

# CHESAPEAKE WATER ENVIRONMENT ASSOCIATION (CWEA)

## Committee Standard Operating Procedures (SOP)



<b>TITLE NAME:</b>	<b>Vice-President</b>
<b>DESCRIPTION:</b>	The Vice-President serves as a board representative of the Association. After serving a term of one year as Vice-President, automatic advancement will happen yearly through the positions of President-Elect, President, and Past-President, <b>understanding that with each advancement, increased responsibilities and time commitment will be required.</b>
<b>OBJECTIVES:</b>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Assume the duties of the President-Elect in their absence.</li> <li>• To encourage and support assigned committees so that they are productive, meet the committee specific requirements, and submit the Board required documentation.</li> <li>• To oversee the Sponsorship, Strategic Planning &amp; Implementation, Bylaws, and Business Practices Committees.</li> </ul>
<b>TIME COMMITMENT:</b>	Time commitment varies, but should allow time for Board Meetings, Executive Committee meetings, related Committee Oversight meetings, Nomination Committee meetings, Awards Committee meetings, Leadership Retreat/Series planning meetings and series attendance, and following up with committees, along with attending as many CWEA events planned by committees under your oversight and the association, in general.
<b>DUTIES:</b>	<p>Vice-President duties include:</p> <ul style="list-style-type: none"> <li>• Attend and participate in all related meetings listed above and other required meetings.</li> <li>• Participate in the Nominations Committee in reviewing nomination submissions and helping to choose nominees to present to the Board.</li> <li>• Participate in the Awards Committee in reviewing award nomination submissions and helping to choose awardees.</li> <li>• 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.</li> <li>• Help coordinate Committee responsibilities as further outlined below.</li> </ul> <p>Vice-President 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"> <li>• 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.</li> <li>• Submit Committee budgets by November 1<sup>st</sup> of each year.</li> <li>• Submit articles after key committee events.</li> <li>• Keep the Associations’ Manager apprised of any dates being considered for webinars or events.</li> <li>• Attend the Leadership Retreat/Session(s).</li> </ul>

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	If a committee is unresponsive or lacks the resources necessary to meet their obligations, then the Vice-President should raise the concern with Board members to identify potential solutions to address the issue(s).	
<b>TERM LIMITS:</b>	Vice-President will serve for one year (starting and ending at the Annual Business Meeting) and will automatically advance through the positions of President-Elect, President, and Past-President, serving a year term for each position.	
<b>MEMBERSHIP:</b>	A Vice-President is an elected Board position and is required to have and maintain a CWEA/WEF membership during the time of their Association service.	
<b>CHAIR SELECTION:</b>	N/A	
<b>COMMITTEE MEMBERS:</b>	N/A	
<b>COMMITTEE MEETINGS:</b>	N/A	
<b>BOARD MEETINGS:</b>	<ul style="list-style-type: none"> <li>• Attend all Board Meetings.</li> <li>• Attend Executive Committee Meetings.</li> <li>• Ensure that Committee Board Report Forms are being submitted to the Association's Manager as required.</li> </ul>	
<b>BUDGET:</b>	Ensure that each of their committees has submitted their budgets by November 1 <sup>st</sup> of each year.	
<b>ECOLETTER ARTICLE SUBMISSION:</b>	Ensure that Committee Chair/Co-Chairs have submitted articles after any events held.	
<b>WEBINAR PLANNING/PRESENTATION:</b>	Ensure that Committee Chair/Co-Chairs have planned any required webinars, coordinating with the Technical Education Committee.	
<b>EVENT PLANNING/PRESENTATION:</b>	Ensure that Committee Chair/Co-Chairs have planned any required event, seminar, or conference – checking dates with the Executive Manager first.	
<b>MAINTAIN WEBSITE COMMITTEE FOLDER:</b>	Ensure that Committee Chair/Co-Chairs are updating website committee folders as needed.	
<b>ADMINISTRATOR SUBMISSIONS:</b>	Ensure that Committee Chair/Co-Chairs are informing/submitting any event dates and Board Reports.	
<b>LEADERSHIP RETREAT:</b>	Help to plan the Leadership Retreat/Session(s) and is required to attend.	
<b>COLLABORATION WITH OUTSIDE ASSOCIATIONS:</b>	Ensure a positive cooperation with any association/organization that we have an MOU and/or event coordinated with.	
<b>DATE:</b>	04/22/2024	<b>REVISION DATE</b>