

# CHESAPEAKE WATER ENVIRONMENT ASSOCIATION (CWEA)

## Committee Standard Operating Procedures (SOP)



<b>TITLE NAME:</b>	<b>Board Secretary</b>
<b>DESCRIPTION:</b>	Serves as Executive Officer for the Board
<b>TIME COMMITMENT:</b>	5-10 hours per month
<b>OBJECTIVES:</b>	Ensures that the Board acts in accordance with the established by-laws, current Strategic Plan and Implementation, is in alignment with WEF, while staying financially responsible following the 501c3 guidelines.
<b>DUTIES:</b>	<ul style="list-style-type: none"> <li>• Keeps a working relationship with the Association’s accountant.</li> <li>• Signs all contracts entered by the Association.</li> <li>• Ensures the maintenance of minutes and documents of the Association.</li> <li>• Edits and approves board meeting minute drafts.</li> <li>• Presents board meeting minutes in board meetings for approval.</li> <li>• Manages the CWEA “Executive Manager Contractor” paid staff position, which provides direct support to the Secretary and Association in accordance with the scope of work outlined in the Support Services Contract.</li> <li>• Provides yearly evaluation of the Executive Manager and renegotiates contract.</li> <li>• Manages any necessary part-time administrator independent contractors’ contracts.</li> <li>• Approves paid staff invoices prior to payment.</li> <li>• Assists President as necessary in coordinating the affairs of the Association.</li> <li>• Ensures established reserve funds are maintained, unless otherwise approved by the Board.</li> <li>• Serves as voting member of the Board.</li> <li>• Promotes membership and involvement in the Association.</li> <li>• Serves on the Executive Committee.</li> <li>• Provide guidance for the annual budget.</li> </ul>
<b>PROCEDURES:</b>	
<b>MEMBERSHIP:</b>	Must be a current WEF/CWEA Member for the duration of term.
<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>• Attends all CWEA bi-monthly board meetings and any others that are requested by the President.</li> <li>• Attends all CWEA monthly Executive Committee meetings.</li> <li>• Attend Annual Business Meeting at the Chesapeake Tri-Association Conference.</li> <li>• Serves on the Executive Committee.</li> <li>• Attendance is encouraged at functions sponsored by the Federation and Association.</li> </ul>
<b>BUDGET:</b>	N/A

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<b>ECOLETTER ARTICLE SUBMISSION:</b>	N/A – Unless requested by Executive Manger		
<b>WEBINAR PLANNING/PRESENTATION:</b>	N/A		
<b>EVENT PLANNING/PRESENTATION:</b>	N/A		
<b>MAINTAIN WEBSITE COMMITTEE FOLDER:</b>	N/A		
<b>ADMINISTRATOR SUBMISSIONS:</b>	N/A		
<b>LEADERSHIP RETREAT:</b>	Required to attend, possibly participate if needed.		
<b>COLLABORATION WITH OUTSIDE ASSOCIATIONS:</b>	<ul style="list-style-type: none"> <li>• Attends meetings with other organizations when an MOU is being discussed.</li> <li>• Ensures that any MOU is a responsible partnership for the Association and the board is in agreement.</li> <li>• Responsible for signing any MOU the Association enters into.</li> </ul>		
<b>DATE:</b>	4/22/2024		