Association’s Board in a way that reflects positively on advancing the Association in accordance with the Bylaws, Mission, Vision, Strategic Planning and Implementation, and 501c3 guidelines. • To encourage and support assigned committees so that they are productive, meet the committee specific requirements, and submit the Board required documentation. • To oversee the assigned committees of Government Affairs, MDE/WWW Board Liaison, Short Course, TRE – Training, Review, and Evaluation, Mentorship, and the Utility Management Conference. • To communicate with Utilities within the ChesapeakeWEA region in an effort to engage their employees on all levels to participate within CWEA to best represent the utilities while furthering the mission and goals of the Association.
TIME COMMITMENT:	Time commitment varies, but should allow time for Board Meetings, related Committee Oversight meetings, Leadership Retreat/Session(s), following up with committees, along with attending as many CWEA events planned by committees under your oversight and the association, in general.
DUTIES:	<p>UMR duties include:</p> <ul style="list-style-type: none"> • Attend and participate in all related meetings listed above and other required meetings. • Help coordinate Committee responsibilities as further outlined below. <p>UMR will be 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 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. • 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 UMR should raise the concern with Board members to identify potential solutions to address the issue(s).</p>
TERM LIMITS:	UMR will serve for two (2) years (starting and ending at the Annual Business Meeting). The UMR may serve two consecutive terms but must apply as a new nominee for their second term.

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MEMBERSHIP:	A UMR 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 ARTICLE 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:	04/22/2024	REVISION DATE