

CHESAPEAKE WATER ENVIRONMENT ASSOCIATION (Chesapeake WEA)

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 Delegate (HOD) meetings and events. • Communicate to the Chesapeake WEA Board ongoing WEF business and activities • WEF Delegate is nominated by for a 3 year term. • WEF Delegate responsible to host the WEF Representative at the Chesapeake WEA/Tri-Con Annual Conference
OBJECTIVES:	<ul style="list-style-type: none"> • WEF Delegate main objective to represent Chesapeake WEA at WEF business meetings and events • A voting member of the Chesapeake WEA Board
DUTIES:	<ul style="list-style-type: none"> • Attend an all-day HOD meeting 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 expect to attend at least one HOD meeting at one of the four WEFMAX meeting. • Communicate to the Chesapeake WEA Board ongoing activities, 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 Chesapeake WEA/Tri-Con Conference <ul style="list-style-type: none"> ○ Coordinates with Chesapeake WEA Executive Manager 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 Executive Manager 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. ○ Attend a welcoming dinner for 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 Saturday of WEFTEC • Participate in a HOD Work Group. Initial Kick-off meeting held at WEFTEC. Participate in monthly conference calls. • Attend all Chesapeake WEA Board meetings (Voting member of Board) • Attend at least one HOD meeting held at each of the four WEFMAX meetings.
MEMBERSHIP:	<ul style="list-style-type: none"> • Must hold a current Joint WEF/Chesapeake WEA membership for the duration of the WEF Delegate term.

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MEETINGS:	<ul style="list-style-type: none"> • WEFTEC HOD meeting held on Saturday • Attend one WEFMAX HOD meeting (location varies) • Attend Chesapeake WEA Board meetings (5) 		
BUDGET:	<ul style="list-style-type: none"> • Travel expenses & hotel costs to WEFMAX paid by Chesapeake WEA, with an employer expectation to fund 50% of the expenses. • Travel expenses & hotel costs to WEFTEC HOD meeting held on Saturday paid by Chesapeake WEA with an employer expectation to fund 50% of the expenses. 		
DATE:	4/13/2026	REVISION DATE	