

CHESAPEAKE WATER ENVIRONMENT ASSOCIATION (CWEA)

Committee Standard Operating Procedures (SOP)



COMMITTEE NAME:	WEF Delegate
DESCRIPTION:	<ul style="list-style-type: none"> • WEF Delegate shall represent Chesapeake WEA at WEF House of Delegates (HOD) meetings and events. • Communicate to the Chesapeake WEA Board ongoing WEF business and activities. • WEF Delegate is nominated for a 3-year term. • WEF Delegate responsible for hosting the WEF Representative at the Chesapeake WEA/Tri-Con Annual Conference.
OBJECTIVES:	<ul style="list-style-type: none"> • WEF Delegate's main objective is to represent Chesapeake WEA at WEF business meetings and events. • Is a voting member of the Chesapeake WEA Board.
DUTIES:	<ul style="list-style-type: none"> • Attend an all-day HOD meeting on the Saturday of WEFTEC (end of September or beginning of October). WEFTEC alternates between Chicago and New Orleans. • Join a HOD Work Group at the WEFTEC HOD meeting. Members of the Work Group are assigned duties based on the subject matter of the group. Typically, Work Groups participate in monthly conference calls. • WEF Delegates are expected to attend at least one HOD meeting at one of the four WEFMAX meetings. • Communicate to the Chesapeake WEA Board ongoing activities, and pending changes or services at WEF. • A voting member of the Chesapeake WEA Board. Expected to attend all Board meetings. (5 meetings/year) • The host for the WEF Representative attending the Chesapeake WEA/Tri-Con Conference <ul style="list-style-type: none"> ○ Coordinates with Chesapeake WEA Administrator to reserve hotel room/registration at conference. No Cost to WEF Representative. Paid for by Tri-Association Conference budget. ○ WEF to contact WEF Delegate and/or Chesapeake WEA Administrator to provide the name of WEF Representative. ○ Contact WEF Representative and welcome them to the conference, and provide an itinerary of the conference. Obtain a list a specialty events (Fun Run, Fun Night, etc.) planning to attend. ○ Provide allotted time (~15 minutes) for WEF Representative to speak at the Chesapeake WEA Business Luncheon held on Thursday. ○ Arrange a welcoming dinner for the WEF Representative and select Chesapeake WEA Board Members. ○ Purchase a thank you gift for the WEF Representative, which is to be given at the Business Luncheon.
PROCEDURES:	<ul style="list-style-type: none"> • Attend WEF HOD meeting held on the Saturday of WEFTEC. • Participate in at least one HOD Work Group. Initial Kick-off meeting held at WEFTEC. Participate in monthly conference calls. • Attend all Chesapeake WEA Board meetings (Voting member of the Board).

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	<ul style="list-style-type: none">Attend at least one HOD meeting held at each of the four WEFMAX meetings.		
MEMBERSHIP:	<ul style="list-style-type: none">Must be a WEF/Chesapeake WEA member.		
MEETINGS:	<ul style="list-style-type: none">WEFTEC HOD meeting.Attend one WEFMAX HOD meeting (location varies).Attend Chesapeake WEA Board meetings (5).		
BUDGET:	<ul style="list-style-type: none">Travel expenses and lodging costs to WEFTEC and one WEFMAX will be budgeted and paid for through the appropriate Chesapeake WEA budgets. (WEFTEC, WEFMAX)It is expected that the Delegate's employer will contribute to the travel expenses.		
DATE:	4/18/2025	REVISION DATE	