

LEADERSHIP MANUAL

Water Environment Association of Texas



Water Environment
Association of Texas

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The resource for preserving, enhancing, and advocating
water quality in Texas.

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OVERVIEW

LEADERSHIP MANUAL

The objective of this manual is to present the major duties associated with each role of the WEAT Leadership.

This document is intended to be a "Living" Document, members of the board and committees are encouraged to add or clarify the information presented for each role as they serve in these positions.

WEAT

The Water Environment Association of Texas ("WEAT") is a non-profit corporation organized under Texas law.

MISSION STATEMENT

The Water Environment Association of Texas (WEAT) is an open association of water environment professionals, practitioners, operations specialists, and public officials with a broad range of expertise working together:

- to meet the needs of its members for professional growth and development.
- to educate the public on water environment issues; and
- to benefit society through protection and enhancement of the water environment

ASSOCIATION OBJECTIVES

WEAT's Bylaws, Article 3 enumerates the following association objectives:

The ASSOCIATION has established several objectives which set the foundation for its activities:

1. Advance the fundamental knowledge of the water environment, its basic qualities, and the physical laws governing its interaction with other aspects of the environment and with the aesthetic, economic, and biological needs of the earth's inhabitants.
2. Advance the knowledge and technology in the design, construction, operation, and management of water quality control systems, resource recovery facilities, and reuse systems.
3. Increase the knowledge and understanding of the earth's water environment and encourage and promote action necessary for its enhancement.
4. Develop and implement effective delivery mechanisms to rapidly disseminate knowledge concerning the water environment to members and other interested parties.
5. Promote sound legislative and governmental policy in matters relating to the water environment.
6. Improve the professional status of all personnel engaged in any aspect of protecting and improving the earth's water environment.
7. Strengthen and build alliances with organizations throughout the world incorporating



members of all professions dedicated to the preservation and enhancement of water quality and water resources.

8. Stimulate public awareness of the relationship of water resources to the general public welfare, and the need for pollution prevention, resource recovery, preservation, conservation, and reuse of water resources.
9. Serve the international community of water environment professionals.

RELATIONSHIP TO WEF

WEAT is a member association ("MA") of the Water Environment Federation ("WEF"). WEAT maintains a dual dues structure whereby an individual can join WEF, which includes membership in WEAT, or WEAT alone at a reduced rate. When WEF receives a membership application from Texas, WEF forwards that information, and a portion of the dues paid, to WEAT.

MEMBERSHIP

WEAT has the following membership categories:

- WEAT-Only members
- Professional members
- Executive members
- Academic members
- Utility members
- Corporate members
- Dual MA members
- Student members
- Professional Wastewater Operator members
- Young Professional members
- WEAT honorary members
- WEF life and honorary members.

Members must reside or maintain a place of business in Texas. The qualifications and privileges of each category of membership are described in WEAT's Bylaws, Article 11. Due to our formal relationship with WEF, state-only members may not serve as members of the Executive Board. In all other respects, the membership categories are equal.

EXECUTIVE BOARD

WEAT is governed by the Executive Board that meets four times a year. Among other things, the Executive Board adopts the annual budget, receives committee reports, manages the affairs of the association, and fills vacancies on the Board. The Executive Board, hereinafter referred to as the BOARD, consists of the following:

Voting members: President, President-elect, Vice President, immediate Past President, Secretary, Treasurer, current WEF Delegates, immediate Past WEF Delegate, Historian,



Section Representatives (one selected to represent each region of the State, which regions are to be specified by the Board), Young Professional Chair, Professional Wastewater Operator Representative, Member-at-Large.

Non-Voting Executive Board members include Parliamentarian, Deputy Treasurer and Executive Director.

MANAGEMENT REVIEW COMMITTEE

WEAT also has a Management Review Committee ("MRC") that consists of the President, President-elect, Vice-President, immediate Past President, Secretary, Treasurer, Deputy Treasurer, current Delegates to the Federation, and a WEAT Member-at-Large appointed by the President to serve a one-year term, Historian, YP Committee Chair, PWO Chair, Executive Director, and Parliamentarian.

This committee conducts necessary business of the association between meetings of the Board, coordinating the work of the committees and making policy recommendations to the Board.

GEOGRAPHIC SECTIONS

The exclusive geographical boundaries of the association shall consist of the State of Texas. Any revision to established geographical boundaries or the establishment of any new geographical boundaries must follow the procedures established in the Constitution and Bylaws of WEF.

Geographic Sections: WEAT has nineteen (19) geographic sections, each centered around a metropolitan area. Each section has one representative on the Executive Board.

The twenty sections are:

- Section 1: Panhandle (Amarillo)
- Section 2: Lubbock
- Section 3: North Texas (Dallas/Fort Worth)
- Section 4: Northeast Texas (Longview/Tyler/Texarkana)
- Section 5: El Paso
- Section 6: Midland/Odessa
- Section 7: Abilene/San Angelo
- Section 8: Central Texas (Austin)
- Section 9: Southeast Texas (Houston/Galveston)
- Section 10: Beaumont/Port Arthur
- Section 11: South (San Antonio)
- Section 12: Coastal Bend (Corpus Christi)
- Section 13: Bryan/College Station
- Section 14: Mid Rio Grande Section
- Section 15: Rio Grande Valley (Harlingen/Brownsville)
- Section 16: Port Lavaca
- Section 17: San Angelo



- Section 18: Waco
- Section 19: Wichita Falls

A map of the geographic sections is attached to this overview. (Appendix A - Section Map)

Each section representative to the Executive Board serves a three-year term and is a voting member. (Appendix B - Section Leadership)

ACTIVE SECTIONS

In several areas of the state, WEAT members have voluntarily formed local association sections. These sections have their own articles of incorporation, bylaws, tax identification numbers, officers, etc. WEAT's BOARD must approve Section bylaws and any amendment thereof. Sections select and nominate a representative that is then voted on by the BOARD.

Active sections are those with Section Representatives that hold more than one section meeting per year.

The following active sections exist:

Central Texas Section (Austin)

North Texas Section (Dallas/Fort Worth)

Northeast Texas Section (Tyler, Longview, Lufkin, Texarkana)

South Texas Section (San Antonio)

Southeast Texas Section (Houston)

Coastal Bend (Corpus Christi)

Waco*

RGV*

Where one of WEAT's geographic sections contains a local association section, the WEAT nominating committee follows the recommendation of the local association when nominating the sections' representative to the Executive Board.

BOARD MEMBER ROLES AND RESPONSIBILITIES

All officers and members of the BOARD shall be WEAT Members in good standing at the time of their election or appointment and during their term of office.

Each voting member of the BOARD who is not able to attend a board meeting, shall designate a proxy prior to all BOARD meetings. The BOARD member shall designate such proxies in writing. All such proxies shall be counted in determining a quorum.

PRESIDENT



AS DEFINED BY WEAT BYLAWS

- A. Voting Officer
- B. The terms of office of the President shall be for approximately one year, which terms shall start at the end of the annual meeting of their election or appointment and continue until their successor qualifies.
- C. Succeeds from President-Elect with approval of the Board.
- D. General supervision of the affairs of the Association.
- E. The President of the ASSOCIATION shall be an ex-officio member of each of the Section's Boards.
- F. Presides at all conferences and meetings of the Association and meetings of the Board.
- G. Appoints all committee Chairs and Vice-Chairs; appoint members to all committees from recommendations made by Committee Chairmen; all subject to the approval of the Board.
- H. Stewards the activities of the Nominating, Awards and Liaison Committees.
- I. Serves as member of the Awards committee.
- J. Serves as Chair and voting member of the Management Review Committee.
- K. Performs such other duties as may be assigned by the Board.

GENERAL RESPONSIBILITIES AND COMMITMENTS

1. Chair and Voting Member of the Management Review Committee and BOARD.
2. Attends and presides over quarterly BOARD meetings including the annual meeting.
3. Chair of Management Review Committee.
4. Conducts Management Review Committee Meetings (monthly) either through conference calls or on-site meetings to manage affairs of the Association between BOARD meetings.
5. Recommends filling all Board appointed positions when terms finish concurrent with the President taking office. These Board member positions include Historian, Member-at-Large, YP Chair, Parliamentarian, and PWO Representative.
6. A Nominating Committee shall be appointed by the President no later than January 15th and consists of the immediate past three active and living Presidents and two additional at-large members, who serve on the Board.
7. Receives Nominating Committee recommendations at the annual Board meeting of the Association for the election of its officers
8. The Incoming President shall re-affirm or appoint new Committee Chairs at the annual Board Meeting.
9. Prepares President's Column for the *Texas WET*.
10. Prepares President's Budget as well as the General Operating Fund Budget.
11. Provides for representation of WEAT at the following annual activities:
 - a. Attends annual conference.
 - b. WEFMAX Leadership Conference – 1 per year
 - c. WEAT Board Meetings – 4
 - d. WEAT Leadership Summit
 - e. WEAT Specialty Conferences – 4 to 6 per year
 - f. WEAT Budget Planning Meeting – 1 to 2 per year
 - g. WEAT Strategic Planning Meeting – 1 to 2 per year
 - h. Texas Water Planning Meetings – up to 10 per year
 - i. WEAT Section Meetings – up to 6 per year
12. Form Ad-Hoc Committees and Working Groups for special projects and/or new initiatives (example is standing committee)
13. Respond to inquiries for information via emails, faxes, and telephone.
14. Reviews all minutes from all BOARD, MRC conference calls and other meetings as attended.



15. Convenes annually and is a member of the Audit and Budget Ad Hoc Committee. Helps review and approve financial expenditures of the General Operating Fund including budgets of the President-elect, Vice-president, Association Manager, Executive Director, Awards Committee, Ops Challenge Committee, YP Committee and PCOC.
16. Reviews and approves all Association disbursements.
17. The President participates in the notification of award winners and makes himself/herself available for awards presentations at the recipients' board or council.
18. Acts as a Liaison to the Texas American Water Works Association regarding joint initiatives, including the Texas Water Annual Conference
19. Oversees day-to-day operations of Association Manager and office
20. Mentors and meets with President-Elect and Vice President to share knowledge and relay information to allow for a smooth transition between Officers.
21. Conducts annual review of WEAT staff. President-elect is present during staff evaluations and asks Vice President to review the evaluation and comment before it is conducted.
22. Participates in President's debriefing meeting with WEAT staff.
23. Stewards' activities of the following committees:
 - Membership
 - PCOC
 - Audit and Budget
 - By-Laws

PRESIDENT-ELECT

AS DEFINED BY WEAT BYLAWS

- A. Voting Officer
- B. The terms of office of the President-Elect shall be for approximately one year, which terms shall start at the end of the annual meeting of their election or appointment and continue until their successor qualifies.
- C. President-elect will advance to President with nomination by the Nominations committee, approval by the BOARD and will be elected by the membership-at-large.
- D. The President-elect shall not be eligible for reelection to the same office until at least one full term shall have elapsed after the end of his/her term. This prohibition shall not apply to a person acting as President-Elect under Bylaws provisions of Paragraph 6.5.6.
- E. In the case of a vacancy in the office of President, or in the absence of the President, the President-elect shall act in his/her place for the unexpired term or in his/her absence.

GENERAL RESPONSIBILITIES AND COMMITMENTS

1. Voting Member of the Management Review Committee and BOARD.
2. Chair of Strategic Planning Committee, which oversees the annual WEAT and TAWWA meeting in August.
3. Prepares Strategic Planning Budget.
4. Attends the annual conference and BOARD meetings.
5. Attends quarterly BOARD meetings.
6. Attends monthly MRC Conference calls.
7. Assists in preparation of annual budget presentation to the Board.
8. Assists the President in the performance of prescribed duties.
9. Shadows the President to make leadership transition more seamless for the Association and staff.



10. Develop goals or emphasis for the following year when you are President.
11. Presides at the conferences and meetings in the absence of the President.
12. Acts for the President when required.
13. Performs other such duties as the Board may assign.
14. Represents WEAT at the following annual activities:
 - a. WEFMAX Leadership Conference – 1 per year
 - b. WEAT Board Meetings – 4 per year
 - c. WEAT Budget Planning Meeting – 1 to 2 per year
 - d. WEAT Leadership Summit – 1 per year
 - e. WEAT Strategic Planning Meeting – 1 to 2 per year
 - f. Texas Water Planning meetings – up to 10 per year
 - g. Strategic Planning Meeting (joint WEAT/TAWWA meeting)
15. Provides support and guidance to the Vice-President in his/her role as program chair for the Annual Conference.
16. Participates in the notification of award winners and makes himself/herself available for awards presentations at the recipients' board or council.
17. Review and approves financial expenditures of the Texas Water Exhibits, Texas Water Program, and Specialty Conference Committees.
18. Works with the Specialty Conference Committee Chair to develop a minimum of four specialty conferences to be held during the year. Participates in all associated conference calls.
19. Convene and presides over Strategic Planning Sessions including the WEAT/TAWWA joint meeting
20. Organize and lead WEAT's long-range strategic planning and shall lead the coordination of the WEAT Leadership Summit, with support and assistance from WEAT staff and additional Board Members.
21. Works with the President, Management Review Committee, and selected Board Members to develop a viable and working Strategic Plan.
22. Appoints two members at-large to the Strategic Planning Committee. The nominees will be announced within 15 days of election of the Vice-President and will serve three-year terms.
23. Participates in annual review of WEAT staff with President. President-elect is present during staff evaluations.
24. Participate and provide guidance to the President concerning personnel issues, reviews, goal setting, hiring, promoting, etc.
25. Works with the Vice President to mentor and pass knowledge. This can be accomplished through conference calls or regular check-ins via email.
26. Reviews all minutes from all BOARD, MRC conference calls and other meetings as attended.

VICE PRESIDENT

AS DEFINED BY WEAT BYLAWS

- A. Voting Officer.
- B. The terms of office of the Vice President shall be for approximately one year, which terms shall start at the end of the annual meeting of their election or appointment and continue until their successor qualifies.
- C. The Vice President shall not be eligible for reelection to the same office until at least one full term shall have elapsed after the end of his/her term. This prohibition shall not apply to a person acting as President under the By-Laws provisions of Paragraph 6.5.6.



- D. Vice President is nominated by the Nominating committee, approved by the board, and will be elected by the membership at large.
- E. Vice President will advance to President-elect with nomination by the Nominations committee, approval by the BOARD and will be elected by the membership-at-large.

GENERAL RESPONSIBILITIES AND COMMITMENTS

1. Voting Member of the Management Review Committee and BOARD.
2. Attend quarterly BOARD meetings
3. Attend monthly MRC Conference calls.
4. Coordinate Annual WEAT Leadership Summit.
5. Liaise with all Committee Chairs and act as a conduit between the committees and BOARD.
6. Oversee and steward the activities of the Committees.
7. Actively encourage Committee Chairs to fill out annual and quarterly committee reports.
8. In case the President-Elect cannot act, the Vice President shall do so.
9. Assist in preparation of annual budget presentation to the Board.
10. Prepare Committee Leadership Budget.
11. Assist the President and President-Elect in the performance of their duties.
12. Preside at conferences and meetings in the absence of the President and President- elect.
13. Perform such other duties as may be assigned by the Board.
14. Coordinate Long Range Planning meetings. Suggested interim is every four years.
15. Represent WEAT at the following annual activities:
 - a. WEFMAX Leadership Conference – 1 per year
 - b. WEAT Board Meetings – 4 per year
 - c. WEAT Budget Planning Meeting – 1 to 2 per year
 - d. WEAT Strategic Planning Meeting – 1 to 2 per year
 - e. WEAT Leadership Summit – 1 per year
 - f. Texas Water Planning Meetings – up to 10 per year
17. Serve as the program co-chair (Texas Water Conference Management, Texas Water Conference Exhibits, Texas Water Conference Program, and Specialty Conference Committee for the Annual Conference) along with the TAWWA co-chair.
16. Participates in annual review of WEAT staff. Review evaluations and provides comments to President and President-Elect prior to the completing the review.
17. Maintain open communications channels with President and President-Elect to ensure smooth transition to these future board positions and to recognize goals and objectives that maintain continuity for WEAT.
18. Reviews all minutes from all BOARD, MRC conference calls and other meetings as attended.

PAST PRESIDENT

AS DEFINED BY WEAT BYLAWS

- A. Voting member.
- B. Assist in Management of the Association.
- C. Act as Nomination Committee Chair.

GENERAL RESPONSIBILITIES AND COMMITMENTS

1. Voting Member of the Management Review Committee and Board.



2. Attend quarterly BOARD meetings.
3. Attend monthly MRC Conference calls.
4. Preside as Chair over the Nomination Committee.
5. Chair of the Committee Leadership Council Committee
6. At minimum, hold one Committee Leadership Council Conference call with all Committee Chairs, via conference call or email.
7. Work with the Nomination Committee to call for nominations and nominate candidates for approval to the Board for the positions of Secretary, Treasurer, and WEF Delegate
8. The Past President shall nominate candidates for approval to the Board for the positions of Secretary, Treasurer, and WEF Delegate
9. In case the Vice President cannot act, the latest living past President shall do so.
10. Assist WEAT staff in convening a Past President's reception at Texas Water.

SECRETARY

AS DEFINED BY WEAT BYLAWS

- A. Voting Officer.
- B. The term of the Secretary is approximately two years, it starts at the end of the annual meeting of their election and continues until their successors qualify. It is staggered with the Treasurer position, cycling every other year. Reelection to consecutive terms is permissible for up to three terms.
- C. Secretary – appointed in 2001, 2003, 2005, 2007, 2009, 2011, 2013, 2015, 2017, 2019, 2021...
- D. Nominated by the Nominating committee, approved by the BOARD, and will be elected by the membership at large.

GENERAL RESPONSIBILITIES AND COMMITMENTS

1. Voting Member of the Management Review Committee and Board.
2. Attend quarterly BOARD meetings.
3. Attend monthly MRC Conference calls.
4. Attend annual conference.
5. Record the proceedings of all BOARD, MRC conference calls and Association meetings as the Board may direct. This can be time consuming averaging 2 hours per 1-hour meeting. Record approximately 16 meeting a year with the inclusion of the MRC call meetings.
6. Distribute the proceeding minutes of all BOARD meetings or MRC phone conferences to members of the Committee. Notes can be a binding document for the organization, officers should review them prior to every meeting.
7. Other BOARD Meetings shall be held at the call of the President or on petition addressed to the Secretary and signed by 40 percent of the BOARD.
8. Notice of the BOARD meetings shall be issued by the Association Manager or Secretary to all BOARD members at least fifteen days in advance of such meetings.
9. Upon receipt of proposed amendments to the bylaws, the Secretary shall notify the members of the Bylaws Committee of the proposal, sending each a copy of the proposal. The Secretary shall arrange for a meeting of the Bylaws Committee either in person or by letter exchange.
10. The Secretary, upon receipt of the recommendations of the Bylaws Committee, shall notify the BOARD of these recommendations and at the same time conduct a letter ballot of the BOARD members on the recommendations.



11. Upon adoption by the BOARD, the amendments shall be submitted by the Secretary to the Constitution and Bylaws Committee of WEF for concurrence. When WEF has approved amendments to the Bylaws and the Secretary has been so notified, the Secretary shall notify the members of the BOARD and the ASSOCIATION Bylaws Committee.
12. Operate under the general direction of the President and the Board.
13. Maintain the Organizational Chart of the Association and provide it to the Association Manager for distribution.
14. Attend all meetings of the Long-Range Planning Committee and record and distribute the proceedings of such meetings to members of the Committee.
15. Perform such other duties as may be assigned by the Board and/or as noted in the Leadership Manual.

TREASURER

AS DEFINED BY WEAT BYLAWS

- A. Voting Officer.
- B. The term of the Treasurer is approximately two years; it starts at the end of the annual meeting of their election and continues until their successor qualifies. It is staggered with the Secretary position cycling every-other-year. Reelection to consecutive terms is permissible for up to three terms.
- C. Treasurer – appointed in even years.
- D. Nominated by the Nominating committee, approved by the BOARD and will be elected by the membership at large.

GENERAL RESPONSIBILITIES AND COMMITMENTS

1. Voting Member of the Management Review Committee and Board.
2. Prepare an annual budget and present it to the Board at the annual meeting for approval and adoption.
3. Have charge of the funds of the Association and custody of its investments.
4. Receive all expense invoices and reimbursement requests. Ensure that proper disbursement procedures are followed.
5. Sign checks as directed or authorize BOARD proxy to do so.
6. Oversee payroll management requirements each year, how to handle raises, changes in pay, changes in insurance stipends, etc.
7. Oversee organized files of all transactions, receipts, bank statements, correspondence, reimbursement request forms, budget summaries, etc.
8. Receive and review monthly financial records including balance sheets, income and expense budgets, and investment portfolios.
9. Prepare financial statements of the Association on a calendar quarter basis. A copy of each shall be provided for each member of the Board and as required.
10. Prepare a financial statement for the fiscal year, showing receipts and expenditures, investments, other assets, and liabilities of the Association and provide a copy for each member of the Board.
11. Oversee payroll accounting.
12. Assist President, President-elect, and Vice President in preparing annual budget for presentation to the Board.
13. Serve as Chair of the closed annual Ad hoc Audit and Budget committee



14. Call for all Committees Chairs to submit requested budgets no later than the second Monday in September
15. Represent WEAT at the following annual activities:
 - a. WEAT Board Meeting – 4 to 6 per year (includes WEFTEC)
 - b. Attend monthly MRC Conference calls.
 - c. Attend annual conference.
 - d. WEAT Budget Planning Meetings – 1 to 2 per year
 - e. WEAT Strategic Planning Meetings – 1 to 2 per year
 - f. WEAT Annual Leadership Summit.
 - g. WEFMAX – 1 a year (attend at least one WEFMAX per year during your two-year term)
16. Act as liaison with WEAT Accountant.
17. On an annual basis, assist accountant in filing IRS information.
18. On a biennial basis assist accountant in conducting a Review of WEAT finances.
19. In alternating years of the financial review, assist accountant in conducting an Audit of WEAT finances.
20. Prepare end-of-year financial summaries.
21. Maintain and update Standard Operating Procedures document for accounting and financial policies that reflect the current state of business and Treasurer duties.
22. Maintain and update Standard Operating Procedures for budget development to be used by Committee Chairs and WEAT staff.
23. Work with the President and President-Elect to follow processes related to payroll management requirements each year, how to handle raises, changes in pay, changes in insurance stipends.
24. Reviews all minutes from all BOARD, MRC conference calls and other meetings as attended.
25. Perform such other duties as may be assigned by the Board.

DEPUTY TREASURER

AS DEFINED BY WEAT BYLAWS

- A. Non-Voting Officer
- B. Nominated by the Nominating committee, approved by the BOARD, and will advance to Treasurer.
- C. The term of the Deputy-Treasurer shall be for one year, which starts at the end of the BOARD meeting following their appointment and continues until their successors are appointed and approved by the Board. Reappointment to consecutive terms is permissible.

GENERAL RESPONSIBILITIES AND COMMITMENTS

1. Non-Voting Member of the Management Review Committee and Board.
2. Assist Treasurer with responsibilities
3. Attend quarterly BOARD meetings.
4. Attend monthly MRC Conference calls.
5. Attend annual conference.
6. Represent WEAT at the following annual activities:
 - a. WEAT Board Meeting – 4 to 6 per year (includes WEFTEC)
 - b. Attend monthly MRC Conference calls.
 - c. Attend annual conference.
 - d. WEAT Budget Planning Meetings – 1 to 2 per year
 - e. WEAT Strategic Planning Meetings – 1 to 2 per year
 - f. WEAT Annual Leadership Summit.
7. Reviews all minutes from all BOARD, MRC conference calls and other meetings as attended.



8. Perform such other duties as may be assigned by the Board.

WEF ACTIVE DELEGATES

WEAT, as a member association ("MA") of the Water Environment Federation ("WEF" or "the Federation"), selects two members in good standing as WEF Delegates.

The House of Delegates' (HOD) mission statement is to "solicit and secure critical input from MA's and other WEF member constituencies regarding policies, programs and strategic direction of WEF, identify critical issues and member needs, develop potential solutions, proposed changes and new initiatives, recommend qualified leadership to the Board of Trustees, and provide timely feedback and recommendations to help make WEF essential to water professionals around the world." Adopted September 29, 2012

The HOD mission statement establishes policies and provides for governance of the Federation. Delegates serve three-year terms, which begin with the at the Saturday HOD meeting during WEFTEC. You **MUST** attend WEFTEC if you want to be a delegate - and most especially your incoming one. House of Delegates meetings occur the Saturday before WEFTEC begins.

If you aspire to ascend within WEF, those three years can really be a steppingstone. Plan to network and most importantly step up to every volunteer opportunity.

AS DEFINED BY WEAT BYLAWS

- A. Voting Officer.
- B. Based on WEAT's membership, WEAT currently selects two Delegates. These two Delegates serve as WEAT officers and are elected to staggered terms according to the WEAT bylaws.
- C. WEF Active Delegates term shall be three years as determined by the annual meetings of WEF. Reappointment to consecutive terms is permissible.
- D. A delegate may succeed himself or herself to non-consecutive, subsequent three- year terms if so elected.
- E. WEAT also may designate a successor to complete the term of service if a Delegate resigns or retires before completion of a term.
- F. WEF Delegates are nominated by the Nominating committee, approved by the BOARD, and elected by the membership at large.
- G. WEF Delegates shall represent the ASSOCIATION in the conduct of all business by the WEF House of Delegates, for a term of service designated by the WEF Constitution and Bylaws and shall be a member of WEF.

GENERAL RESPONSIBILITIES AND COMMITMENTS

7. The two sitting Delegates and the immediate Past Delegate are voting members on the WEAT BOARD.
8. Consult with current delegates prior to WEFTEC to plan your year.
9. Attend quarterly BOARD meetings.
10. Attend monthly MRC Conference calls.
11. Attend annual conference.
12. Represent WEAT at the following annual activities:



- a. WEFMAX – 1 a year (attend at least one WEFMAX per year during your three-year term)
 - b. WEF HOD meeting – 1 per year
 - c. WEAT Board Meetings – 4 per year (includes WEFTEC)
 - d. WEF Leadership Summit – 1 per year
 - e. WEAT Budget Planning Meeting – 1 to 2 per year
13. The role of Delegate is to act as a liaison between WEAT and WEF and to strengthen WEAT's relationship with WEF and with other MA's. To that end, Directors would take primary responsibility for the following objectives, among others:
 14. Make WEF participation more accessible to WEAT members and leaders through regular reports of activities and opportunities.
 15. Enhance working relationship between WEF and WEAT by hosting events and participating in joint projects and WEF initiatives.
 16. Maintain and enhance WEAT's leadership role in WEF through participation in WEF committees and officer positions.
 17. Promote strong relationships with WEF's other member associations through attending at least one WEFMAX Meeting each year and encouraging the attendance of others at WEFMAX meetings.
 18. Fully utilize all WEF and member association resources by serving as a conduit for the sharing of information.
 19. Prepare quarterly BOARD reports to be given at BOARD meetings.

HISTORIAN

AS DEFINED BY WEAT BYLAWS

- A. Voting Officer.
- B. The term of the Historian is approximately two years, which start at the end of the BOARD meeting following their appointment and continues until their successors qualify. Reappointment to consecutive terms is permissible.

GENERAL RESPONSIBILITIES AND COMMITMENTS

1. Voting Member of the Management Review Committee and Board.
2. Attend quarterly BOARD meetings.
3. Attend monthly MRC Conference calls.
4. The Historian is tasked with keeping a history of the Association.
5. Attend conferences and meetings of the Association and the Board and encourage officers, committee chairpersons and others in active rolls in the Association to contribute written documentation of their programs and achievements.
6. Perform such other duties as may be assigned by the Board.
7. The Historian maintains oversight over WEAT records and documentation that are maintained in the WEAT office by WEAT staff. The Historian also provides an historical perspective to the Board in terms of long-range planning, policy, procedures, and Board Action. Therefore, the Historian should be a long term, active member of both WEF and WEAT with more than 5 years of active leadership service to WEAT.
8. In order to provide an historical insight, the Historian should attend the following annual activities:
 - a. WEAT Board Meetings – 4 per year
 - b. WEAT Strategic Planning Meeting – 1 per year
 - c. WEAT Committee Leadership Conference



- d. Annual Texas Water Conference
- 9. The Historian should contribute two articles to *Texas WET*.
- 10. The Historian should provide an annual review of the historical records and files at the WEAT Offices to update and archive WEAT historical records.
- 11. The Historian should be available to the President and other Offices to provide historical insight into issues and other matters that come before the MRC and Board.
- 12. Maintain the historical records of WEAT.
- 13. Conduct annual Officer feedback survey via email to aid in Officer transition.

MEMBER AT LARGE

AS DEFINED BY WEAT BYLAWS

- A. Voting Officer.
- B. The term of the Member-at-Large shall be for one year, which starts at the end of the BOARD meeting following their appointment and continues until their successor qualifies. Reappointment to consecutive terms is permissible.
- C. Active member appointed by President, approved by Board.

GENERAL RESPONSIBILITIES AND COMMITMENTS

- 1. Member-at-Large will serve as a voting member of the Management Review Committee and BOARD.
- 2. Attend quarterly BOARD meetings.
- 3. Attend monthly MRC Conference calls.
- 4. Act as a de facto advisee of the President.
- 5. Represent WEAT at the following annual activities:
 - a. WEAT Board Meetings – 4 to 6 per year
 - b. WEAT Management Review Committee Meetings and Conference Calls – monthly
 - c. WEAT Strategic Planning Meeting
 - d. WEAT Leadership Summit
- 6. Assist President in developing the President's budget
- 7. Assist Past President with the Committee Leadership Council Committee
- 8. The Member-at-Large shall be the Vice Chair to the President-Elect for coordination of WEAT's long-range strategic planning.

YOUNG PROFESSIONAL COMMITTEE CHAIR

AS DEFINED BY WEAT BYLAWS

- A. Voting Officer
- B. The terms of the YP Chair shall be for one year, which starts at the end of the BOARD meeting following their appointment and continues until their successors qualify. Reappointment to consecutive terms is permissible.
- C. Active member appointed by President, approved by Board.

GENERAL RESPONSIBILITIES AND COMMITMENTS

- 1. Voting Member of the Management Review Committee and Board.
- 2. Attend quarterly BOARD meetings.



3. Attend monthly MRC Conference calls.
4. Represent WEAT at the following annual activities:
 - a. WEAT Board Meetings – 4 to 6 per year
 - b. WEAT Management Review Committee Meetings and Conference Calls – monthly
 - c. WEAT Strategic Planning Meeting
 - d. WEAT Leadership Summit
5. Appoints Vice Chair and YP Member-at-Large.
6. Conducts bimonthly conference calls with YP Section Representatives.
7. Oversees the Student Design Competition teams at Texas Water.
8. Oversees YP and Student involvement at Texas Water.
9. Prepares quarterly BOARD reports including the annual BOARD report at Texas Water.
10. Appoints Sub-Committee Chair to oversee operation and recruitment of Student Member Chapters.
11. Coordinates Dodson's Drive events and approves Dodson's Drive Sponsored events.
12. Coordinates with WEAT staff to call for Dodson's Drive YP Summit applications.
13. Reviews DD YP Summit applications and notifies those selected for sponsored attendance.
14. Prepares YP Budget.
15. Mentors YP Vice Chair.
16. Appoints YP Member-at-Large.

PROFESSIONAL WASTEWATER OPERATOR REPRESENTATIVE AS DEFINED BY WEAT BYLAWS

- A. Voting Officer.
- B. The term of the PWO Representative is approximately two years, which starts at the end of the BOARD meeting following their appointment and continues until their successor qualifies. Reappointment to consecutive terms is permissible.
- C. Must be a licensed wastewater operator active in the operation of a wastewater treatment facility and a member in good standing.
- D. Active member appointed by President, approved by Board.

GENERAL RESPONSIBILITIES AND COMMITMENTS

1. Voting Member of the Management Review Committee and Board.
2. Attend quarterly BOARD meetings.
3. Attend monthly MRC Conference calls.
4. Actively promote Professional Wastewater interests in WEAT.
5. Actively participates in Operations Challenge and helps foster its growth.
6. Represent WEAT at the following annual activities:
 - a. WEAT Board Meetings – 4 to 6 per year
 - b. WEAT Management Review Committee Meetings and Conference Calls – monthly
 - c. WEAT Strategic Planning Meeting
 - d. WEAT Leadership Summit
7. Provides the Operator Profile for each issue of *Texas WET*.
8. Provides the Plant Quick Specs for *Texas WET*.
9. Work with Operations and Maintenance Committee to submit a nomination for Outstanding Operator of the Year Award.



PARLIAMENTARIAN

AS DEFINED BY WEAT BYLAWS

- A. The term of the Parliamentarian shall be for one year, which starts at the end of the BOARD meeting following their appointment and continues until their successor qualifies. Reappointment to consecutive terms is permissible.
- B. Active member appointed by President, approved by Board.
- C. The Chair of the Bylaws Committee shall serve as Parliamentarian of the BOARD.

GENERAL RESPONSIBILITIES AND COMMITMENTS

- 1. Non-voting Member of the Management Review Committee and Board.
- 2. Attend quarterly BOARD meetings.
- 3. Attend monthly MRC Conference calls
- 4. Chair of the Bylaws Committee. Represent WEAT at the following annual activities:
 - a. WEAT Board Meetings – 4 to 6 per year
 - b. WEAT Management Review Committee Meetings and Conference Calls – monthly
 - c. WEAT Strategic Planning Meeting
 - d. WEAT Leadership Summit
- 5. Assist in reviewing all suggested changes to WEAT bylaws and guidance documents.
- 6. Liaise with WEF during aforementioned WEAT bylaw changes and WEF review process.

SECTION REPRESENTATIVES

AS DEFINED BY WEAT BYLAWS

- A. Voting Member of BOARD only.
- B. The terms of office of the Section Representatives shall be for approximately three years or as designated by the represented Section. Terms shall start upon appointment by the Section and continue until their successors qualify. Reelection to consecutive terms is permissible for up to two terms. Section Representatives must be a member of WEAT, there is no membership length required.
- C. For active Sections, the Sections will provide recommendations for Section Representatives to the Board for approval.

GENERAL RESPONSIBILITIES AND COMMITMENTS

- 1. Voting Member BOARD.
- 2. Attend quarterly BOARD meetings.
- 3. Member of the Awards Committee.
- 4. Recommends nominees for awards.
- 5. Reviews nominees for WEAT award polling.
- 6. For WEF national awards, the WEAT Awards Chair solicits nominations with supportive materials for distribution to Section Representatives for polling.
- 7. Provides bimonthly section reports for *Texas WET*.
- 8. Voting Member of the BOARD.

PAST WEF DELEGATE



AS DEFINED BY WEAT BYLAWS

- A. The term of the Past WEF Delegate shall be for one year, which starts at the end of the BOARD meeting following their appointment and continues until their successors qualify. Reappointment to consecutive terms is permissible.
- B. Active member appointed by President, approved by Board.

GENERAL RESPONSIBILITIES AND COMMITMENTS

1. Voting member of the BOARD.
2. Shall be responsible for assisting the ASSOCIATION in monitoring and promoting sound legislative and agency environmental policy in the State of Texas.
3. Shall assist and mentor Active WEF Delegates during their transition.

COMMITTEE MISSION STATEMENT, ROLES AND RESPONSIBILITIES

INTRODUCTION

WEAT committees are responsible for guiding the association's technical and educational resource development, conference offerings, and public education resources. A number of committees, such as the Awards, Strategic Planning, Membership and Young Professionals committees, help guide WEAT policy development, put on WEAT events, and make sure that WEAT meets the needs of members. Currently, WEAT has 35 committees.

WEAT classifies committees as Standing Committees and Ad Hoc Committees.

Standing committees are appointed as deemed necessary by the President with the approval of the BOARD. Standing committees undertake long-term assignments and carry out the work of WEAT. Within this designation are the four committee categories outlined below.

- Each committee shall consist of not less than three WEAT members.
- Each committee must have a Chair and Vice Chair.

Ad hoc committees are formed upon the approval by the President, these committees undertake specific assignments, and are discharged when their task is completed or at the end of the appointing President's term of office, unless re-appointed by his or her successor in office. Ad hoc committees can develop into full standing Committees by following the process outlined in the Guidance Document and with BOARD approval.

Work Groups are formed upon suggestion by WEAT staff and approval by the President. These groups come together to address a specific needs or one-off assignments rather than an ongoing industry issue or Association concern. Work groups address issues that overlap or have relevance to a number of standing committees but are not directly addressed by Ad hoc or existing committees.

GENERAL WEAT COMMITTEE MEMBERSHIP REQUIREMENTS



- All current WEAT/WEF members are eligible to join a committee.
- Requests to become a WEAT committee member are sent to WEAT staff and subsequently reviewed by the committee chair.
- Submit an application to join a WEAT committee from the website: <http://www.weat.org/committee.shtml>
- Applicants are required to provide a resume with the application outlining educational background, professional experience, present employment, professional registration, past service to professional organizations and societies. Describe your primary area of expertise.
- WEAT committees may parallel the Water Environment Federation (WEF) committees and members are encouraged to also become an active member of the corresponding WEF Committees.

WEAT COMMITTEE GUIDANCE DOCUMENT

The Committee Guidance Document details information on the formation, operation and retiring of WEAT committees.

The current version of the Committee Guidance Document can be accessed from the <http://www.weat.org/committee.shtml> website on the Join a WEAT Committee page.

The Committee Guidance Document addresses:

- Types of Committees
- Committee Size and Organization
- Committee Membership
- Annual Reports
- Quarterly Reports
- Budgets
- Meetings
- Terms of Service
- Subcommittees
- Committee Interactions
- Proposals to the WEAT Board
- Promotion of Committee Activities and Events
- Publishing New WEAT Committees
- Sunset Review
- Removal of Committee Member or Chair

COMMITTEE CATEGORIES

WEAT has structured committees under the umbrella of the following four categories:

KNOWLEDGE COMMITTEES.

Dedicated to advancement of the various facets of the water environment profession



DELIVERY COMMITTEES.

Responsible for and assists in providing services to WEAT's membership and other industry professionals

STAKEHOLDER COMMITTEES.

Interface with segment of the population targeted for communication about the importance of water environment initiatives and profession

MANAGEMENT COMMITTEES.

Assist in governance of WEAT communicating directly with the WEAT Board of Directors

See Appendix C – WEAT Organization Chart for committee hierarchy and reporting channels.

KNOWLEDGE COMMITTEES

ASSET MANAGEMENT

MISSION STATEMENT

- Facilitate member education through case studies, seminars/webinars, speakers, papers, and another research.
- Encourage members in the practice of Asset Management in their organizations, including stakeholder education, public outreach, change management programs, etc.
- Study and disseminate information to the membership regarding best practices, technologies, and practical applications.
- Collaborate with other organizations (such as other WEF chapter Asset Management Committees) to identify and develop standardization to help promote the practice of Asset Management.

RESPONSIBILITIES

2. Annually review abstracts for Texas Water.
3. Annually develop and contribute one Tech Talk article for *Texas WET*.
4. Develop one stand-by article for *Texas WET*.
5. Hold annual committee meeting at Texas Water, coordinate time and space with WEAT staff.
6. Hold regularly scheduled committee meetings or conference calls.
7. Prepare agendas for meetings.
8. Record minutes of meetings.
9. Provide committee members with a yearly calendar of committee work.
10. Submit committee activity news to *Texas WET* and other WEAT periodicals.
11. Develop committee membership.
12. Prepare a quarterly report to be submitted for inclusion in the board packet for each board meeting.
13. Prepare an annual report to be submitted for inclusion in the board packet for the Texas Water Board meeting.
14. Identify committee activities with budget impact and submit to the WEAT Treasurer



- and WEAT staff for inclusion in development of the annual WEAT budget.
15. Prepare and submit proposals, when required, for consideration by the Board at any of the four Board meetings.

BIOSOLIDS MANAGEMENT

MISSION STATEMENT

Promote effective and safe treatment and reuse or disposal of biosolids by providing educational opportunities and peer network building.

RESPONSIBILITIES

1. Plan biennial Biosolids/Odor conference in alternating years (select papers and speakers; recruit sponsors).
2. Annually review abstracts for *Texas Water*.
3. Annually develop and contribute one Tech Talk article for *Texas WET*.
4. Develop one stand-by article for *Texas WET*.
5. Initiate and plan webinars.
6. Hold annual committee meeting at *Texas Water*, coordinate time and space with WEAT staff.
7. Hold regularly scheduled committee meetings or conference calls.
8. Prepare agendas for meetings.
9. Record minutes of meetings.
10. Provide committee members with a yearly calendar of committee work.
11. Submit committee activity news to *Texas WET* and other WEAT periodicals.
12. Develop committee membership.
13. Prepare a quarterly report to be submitted for inclusion in the board packet for each board meeting.
14. Prepare an annual report to be submitted for inclusion in the board packet for the *Texas Water Board* meeting.
15. Identify committee activities with budget impact and submit to the WEAT Treasurer and WEAT staff for inclusion in development of the annual WEAT budget.
16. Prepare and submit proposals, when required, for consideration by the Board at any of the four Board meetings.
17. Annually provide Ron B. Sieger Biosolids nominee.
18. Provide technical support to WEAT Government Affairs Committee and other committees as needed.

COLLECTION SYSTEMS

MISSION STATEMENT

To educate and inform the Wastewater Collection Systems Industry regarding trends in collection system management, maintenance, and regulatory issues.

RESPONSIBILITIES

1. Plan biennial conference and webinar in alternating years (select papers and speakers; recruit sponsors).



2. Annually review abstracts for Texas Water.
3. Annually develop and contribute one Tech Talk article for *Texas WET*.
4. Develop one stand-by article for *Texas WET*.
5. Hold annual committee meeting at Texas Water, coordinate time and space with WEAT staff.
6. Hold regularly scheduled committee meetings or conference calls.
7. Prepare agendas for meetings.
8. Record minutes of meetings.
9. Provide committee members with a yearly calendar of committee work.
10. Submit committee activity news to *Texas WET* and other WEAT periodicals.
11. Develop committee membership.
12. Prepare a quarterly report to be submitted for inclusion in the board packet for each board meeting.
13. Prepare an annual report to be submitted for inclusion in the board packet for the Texas Water Board meeting.
14. Identify committee activities with budget impact and submit to the WEAT Treasurer and WEAT staff for inclusion in development of the annual WEAT budget.
15. Prepare and submit proposals, when required, for consideration by the Board at any of the four Board meetings.
16. Submit a nomination for the Sidney L. Allison Award.

Construction Management Ad Hoc

MISSION STATEMENT

RESPONSIBILITIES

1. Annually develop and contribute on Tech Talk article for Texas WET.
2. Hold annual committee meeting at Texas Water, coordinate time and space with WEAT staff.
3. Hold regularly scheduled committee meetings or conference calls.
4. Prepare agendas for meetings.
5. Record minutes of meetings.
6. Provide committee members with a yearly calendar of committee work.
7. Submit committee activity news to Texas WET and other WEAT periodicals.
8. Develop committee membership.
9. Prepare a quarterly report to be submitted for inclusion in the board packet for each board meeting.
10. Prepare an annual report to be submitted for inclusion in the board packet for the Texas Water Board meeting.
11. Identify committee activities with budget impact and submit to the WEAT Treasurer and WEAT staff for inclusion in development of the annual WEAT budget.
12. Prepare and submit proposals, when required, for consideration by the Board at any of the four Board meetings.

ELECTRICAL, INSTRUMENTATION AND CONTROLS (EIC)



MISSION STATEMENT

Provide a forum for the electrical and instrumentation professionals within WEAT to promote the education and growth of its members in the design, installation, and maintenance of electrical and instrumentation systems.

RESPONSIBILITIES

1. Hold six technical seminars each year.
2. Annually review abstracts for Texas Water.
3. Annually develop and contribute one Tech Talk article for *Texas WET*.
4. Develop one stand-by article for *Texas WET*.
5. Hold annual committee meeting at Texas Water, coordinate time and space with WEAT staff.
6. Hold regularly scheduled committee meetings or conference calls.
7. Prepare agendas for meetings.
8. Record minutes of meetings.
9. Provide committee members with a yearly calendar of committee work.
10. Submit committee activity news to *Texas WET* and other WEAT periodicals.
11. Develop committee membership.
12. Prepare a quarterly report to be submitted for inclusion in the board packet for each board meeting.
13. Prepare an annual report to be submitted for inclusion in the board packet for the Texas Water Board meeting.
14. Identify committee activities with budget impact and submit to the WEAT Treasurer and WEAT staff for inclusion in development of the annual WEAT budget (no budget impact).
15. Prepare and submit proposals, when required, for consideration by the Board at any of the four Board meetings.
16. Work with the Safety, Cyber and Infrastructure Security Committee to promote interest in Cyber Security through webinars and conferences.

INDUSTRIAL

MISSION STATEMENT

Promote the growth of industrial membership in WEAT by outreach to industries. Keep current WEAT members up to date on current trends in treatment and regulations impacting industrial facilities.

Work as a liaison between WEAT and industries on industrial specific needs.

RESPONSIBILITIES

13. Review Texas Water Abstracts.
14. Annually develop and contribute on Tech Talk article for Texas WET.
15. Hold annual committee meeting at Texas Water, coordinate time and space with WEAT staff.
16. Hold regularly scheduled committee meetings or conference calls.
17. Prepare agendas for meetings.
18. Record minutes of meetings.
19. Provide committee members with a yearly calendar of committee work.



20. Submit committee activity news to Texas WET and other WEAT periodicals.
21. Develop committee membership.
22. Prepare a quarterly report to be submitted for inclusion in the board packet for each board meeting.
23. Prepare an annual report to be submitted for inclusion in the board packet for the Texas Water Board meeting.
24. Identify committee activities with budget impact and submit to the WEAT Treasurer and WEAT staff for inclusion in development of the annual WEAT budget.
25. Prepare and submit proposals, when required, for consideration by the Board at any of the four Board meetings.

LABORATORY

MISSION STATEMENT

To further the environmental laboratory profession through education and communication.

RESPONSIBILITIES

1. Plan biennial Laboratory Specialty conference (select papers and speakers; recruit sponsors).
2. Annually develop and contribute one Tech Talk article for *Texas WET*.
3. Develop one stand-by article for *Texas WET*.
4. Initiate and plan webinars.
5. Hold annual committee meeting at Texas Water, coordinate time and space with WEAT staff.
6. Hold regularly scheduled committee meetings or conference calls.
7. Prepare agendas for meetings.
8. Record minutes of meetings.
9. Provide committee members with a yearly calendar of committee work.
10. Submit committee activity news to *Texas WET* and other WEAT periodicals.
11. Develop committee membership.
12. Prepare a quarterly report to be submitted for inclusion in the board packet for each board meeting.
13. Prepare an annual report to be submitted for inclusion in the board packet for the Texas Water Board meeting.
14. Identify committee activities with budget impact and submit to the WEAT Treasurer and WEAT staff for inclusion in development of the annual WEAT budget.
15. Prepare and submit proposals, when required, for consideration by the Board at any of the four Board meetings.
16. Annually provide Laboratory Analyst Excellence Award Nominee.
17. Participate in Ops Challenge events at Texas Water and Fall Regional Competition.
18. Submit nomination for the Laboratory Analyst of the Year Award.

MUNICIPAL RESOURCE RECOVERY DESIGN COMMITTEE (MRRDC)

MISSION STATEMENT

Support the WEAT community by being stewards of the municipal wastewater treatment



engineering practices for clean and safe water.

Objectives:

Enrich and disseminate expertise of water professionals through seminars, workshops, and public outreach.

Increase awareness of the water profession.

Enhance partnership between design professionals and operations & maintenance personnel.

RESPONSIBILITIES

1. Plan Annual Eckenfelder Lecture Series (select papers and speakers; recruit sponsors).
2. Annually review abstracts for Texas Water Wastewater program, Coordinate with O&M Committee.
3. Annually develop and contribute one Tech Talk article for *Texas WET*.
4. Develop one stand-by article for *Texas WET*.
5. Initiate and plan webinars.
6. Hold annual committee meeting at Texas Water, coordinate time and space with WEAT staff. Hold regularly scheduled committee meetings or conference calls.
7. Prepare agendas for meetings.
8. Record minutes of meetings.
9. Provide committee members with a yearly calendar of committee work.
10. Submit committee activity news to *Texas WET* and other WEAT periodicals.
11. Develop committee membership.
12. Prepare a quarterly report to be submitted for inclusion in the board packet for each board meeting.
13. Prepare an annual report to be submitted for inclusion in the board packet for the Texas Water Board meeting.
14. Identify committee activities with budget impact and submit to the WEAT Treasurer and WEAT staff for inclusion in development of the annual WEAT budget.
15. Prepare and submit proposals, when required, for consideration by the Board at any of the four Board meetings.
16. Consider Outreach Opportunities.

NUTRIENT

MISSION STATEMENT

Support the WEAT community by helping Texas' municipal wastewater treatment providers gain a better understanding of the regulatory and technical issues associated with the management of nutrients in wastewater.

Objectives:

- i. Enrich the WEAT community with the expertise of water professionals from across the country through presentations related to nutrient water quality criteria, nutrient limits in discharge permits, and nutrient removal technologies.
- ii. Developing goals and potential strategies to respond to the changing nutrient management landscape in wastewater treatment.

RESPONSIBILITIES



1. Identify regulatory strategies that are suitable for Texas wastewater providers.
2. Annually develop and contribute one Tech Talk article for *Texas WET*.
3. Develop one stand-by article for *Texas WET*.
4. Initiate and plan webinars.
5. Hold annual committee meeting at Texas Water, coordinate time and space with WEAT staff. Hold regularly scheduled committee meetings or conference calls.
6. Prepare agendas for meetings.
7. Record minutes of meetings.
8. Provide committee members with a yearly calendar of committee work.
9. Submit committee activity news to *Texas WET* and other WEAT periodicals.
10. Develop committee membership.
11. Prepare a quarterly report to be submitted for inclusion in the board packet for each board meeting.
12. Prepare an annual report to be submitted for inclusion in the board packet for the Texas Water Board meeting.
13. Identify committee activities with budget impact and submit to the WEAT Treasurer and WEAT staff for inclusion in development of the annual WEAT budget.
14. Prepare and submit proposals, when required, for consideration by the Board at any of the four Board meetings.
15. Consider Outreach Opportunities.

ODOR AND CORROSION MANAGEMENT

MISSION STATEMENT

To educate and inform WEAT membership on technologies, trends, and best practices with regard to air quality, odor and corrosion control.

RESPONSIBILITIES

1. Coordinate the committee's involvement in the annual Texas Water Conference
2. Review and recommend for selection odor- and corrosion-focused abstracts for the Texas Water Conference.
3. Prepare an annual report to be submitted for inclusion in the board packet for the Texas Water Board meeting.
4. Hold annual committee meeting at Texas Water, coordinate time and space with WEAT staff.
5. Plan the semiannual Biosolids, Odor and Corrosion Specialty Conference.
6. Develop and coordinate content for committee-sponsored webinars.
7. Identify topics and authors for publication in *Texas WET*.
8. Annually develop and contribute one Tech Talk article for *Texas WET*.
9. Develop one stand-by article for *Texas WET*.
10. Submit committee activity news to *Texas WET* and other WEAT periodicals.
11. Plan and execute outreach in the form of newsletters, infographics, announcements in section meetings and newsletters, etc.
12. Review TCEQ enforcement and legislative summaries for items of relevance to the committee.
13. Identify and communicate to the WEAT membership and the Texas water environment industry at large regulatory issues associated with air quality and odor control.
14. Prepare a committee report for inclusion in the WEAT board packet prior to each board meeting.



15. Develop and maintain a two-year committee plan that aligns with the overarching WEAT Strategic Plan.
16. Hold semi-monthly committee meetings.
17. Prepare and distribute to the committee membership meeting agendas and summaries.
18. Welcome, inform, and involve every committee member in the activities of the committee.
19. Foster interest in committee activity and growth of committee membership.
20. Provide committee members with a yearly calendar of committee work.
21. Develop committee membership.
22. Prepare a quarterly report to be submitted for inclusion in the board packet for each board meeting.
23. Identify committee activities with budget impact and submit to the WEAT Treasurer and WEAT staff for inclusion in development of the annual WEAT budget.
24. Prepare and submit proposals, when required, for consideration by the Board at any of the four Board meetings.

OPERATIONS AND MAINTENANCE (O&M)

MISSION STATEMENT

Enhance the ability of water environment professionals to operate and maintain wastewater facilities efficiently through education, innovation, and best practices.

Promote the professional status of personnel in wastewater operations and maintenance.

RESPONSIBILITIES

1. Work with the Municipal Reserve Recovery Design Committee (MRRDC) to annually review abstracts for Texas Water.
2. Annually develop and contribute one Tech Talk article for *Texas WET*.
3. Develop one stand-by article for *Texas WET*.
4. Work with MRRDC to obtain one Operators' Corner article for *Texas WET*.
5. Initiate and plan webinars.
6. Hold annual committee meeting at Texas Water, coordinate time and space with WEAT staff. Hold regularly scheduled committee meetings or conference calls.
7. Prepare agendas for meetings.
8. Record minutes of meetings.
9. Provide committee members with a yearly calendar of committee work.
10. Submit committee activity news to *Texas WET* and other WEAT periodicals.
11. Develop committee membership.
12. Prepare a quarterly report to be submitted for inclusion in the board packet for each board meeting.
13. Prepare an annual report to be submitted for inclusion in the board packet for the Texas Water Board meeting.
14. Identify committee activities with budget impact and submit to the WEAT Treasurer and WEAT staff for inclusion in development of the annual WEAT budget.
15. Prepare and submit proposals, when required, for consideration by the Board at any of the four Board meetings.
16. Work with PWO Representative to prepare a nomination for Outstanding Operator of the Year Award.



PRETREATMENT

MISSION STATEMENT

To enhance the WEAT membership's ability to protect wastewater treatment processes, collection systems, workers, biosolids, and waters in Texas from the introduction of pollutants.

RESPONSIBILITIES

1. Provide technical education related to implementing and effective Pretreatment Program
2. Provide for peer networking opportunities
3. Promote appropriate legislative and government policy as it pertains to regulating the Pretreatment community

SAFETY, CYBER AND INFRASTRUCTURE SECURITY

MISSION STATEMENT

To promote the understanding and awareness of Safety, Cyber and Infrastructure Security issues faced in the water and wastewater industry

RESPONSIBILITIES

1. Work with Electrical Instrumentation & Controls Committee (E&I) to plan conferences (select papers and speakers; recruit sponsors).
2. Work with the E&I Committee to annually review abstracts for Texas Water.
3. Annually develop and contribute one Tech Talk article for *Texas WET*.
4. Develop one stand-by article for *Texas WET*.
5. Initiate and plan webinars.
6. Hold annual committee meeting at Texas Water, coordinate time and space with WEAT staff.
7. Hold regularly scheduled committee meetings or conference calls.
8. Prepare agendas for meetings.
9. Record minutes of meetings.
10. Provide committee members with a yearly calendar of committee work.
11. Submit committee activity news to *Texas WET* and other WEAT periodicals.
12. Develop committee membership.
13. Prepare a quarterly report to be submitted for inclusion in the board packet for each board meeting.
14. Prepare an annual report to be submitted for inclusion in the board packet for the Texas Water Board meeting.
15. Identify committee activities with budget impact and submit to the WEAT Treasurer and WEAT staff for inclusion in development of the annual WEAT budget.
16. Prepare and submit proposals, when required, for consideration by the Board at any of



- the four Board meetings.
17. Submit a nomination for the George W. Burke, Jr. Award

STORMWATER/WATERSHED MANAGEMENT

MISSION STATEMENT

To support the WEAT membership in the form of up-to-date knowledge regarding stormwater issues. Support includes reviewing and selection Texas Water abstracts; responding to policies and rules developed by federal, state, and local agencies; and providing technical information and lessons learned to the membership in the form of webinars, articles, and workshops.

RESPONSIBILITIES

1. Work with the Watershed Management Committee to plan webinars and conferences (select papers and speakers; recruit sponsors).
2. Annually review abstracts for Texas Water.
3. Annually develop and contribute one Tech Talk article for *Texas WET*.
4. Develop one stand-by article for *Texas WET*.
5. Initiate and plan webinars.
6. Hold annual committee meeting at Texas Water, coordinate time and space with WEAT staff. Hold regularly scheduled committee meetings or conference calls.
7. Prepare agendas for meetings.
8. Record minutes of meetings.
9. Provide committee members with a yearly calendar of committee work.
10. Submit committee activity news to *Texas WET* and other WEAT periodicals.
11. Develop committee membership.
12. Prepare a quarterly report to be submitted for inclusion in the board packet for each board meeting.
13. Prepare an annual report to be submitted for inclusion in the board packet for the Texas Water Board meeting.
14. Identify committee activities with budget impact and submit to the WEAT Treasurer and WEAT staff for inclusion in development of the annual WEAT budget.
15. Prepare and submit proposals, when required, for consideration by the Board at any of the four Board meetings.

UTILITY MANAGEMENT

MISSION STATEMENT

Serve as a joint committee between WEAT and TACWA with an overall objective of using the resources of WEAT's technical committees and the management representation of TACWA to tackle high-level issues.

RESPONSIBILITIES

1. Plan conference (select papers and speakers; recruit sponsors).
2. Annually review abstracts for Texas Water.



3. Annually develop and contribute one Tech Talk article for *Texas WET*.
4. Develop one stand-by article for *Texas WET*.
5. Initiate and plan webinars.
6. Hold annual committee meeting at Texas Water, coordinate time and space with WEAT staff.
7. Hold regularly scheduled committee meetings or conference calls.
8. Prepare agendas for meetings.
9. Record minutes of meetings.
10. Provide committee members with a yearly calendar of committee work.
11. Submit committee activity news to *Texas WET* and other WEAT periodicals.
12. Develop committee membership.
13. Prepare a quarterly report to be submitted for inclusion in the board packet for each board meeting.
14. Prepare an annual report to be submitted for inclusion in the board packet for the Texas Water Board meeting.
15. Identify committee activities with budget impact and submit to the WEAT Treasurer and WEAT staff for inclusion in development of the annual WEAT budget.
16. Prepare and submit proposals, when required, for consideration by the Board at any of the four Board meetings.

WATER REUSE

MISSION STATEMENT

The Water Reuse Committee develops, recommends, and conducts programs to promote general understanding of water reuse for non-potable and potable uses.

Objectives:

The committee shall be dedicated to the advancement of water reuse in the water environment profession.

Provide opportunities for committee members to become actively involved in the activities of WEAT.

Provide WEAT membership education opportunities and awareness in water reuse by participating in the Texas Water program selection, hosting seminars and webinars, publishing technical papers, and other activities as identified by the committee.

Collaborate with other organizations who also are dedicated to the advancement of water reuse.

RESPONSIBILITIES

1. Represent WEAT in planning the Water Reuse Texas conference (select papers and speakers; recruit sponsors).
2. Liaise and represent WEAT's interest Water Reuse Texas.
3. Annually review abstracts for Texas Water.
4. Annually develop and contribute one Tech Talk article for *Texas WET*.
5. Develop one stand-by article for *Texas WET*.
6. Initiate and plan webinars.
7. Hold annual committee meeting at Texas Water, coordinate time and space with



- WEAT staff.
8. Hold regularly scheduled committee meetings or conference calls.
 9. Prepare agendas for meetings.
 10. Record minutes of meetings.
 11. Provide committee members with a yearly calendar of committee work.
 12. Submit committee activity news to *Texas WET* and other WEAT periodicals.
 13. Develop committee membership.
 14. Prepare a quarterly report to be submitted for inclusion in the board packet for each board meeting.
 15. Prepare an annual report to be submitted for inclusion in the board packet for the Texas Water Board meeting.
 16. Identify committee activities with budget impact and submit to the WEAT Treasurer and WEAT staff for inclusion in development of the annual WEAT budget.
 17. Prepare and submit proposals, when required, for consideration by the Board at any of the four Board meetings.
 18. Submit a nomination for the Alan H. Plummer Environmental Sustainability Award.

DELIVERY COMMITTEES

Delivery Committees are responsible for and assist in providing services to WEAT's membership and other industry professionals.

ADVANCED OPERATOR TRAINING

MISSION STATEMENT

The goal of the Advanced Operator Training Committee is to be the number one organization for Wastewater Operators' Education in Texas.

RESPONSIBILITIES

1. The Advanced Operator Training Committee will be used as an opportunity to expand WEAT membership in the State of Texas by adding new members especially in under-served areas such as the collection system, pretreatment sector, and industrial sector.
2. This committee will provide at least one single-day workshop every two months.

AWARDS

MISSION STATEMENT

The goal of the Awards Committee is to solicit award nominations from the state of Texas, select candidates for nomination, and present the candidates to the WEAT Board for approval. This committee oversees state and WEF awards nominations and recommends award criteria to the Board.

RESPONSIBILITIES

1. The Awards Committee is a closed committee comprised of the Committee Chair, all



- Section Representatives, and the standing WEAT President.
2. Hold annual committee meeting at Texas Water, coordinate time and space with WEAT staff.
 3. Hold regularly scheduled committee meetings or conference calls.
 4. Prepare agendas for meetings.
 5. Record minutes of meetings.
 6. Provide committee members with a yearly calendar of committee work.
 7. Submit committee activity news to *Texas WET* and other WEAT periodicals.
 8. Develop committee membership.
 9. Prepare a quarterly report to be submitted for inclusion in the board packet for each board meeting.
 10. Prepare an annual report to be submitted for inclusion in the board packet for the Texas Water Board meeting.
 11. Identify committee activities with budget impact and submit to the WEAT Treasurer and WEAT staff for inclusion in development of the annual WEAT budget.
 12. Prepare and submit proposals, when required, for consideration by the Board at any of the four Board meetings.
 13. To work with WEAT BOARD and Committees to nominate individuals and programs for WEF Awards.
 14. To gather both short and long bios for the annual conference awards ceremonies and awards booklets.
 15. To gather photos of awardees for awards ceremonies and *Texas WET* and other WEAT publications.

MANUFACTURERS AND REPRESENTATIVES

MISSION STATEMENT

Communicating/sharing information between WEAT staff and manufacturer/manufacturer's representatives.

RESPONSIBILITIES

1. Hold annual required meeting of the committee at Texas Water, coordinate time and space with WEAT staff.
2. Hold regularly scheduled committee meetings or conference calls.
3. Prepare agendas for meetings.
4. Record minutes of meetings.
5. Provide committee members with a yearly calendar of committee work.
6. Submit committee activity news to *Texas WET* and other WEAT periodicals.
7. Develop committee membership
8. Prepare a quarterly report to be submitted for inclusion in the board packet for each board meeting.
9. Prepare an annual report to be submitted for inclusion in the board packet for the Texas Water Board meeting.
10. Identify committee activities with budget impact and submit to the WEAT Treasurer and WEAT staff for inclusion in development of the annual WEAT budget.
11. Prepare and submit proposals, when required, for consideration by the Board at any of the four Board meetings.



OPERATIONS CHALLENGE

MISSION STATEMENT

The purpose of Operations Challenge is to provide a state competition at the annual Texas Water show that promotes the professionalism and the careers of Treatment Plant Staff including Operators, Mechanics, Chemists, and Collection System staff. The program mirrors the national competition at WEFTEC, and includes six events, including Texas's own exhibition event.

RESPONSIBILITIES

1. Organize the annual Texas Water Operations Challenge State Competition
2. Prepare an annual budget for WEAT
3. Solicit and received sponsors to meet the budget goals
4. Develop sponsorship opportunities
5. Coordinate with WEF Operations Challenge Coordinators to align events with WEFTEC competition and rules
6. Update WEAT Operators Website
7. Publish the Operations Challenge Competition Packet
8. Serve on Texas Water Host Committee to plan the Exhibition Area at Texas Water
9. Solicit judges for the events
10. Order T shirts, hats, and giveaways for Texas Water and WEFTEC.
11. Coordinate travel to WEFTEC including flights, hotels, and ground transportation.
12. Promote professionalism among operators
13. Apply and receive CEU hours for Operators involved in competition
14. Write Texas Water and WEFTEC articles for WET magazine
15. Coordinate 7 events at Texas Water: Maintenance, Collections, Lab, Process Control, Safety, Exhibition, and Shoot Out
16. Conduct an award ceremony
17. Order awards and trophies
18. Order championship jackets
19. Serve on WEF Operations Challenge Committee
20. Hold regularly scheduled committee meetings or conference calls
21. Submit committee activity news to Texas WET and other WEAT periodicals.
22. Prepare a quarterly report to be submitted for inclusion in the board packet for each board meeting.
23. Prepare an annual report to be submitted for inclusion in the board packet for the Texas Water Board meeting.

PHILANTHROPY

MISSION STATEMENT

The goal of the Philanthropy Committee is to provide WEAT membership with ways to engage in charitable causes related to water issues and increase their impact.

RESPONSIBILITIES

1. Facilitate the growth of monetary contributions and awareness for charitable causes that WEAT membership supports, typically related to expanding water and



wastewater infrastructure in developing countries and including such organizations as Water for People, the Gazelle Foundation, and other philanthropic causes.

SCHOLARSHIP

MISSION STATEMENT

The mission of WEAT Scholarship Committee is to support, promote, and encourage the educational pursuits and goals of active members, or their college bound dependents, with scholarships and educational grants.

RESPONSIBILITIES

1. Solicit applications for scholarships
2. Review scholarship applications.
3. Attend VM Ehlers meeting to evaluate scholarship applications and select winners.
4. Hold annual committee meeting at Texas Water, coordinate time and space with WEAT staff.
5. Hold regularly scheduled committee meetings or conference calls.
6. Prepare agendas for meetings.
7. Record minutes of meetings.
8. Provide committee members with a yearly calendar of committee work.
9. Submit committee activity news to Texas WET and other WEAT periodicals.
10. Develop committee membership.
11. Prepare a quarterly report to be submitted for inclusion in the board packet for each board meeting.
12. Prepare an annual report to be submitted for inclusion in the board packet for the Texas Water Board meeting.
13. Identify committee activities with budget impact and submit to the WEAT Treasurer and WEAT staff for inclusion in development of the annual WEAT budget.
14. Prepare and submit proposals, when required, for consideration by the Board at any of the four Board meetings.

SMALL SYSTEMS

MISSION STATEMENT

RESPONSIBILITIES

1. Annually develop and contribute one Tech Talk article for *Texas WET*.
2. Develop one stand-by article for *Texas WET*.
3. Initiate and plan webinars.
4. Hold annual committee meeting at Texas Water, coordinate time and space with WEAT staff. Hold regularly scheduled committee meetings or conference calls.
5. Prepare agendas for meetings.
6. Record minutes of meetings.



7. Provide committee members with a yearly calendar of committee work.
8. Submit committee activity news to *Texas WET* and other WEAT periodicals.
9. Develop committee membership.
10. Prepare a quarterly report to be submitted for inclusion in the board packet for each board meeting.
11. Prepare an annual report to be submitted for inclusion in the board packet for the Texas Water Board meeting.
12. Identify committee activities with budget impact and submit to the WEAT Treasurer and WEAT staff for inclusion in development of the annual WEAT budget.
13. Prepare and submit proposals, when required, for consideration by the Board at any of the four Board meetings.
14. Consider Outreach Opportunities.

TEXAS WATER EXHIBITS SUBCOMMITTEE

MISSION STATEMENT

The goal of the Texas Water Exhibits Subcommittee is to work with WEAT, TAWWA, and other paid staff to ensure adequate exhibitor space at Texas Water, as well as the ingress and egress of exhibitors.

TEXAS WATER PROGRAM SUBCOMMITTEE

MISSION STATEMENT

The goal of the Texas Water Program Subcommittee is to develop the Texas Water technical content alongside a TAWWA representative.

RESPONSIBILITIES

1. Liaise with Knowledge Committee Chairs and help coordinate the Texas Water abstract submittal and review process.
2. The subcommittee will work with the Texas Water Planning Committee after the review process is completed to finalize the program and facilitate authors for the poster session.
3. Coordinate program changes with responsible parties.
4. Share Knowledge Committee Chair contracts with the moderator chair.

TEXAS WATER SUB-COMMITTEES - STEERING

MISSION STATEMENT

To represent WEAT's interests in the oversight and planning of the myriad of programs and activities at Texas Water while helping to ensure the continued success of Texas Water.

RESPONSIBILITIES



Texas Water Planning Committee (closed): This sub-committee is by appointment only, works in consort with WEAT and TAWWA paid staff, and helps to arrange the content and logistics of the Texas Water Program.

Texas Water Program Sub-committee (closed): This sub-committee is by appointment only and works to develop the Texas Water technical content alongside a TAWWA representative. This sub-committee chair will liaise with Knowledge Committee Chairs and help coordinate the Texas Water abstract submittal and review process. After the review process is complete, the sub-committee will work with the Texas Water Planning Committee in finalizing the program and facilitating authors for the poster session. The sub-committee will also coordinate program changes with responsible parties, in addition to sharing knowledge committee chair contacts with the moderator chair.

Texas Water Exhibitor Sub-committee (closed): This sub-committee works with WEAT, TAWWA, and other paid staff to ensure adequate exhibitor space at Texas Water, and the ingress and egress of exhibitors.

WORKFORCE DEVELOPMENT

MISSION STATEMENT

The mission of the Workforce Development Committee is to strengthen regional collaboration and the alignment of education, training, and workforce development to ensure a strong pipeline of skilled and diverse workers can thrive in the water and wastewater industry.

RESPONSIBILITIES

1. Annually review abstract for Texas Water.
2. Provide moderator and assistant moderator for the Texas Water technical tract.
3. Conduct quarterly committee conference calls.
4. Conduct annual committee meeting at Texas Water.
5. Prepare agenda and record minutes of meetings.
6. Prepare quarterly reports to be submitted for inclusion in the board packet for each board meeting.
7. Prepare annual committee report to be presented at Texas Water.
8. Assist in development of an apprenticeship program.
9. Coordinate with municipalities and educational institutions to develop curriculums for internship programs.
10. Conduct Texas Water guided tour to students.

STAKEHOLDER COMMITTEES

DIVERSITY, EQUITY & INCLUSION

MISSION STATEMENT



The goal of the Diversity, Equity & Inclusion Committee is to promote a greater understanding and appreciation for diversity and inclusiveness throughout the water sector and among WEAT members.

GOVERNMENT AFFAIRS (GAC)

MISSION STATEMENT

This committee develops and institutes programs that provide useful informational support to local and regional governments. It also keeps abreast of state issues in the water environment field and is prepared to provide expert testimony if the need arises. The committee stays abreast of current legislative activities and communicates important developments to the WEAT membership.

RESPONSIBILITIES

1. Develop and institute programs that provide useful informational support on regulatory actions by local, regional, and federal governments.
2. The Committee keeps abreast of state and national issues in the water environment field and can provide expert written or oral testimony if the need arises.
3. The committee chair works with the Executive Director to deliver the following items:
 - a. provides written comprehensive state or federal legislative updates for membership
 - b. attends BOARD meetings and makes either written or oral presentations
 - c. attends regulatory meetings at Texas Commission on Environmental Quality (TCEQ) in order to prepare written or oral updates for WEAT membership.
 - d. makes key contacts at TCEQ and other regulatory agencies in order to keep abreast of water environment issues.
 - e. prepares issues/white papers when necessary
 - f. represents WEAT at regulatory or legislative hearings when assigned by the BOARD
 - g. keeps BOARD informed of current regulatory issues
 - h. builds partnerships and contacts with other industry organizations when appropriate
 - i. prepares letters for WEAT President signature to state and federal senators and representatives on WEAT position on regulatory and legislative issues
 - j. develops and maintains relationships with key legislative personnel in regulatory agencies
 - k. coordinates comments by Executive Board during rulemaking process when deemed appropriate
 - l. responds to requests for information (research and analysis) by Executive Board
4. Plan biennial Horizon conference preceding the legislative session.
5. Plan webinar review conference following legislative session.
6. Hold annual committee meeting at Texas Water, coordinate time and space with WEAT staff.
7. Hold regularly scheduled committee meetings or conference calls.
8. Prepare agendas for meetings.
9. Record minutes of meetings.
10. Provide committee members with a yearly calendar of committee work.
11. Submit committee activity news to *Texas WET* and other WEAT periodicals.
12. Develop committee membership.



13. Prepare a quarterly report to be submitted for inclusion in the board packet for each board meeting.
14. Prepare an annual report to be submitted for inclusion in the board packet for the Texas Water Board meeting.
15. Identify committee activities with budget impact and submit to the WEAT Treasurer and WEAT staff for inclusion in development of the annual WEAT budget.
16. Prepare and submit proposals, when required, for consideration by the Board at any of the four Board meetings.
17. Submit a nomination for the Outstanding Public Official Award.

PUBLIC COMMUNICATION AND OUTREACH COMMITTEE (PCOC)

MISSION STATEMENT

The Public Communication and Outreach Committee will develop and support comprehensive education and outreach directed at WEAT members, the general public, the K-12 education community, the media and public policy makers to educate on the value of water, encourage informed decision making on economic, environmental, public health, operating and social policy issues associated with the water environment and to be a technical resource for water in the State of Texas.

RESPONSIBILITIES

1. This committee provides public communication, education, and outreach consisting of initiating and coordinating programs for the education of the general public, recommending to the Board such publications, training aids, speaker's bureaus, and developing various materials that will better inform the public of the objectives and activities of WEAT.
2. Work with knowledge committees to develop White Papers or position papers to assist the Executive Director and GAC during legislative and regulatory visits.
3. Coordinate with local sections to work a WEAT/TAWWA/EPA booth at the CAST conference.
4. Work with sections to identify judges for regional science fairs held in Texas schools and promotes competition for the Stockholm Junior Water Prize.
5. Promote WEAT's Facebook, Twitter and UStream sites.
6. Work with WEAT staff to keep an up-to-date and informative PCOC page on website.
7. Identify strategic "water outreach events and partnerships" and develop an implementation plan for WEAT participation.
8. Increase participation in World Water Monitoring Challenge program.
9. Hold annual committee meeting at Texas Water, coordinate time and space with WEAT staff.
10. Hold regularly scheduled committee meetings or conference calls.
11. Prepare agendas for meetings.
12. Record minutes of meetings.
13. Provide committee members with a yearly calendar of committee work.
14. Submit committee activity news to *Texas WET* and other WEAT periodicals.
15. Develop committee membership.
16. Prepare a quarterly report to be submitted for inclusion in the board packet for each board meeting.



17. Prepare an annual report to be submitted for inclusion in the board packet for the Texas Water Board meeting.
18. Identify committee activities with budget impact and submit to the WEAT Treasurer and WEAT staff for inclusion in development of the annual WEAT budget.
19. Prepare and submit proposals, when required, for consideration by the Board at any of the four Board meetings

STUDENT DESIGN COMPETITION

MISSION STATEMENT

RESPONSIBILITIES

STUDENT SECTIONS

MISSION STATEMENT

The Student Committee's mission is to be a liaison between Water Environment Association of Texas and current and potential Student Chapters in the state of Texas.

RESPONSIBILITIES

1. Bring new student chapters to Texas universities
2. Maintain relationships and foster active Student Chapters
3. Support the WEAT Student Design Competition

YOUNG PROFESSIONALS

MISSION STATEMENT

This committee is focused on developing leadership skills within our YP membership, coordinating YP events, and suggesting YP members in our various Knowledge Committees.

Young Professionals Subcommittee:

- YP University Forum (closed): This sub-committee works to coordinate the University Forum participants at Texas Water.
- Students Sections.
- WEAT Student Design Competition.

RESPONSIBILITIES

1. This committee is a closed committee comprised of our YP Committee Chair, Vice Chair, Member-at-Large and YP representatives from our sections.

Sections:

- a. Austin Section Rep
- b. Dallas Section Rep



- c. Fort Worth Section Rep
- d. Houston Section Rep
- e. San Antonio Section Rep
- 2. Organize Dodson Drive events including the Dodson's Drive Fun Run at Texas Water.
- 3. Member-at-large helps sections organize; YP Seminars, Dodson's Drive fundraising events, plant tours, and YP socials.
- 4. Review abstracts for Texas Water.
- 5. Annually review abstracts for Texas Water.
- 6. Develop and contribute one Tech Talk article for *Texas WET*.
- 7. Develop standing YP Events Roundup article for *Texas WET*.
- 8. Initiate and plan webinars.
- 9. Hold annual committee meeting at Texas Water, coordinate time and space with WEAT staff.
- 10. Hold regularly scheduled committee meetings or conference calls.
- 11. Prepare agendas for meetings.
- 12. Record minutes of meetings.
- 13. Provide committee members with a yearly calendar of committee work.
- 14. Submit committee activity news to *Texas WET* and other WEAT periodicals.
- 15. Develop committee membership.
- 16. Prepare a quarterly report to be submitted for inclusion in the board packet for each board meeting.
- 17. Prepare an annual report to be submitted for inclusion in the board packet for the Texas Water Board meeting.
- 18. Identify committee activities with budget impact and submit to the WEAT Treasurer and WEAT staff for inclusion in development of the annual WEAT budget.¹
- 19. Prepare and submit proposals, when required, for consideration by the Board at any of the four Board meetings.
- 20. Responsible for the WEAT Student Design Competition Subcommittee including obtaining the annual prompt from WEF and submitting prompt to student sponsor at participating universities. Reaching out to perspective SDC teams through university channels.
- 21. Submit a nomination for the Emerging Leader Award.

YP TEXAS WATER UNIVERSITY FORUM

MISSION STATEMENT

RESPONSIBILITIES

MANAGEMENT COMMITTEES

BYLAWS



MISSION STATEMENT

To maintain consistency in WEAT governance by maintaining accurate and implementable bylaws consistent with WEAT objectives and operating principles.

RESPONSIBILITIES

1. Recommend proposed amendments to the WEAT bylaws to the WEAT Executive Board.
2. Ensure concurrence of WEAT bylaws with WEF Bylaws and policies.
3. Examine the Bylaws and revisions of active WEAT Sections to see that they are consistent with WEAT objectives and are not in conflict with the bylaws of WEAT, as well as the WEAT policies.

COMMITTEE LEADERSHIP COUNCIL (CLC)

MISSION STATEMENT

To oversee and mentor all WEAT Committee Chairs and Liaisons in their efforts to advance technical knowledge, represent Association Stakeholders, and manage the Association.

RESPONSIBILITIES

1. Closed Committee.
2. As CLC Chair, the current Vice President will coordinate WEAT's Annual Leadership Summit.
3. Work with the Committees to ensure all have appointed Vice Chairs submit quarterly and annual Committee reports.
4. Steward all WEAT Committees.
5. Develop and maintain the Committee Guidance Documents.

MANAGEMENT REVIEW COMMITTEE (MRC)

MISSION STATEMENT

This committee conducts necessary business of the association between meetings of the Board, coordinating the work of the committees and making policy recommendations to the Board.

RESPONSIBILITIES

1. Closed Committee.
2. The MRC consists of the President, President-elect, Vice-President, latest living past President, Secretary, Treasurer, Delegates to the Federation, and a WEAT Member- at-Large appointed by the President to serve a one-year term, Historian, YP Committee Chair, PWO Chair, Executive Director, and Parliamentarian.

MEMBERSHIP



MISSION STATEMENT

To help develop, maintain, and track WEAT membership through both traditional and innovative ways.

RESPONSIBILITIES

1. Develop membership drives.
2. Develop membership promotional material.
3. To work with WEAT staff to define benefits of WEAT membership.
4. Disburse WEAT membership promotional material at Texas Water and specialty conferences.
5. Hold annual committee meeting at Texas Water, coordinate time and space with WEAT staff.
6. Work with Past President to develop a standing "Where are They Now" contribution to *Texas WET*, which highlights a Past WEAT President.
7. All Section Representatives are members of the Membership Committee.

NOMINATING

MISSION STATEMENT

To reach out to WEAT's membership calling for nominations of future WEAT Officers, and to thoughtfully consider and submit nominations to the Board for WEAT Officer positions; to usher in WEAT Officers.

RESPONSIBILITIES

1. Closed Committee.
2. Most recent living Past President presides as Chair.
3. To collect and submit all nominations for open Officer Positions.

SECTION ENGAGEMENT COMMITTEE

MISSION STATEMENT

RESPONSIBILITIES

1. Closed Committee.

STRATEGIC PLANNING

MISSION STATEMENT

To assess and develop WEAT's strategic vision with emphasis on the continued success and



sustainability of the Association and annual conference, Texas Water. The Vice President as Chair of the Strategic Planning Committee should set goals achievable within their term as President. Revised 3-24-14 C. Smalley

RESPONSIBILITIES

1. Closed Committee.
2. To coordinate the annual strategic planning meeting between TAWWA and WEAT.
3. To help develop the agenda for the SPM.
4. To work to ensure the viability and success of Texas Water and the WEAT/TAWWA working relationship.

LIAISON ROLES AND RESPONSIBILITIES

TEXAS AMERICAN WATER WORKS ASSOCIATION (TAWWA)

ROLES

To act as the liaison between TAWWA and WEAT and bridge common goals and interests.

RESPONSIBILITIES

1. To attend the annual strategic meeting between TAWWA and WEAT.
2. To foster a good working relationship between associations.

TEXAS ASSOCIATION OF CLEAN WATER AGENCIES (TACWA)

ROLES

To act as the liaison between TACWA and WEAT.

RESPONSIBILITIES

1. Shall attend at least one TACWA meeting per year.
2. Shall work WEAT and TACWA's common Executive Director to advance sound science and policy at the regulatory and legislative levels.

WATER RESEARCH FOUNDATION (WRF)

ROLES

To act as the liaison between WEAT and WRF.

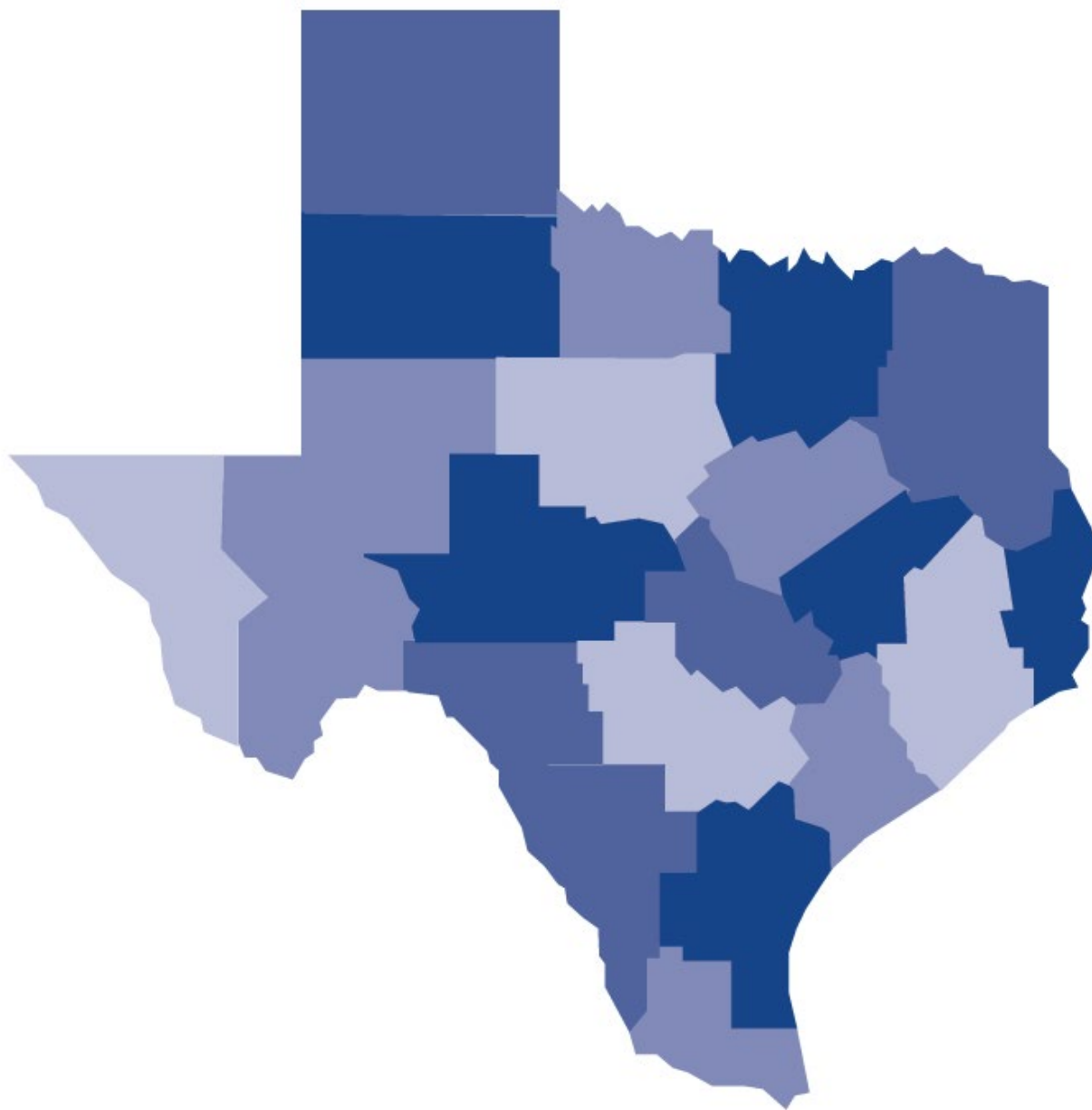
TEXAS WATER UTILITY ASSOCIATION (TWUA)

ROLES

To act as the liaison between TWUA and WEAT.



APPENDIX A - SECTION MAP



APPENDIX B - SECTION LEADERSHIP

[Link to current Section Leadership.](#)





EXHIBIT 1 – WEAT LEADERSHIP





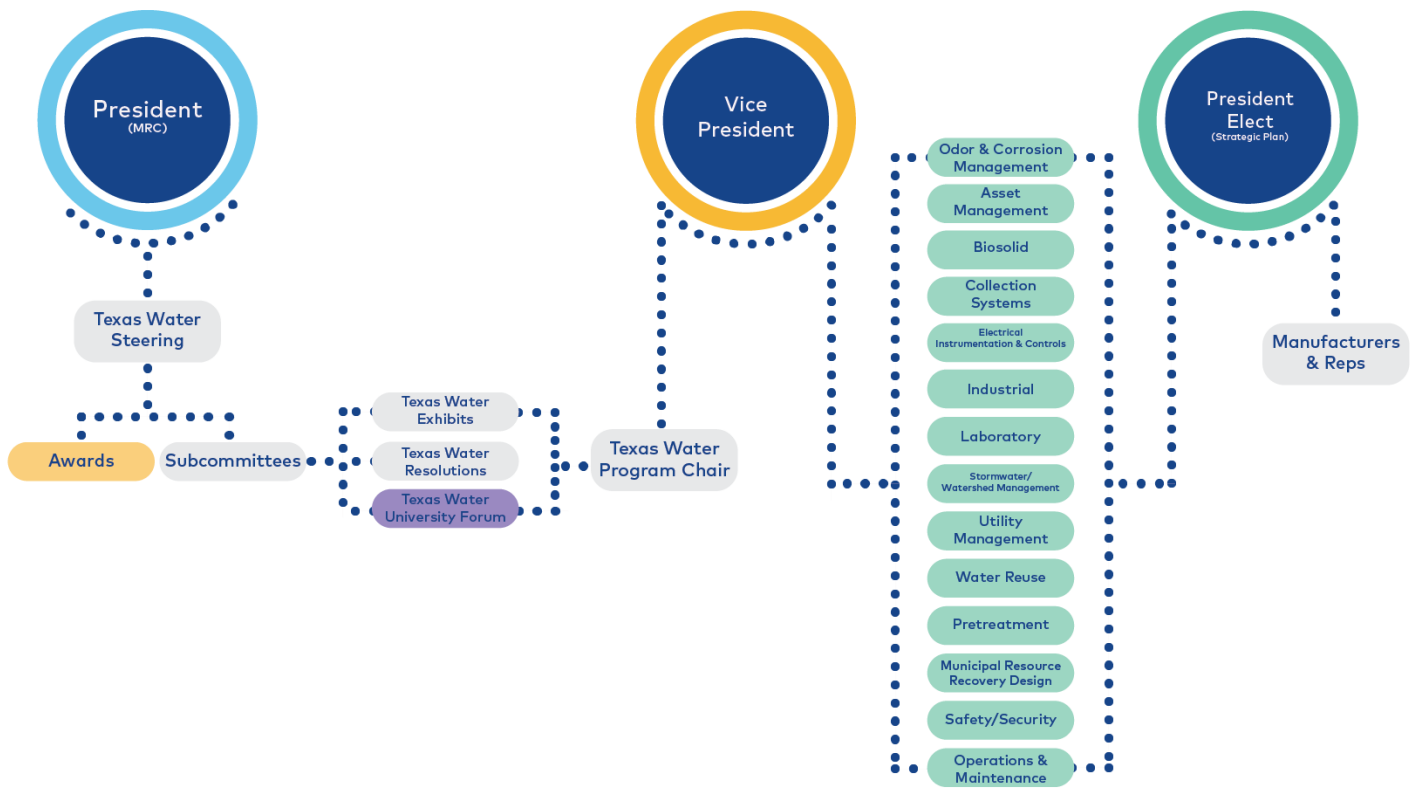


EXHIBIT 2 – EXPANDED DESCRIPTION OF COMMITTEE ROLES AND RESPONSIBILITIES: PRESIDENT, PRESIDENT ELECT, VICE PRESIDENT



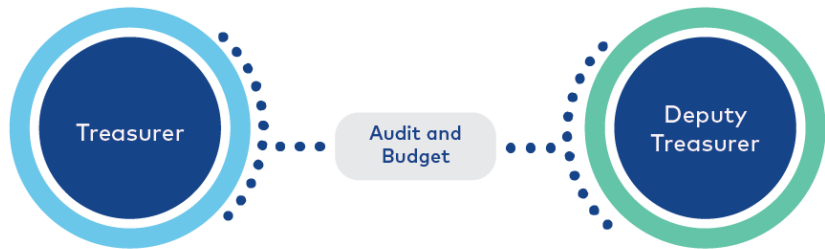
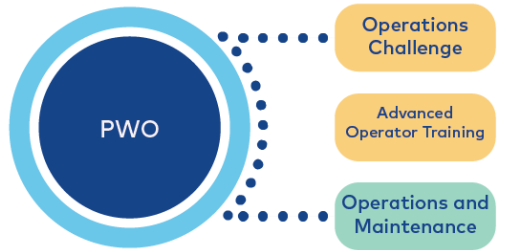
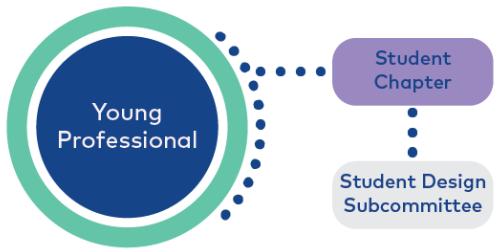
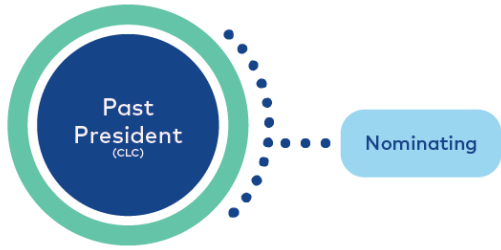


EXHIBIT 3 – EXPANDED DESCRIPTION OF COMMITTEE ROLES AND RESPONSIBILITIES:
TREASURER, PAST PRESIDENT, YOUNG PROFESSIONAL, PARLIMENTARIAN, PWO



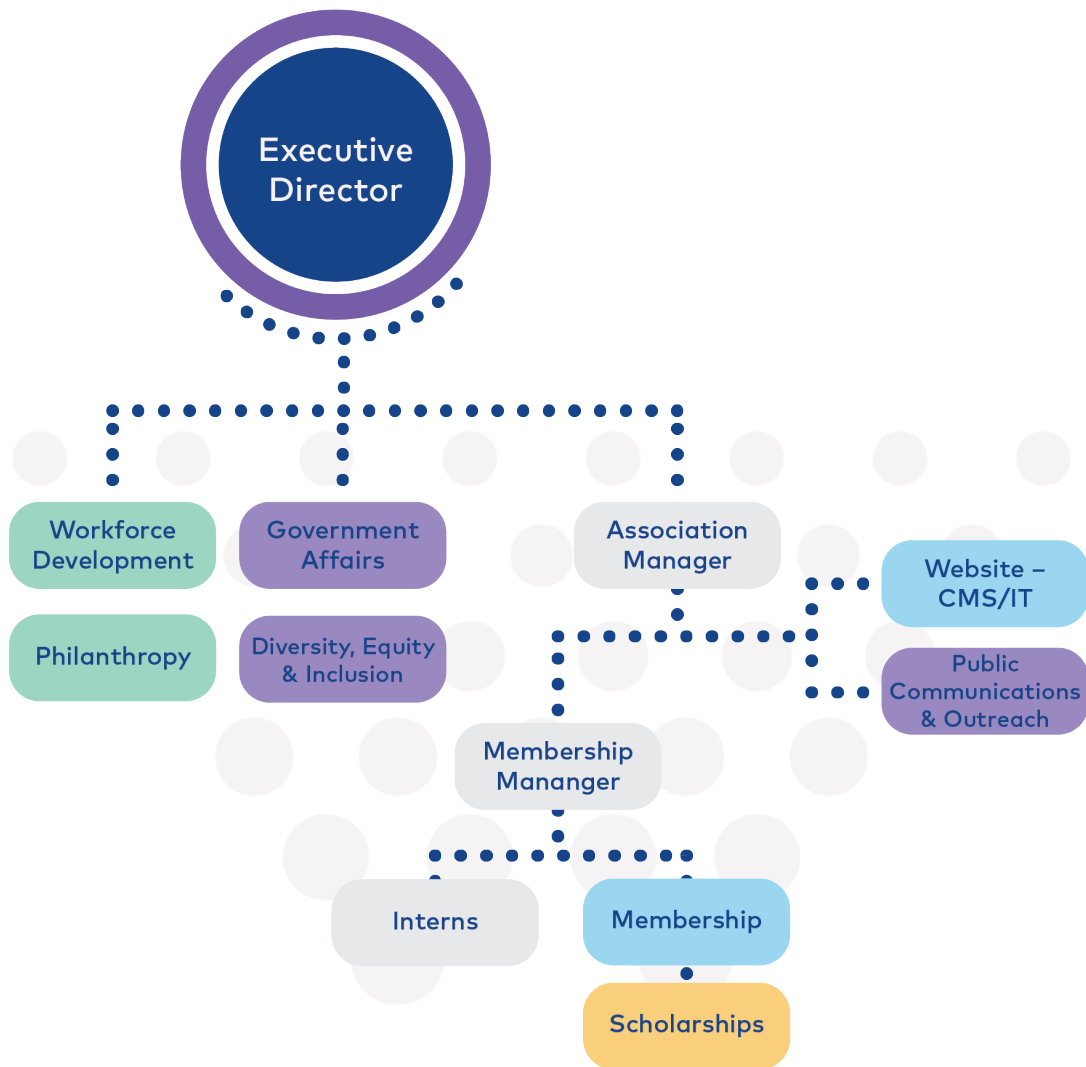


EXHIBIT 4 – EXPANDED DESCRIPTION OF COMMITTEE ROLES AND RESPONSIBILITIES:
EXECUTIVE DIRECTOR

