



**GEORGIA SECTION OF AWWA
SECTION GUIDELINES**

September 28, 2010

GAWWA SECTION GUIDELINES

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GAWWA EXECUTIVE COMMITTEE

1. Organization:

Membership: Chair, Vice-Chair, Secretary-Treasurer, Assistant Secretary-Treasurer, Trustees (2), Past-Chair, Director, and Director-Elect. Total = 9.

Term: See individual officer guidelines for duration of terms.

Reports To: Section membership.

2. Responsibilities:

2.1. Ensure that the Section functions in conformance with all prescribed guidelines and applicable constraints of the Bylaws of the Section and AWWA.

2.2. Acceptance of an appointment to the Governing Board presumes willingness by the appointee to contribute time, effort and knowledge to advance the Section's objectives.

2.3. Be a GAWWA and AWWA member in good standing.

2.4. Attend all Section meetings.

2.5. Act in an advisory and advocacy capacity to the committee he/she is a liaison, including:

- Meet with new Committee Chairs within the first three months after their appointment and annually thereafter to provide training on GAWWA Section practices and policies.
- Support/assist with committee activities.
- Report committee activities to the Governing Board in the absence of the Committee Chair.
- Communicate Board actions to Committee Chairs.
- Assist in obtaining members for each assigned committee.

2.6. Appoint the Nominating Committee in accordance with Section Bylaws or direct the Chair to appoint the Nominating Committee.

2.7. Fill via appointment unexpired terms of any officer or committee member.

2.8. Select winner of the Committee Chair Excellence Award.

2.9. Decide all questions coming before the Board by majority vote; five (5) members constitute a quorum.

- 2.10. The Section shall hold at least one general membership meeting enduring the year (i.e., Annual Business Meeting). This meeting shall take place concurrently with the GAWP Annual Conference. The Executive Committee shall conduct at least two additional meetings each year at the Section Chair's discretion.
 - 2.11. The GAWWA Executive Committee shall administer and negotiate the service agreement between GAWWA and GAWP.
 - 2.12. Executive Committee Members shall represent the GAWWA during GAWP Board of Directors Meetings.
3. Written Reports/Communications:
 - 3.1. As requested by the Section Chair or membership.

CHAIR

4. Organization:

Term: One (1) year commencing after the Annual Business Meeting.

Reports To: GAWWA Executive Committee.

Succession: Nomination made by the Nominating Committee. Elected by vote of the general membership.

5. Responsibilities:

5.1. Supervise and coordinate affairs of the Section.

5.2. Administer Section policy as outlined in the Bylaws or as directed by the Executive Committee.

5.3. Preside at all meetings of the Section and the Executive Committee.

5.4. Assign special projects and duties to Section Officers, Trustees and Committee Chairs.

5.5. If directed by the Executive Committee, appoint the Nominating Committee.

5.6. The Chair shall be an ex-officio member of all committees.

5.7. Appoint all Committee Chairs, except as provided in the Bylaws.

5.8. Represent the Section in an official capacity, as required.

5.9. Coordinate selection of the Committee Chair Excellence Award winner.

5.10. Conduct orientation meeting for new Committee Chairs and Officers.

5.11. Attempt to rectify the situation if a committee is not adequately functioning or a Committee Chair is not discharging their duties. If unsuccessful, replace the Committee Chair, or if necessary, dismiss the entire committee and/or reactivate it.

6. Written Reports/Communications:

6.1. Prepare draft and final agendas for the GAWWA Annual Business Meeting and all Executive Committee meetings.

6.2. Disseminate information as required to keep the membership knowledgeable of Section activities.

VICE-CHAIR

1. Organization:
 - Term: One (1) year commencing after the Annual Business Meeting.
 - Reports To: Section Chair.
 - Succession: Nomination made by the Nominating Committee. Elected by vote of the general membership.
2. Responsibilities:
 - 2.1. Attend all Section meetings.
 - 2.2. In the absence of the Chair, the Chair-Elect will preside over Section functions.
 - 2.3. Perform liaison duties to assigned Committee Chairs.
 - 2.4. Serve as Chair of the Budget and Finance Committee and develop the budget with the Secretary-Treasurer and Assistant Secretary-Treasurer.
 - 2.5. Responsible for updating and furthering the Section's Strategic Plan.
 - 2.6. Other duties as assigned by the Section Chair.
3. Written Reports/Communications:
 - 3.1. Provide regular updates to the Executive Committee regarding activities of the Budget and Finance Committee.
 - 3.2. Provide regular updates to the Executive Committee regarding the status of the Section's Strategic Plan.
 - 3.3. As required by Section Chair and/or Executive Committee.

PAST-CHAIR

1. Organization:
 - Term: One (1) year commencing after the Annual Business Meeting.
 - Reports To: Section Chair.
 - Succession: Current Section Chair elected by vote of general membership.
2. Responsibilities:
 - 2.1. Attend all Section meetings.
 - 2.2. Serve on the Nominating Committee.
 - 2.3. Review and update the Section Guidelines.
 - 2.4. Review Section Bylaws and recommend changes to Executive Committee.
 - 2.5. Assist Executive Committee with training of the Committee Chairs.
 - 2.6. Other duties as assigned by the Chair.
3. Written Reports/Communications:
 - 3.1. Submit Nominating Committee report to Executive Committee at least two months before the Annual Conference.

SECRETARY/TREASURER

1. Organization:

Term: One (1) year commencing after the Annual Business Meeting. The Secretary-Treasurer can serve more than one year.

Reports To: Section Chair.

Succession: Appointed by Executive Committee.

2. Responsibilities:

2.1. Attend all Section meetings.

2.2. Maintain the Section's necessary records, minutes, and files in accordance with the Section's and AWWA's Record Retention Policy.

2.3. Carry on necessary correspondence not specifically the responsibility of others.

2.4. Establish and maintain the Section's checking and investment accounts.

2.5. Promptly deposit all Section funds received in a federally insured account in the name of the Section.

2.6. Promptly pay all proper amounts owed by the Section and account for all income and disbursements in an approved accounting manner.

2.7. Develop the Section's annual budget with the assistance of the Vice Chair and the Assistant Secretary-Treasurer.

2.8. Annually determine the minimum amount of the Reserve Fund and report that amount to the Budget and Finance Committee.

2.9. Maintain 501c3 designation and tax exempt status.

2.10. Assist in the annual external review of the Section's finances.

2.11. Perform liaison duties to assigned Committee Chairs.

3. Written Reports/Communications:

3.1. Prepare year-end financial reports for the Executive Committee and the Budget and Finance Committee. Provide interim financial reports and/or account summaries at each Executive Committee meeting.

3.2. Provide financial report at the Annual Business Meeting.

3.3. File Section income tax reports and tax forms for paid staff (if any).

ASSISTANT SECRETARY/TREASURER

1. Organization:

Term: One (1) year commencing after the Annual Business Meeting. The Assistant Secretary-Treasurer can serve more than one year.

Reports To: Section Chair and Secretary/Treasurer.

Succession: Appointed by Executive Committee.

2. Responsibilities:

2.1. Attend all meetings of the Section and document proceedings.

2.2. Develop meeting minutes and provide copies to Executive Committee members and Committee Chairs.

2.3. Assist Awards Committee in the coordination of Section Awards to be distributed at the Annual Conference.

2.4. Coordinate with AWWA on the Gold Drop and Lifetime awards.

2.5. Perform liaison duties to assigned Committee Chairs.

2.6. Assist the Secretary-Treasurer and the Vice Chair in the development of the budget.

2.7. Other duties as assigned by the Chair or Secretary/Treasurer.

3. Written Reports/Communications:

3.1. Prepare draft summaries of Executive Committee meetings within 2 weeks following date of meeting.

3.2. Distribute final Executive Committee meeting minutes at least one week prior to next meeting.

TRUSTEES

1. Organization:
 - Number: Two (2) Trustees. Each Trustee shall be an active member of the Section and shall have demonstrated outstanding leadership.
 - Term: Two (2) years on a rotating basis, commencing after the Annual Business Meeting.
 - Reports To: Section Chair.
 - Succession: Nomination made by the Nominating Committee. Elected by vote of the general membership.
2. Responsibilities:
 - 2.1. Attend all Section meetings.
 - 2.2. Perform liaison duties to assigned Committee Chairs.
 - 2.3. Maintain GAWWA website and newsletter.
 - 2.4. Administer GAWWA Scholarship Program.
 - 2.5. Other duties as assigned by Section Chair and Executive Committee.
3. Written Reports/Communications:
 - 3.1. Report selected GAWWA Scholarship winners to the Executive Committee.
 - 3.2. As required by Section Chair.

DIRECTOR

1. Organization:

Term: In accordance with AWWA Bylaws commencing after the annual AWWA Annual Conference.

Reports To: GAWWA Executive Committee.

Succession: Current Director-Elect.

2. Responsibilities:

3.3. Attend all Section meetings.

3.4. Represent GAWWA on the National AWWA Board.

3.5. Represent National AWWA on the GAWWA Executive Committee.

3.6. Assist in coordinating GAWWA Section and National AWWA actions, activities, and functions.

3.7. Provide assistance to and coordination of National Officers during visits to Section activities, especially the Annual Business Meeting.

3.8. Perform liaison duties to assigned Committee Chairs.

3. Written Reports/Communications:

3.1. As required by Section Chair.

3.2. On-going reports to GAWWA Executive Committee and membership regarding AWWA activities.

DIRECTOR-ELECT

1. Organization:

Term: In accordance with AWWA Bylaws commencing after the annual AWWA Annual Conference. The Director-Elect shall be elected one year prior to taking office.

Reports To: GAWWA Executive Committee.

Succession: All Past-Chairs are eligible. Nomination made by the Nominating Committee. Elected by vote of the general membership

2. Responsibilities:

2.1. Attend all Section meetings.

2.2. Attend AWWA Annual Conference.

2.3. Assist in coordinating GAWWA Section and National AWWA actions, activities, and functions.

2.4. Provide assistance to and coordination of National Officers during visits to Section activities, especially the Annual Business Meeting.

2.5. Perform liaison duties to assigned Committee Chairs.

3. Written Reports/Communications:

3.1. As required by Section Chair and/or Executive Committee.

3.2. On-going reports to GAWWA Executive Committee and membership regarding AWWA activities.

COMMITTEE CHAIRS

1. Organization:

Term: Committee Chairs serve at the discretion of the Section Chair, usually for a term of one (1) year, commencing after the Annual Business Meeting. Exceptions are noted in the specific committee descriptions.

Committee Chairs must be members of the Section.

Reports To: Executive Committee.

Succession: Appointed by Section Chair.

2. Responsibilities:

2.1. Ensure that the objective of committee functions is to implement the goals and purposes of the Section in conformance with all prescribed guidelines and applicable constraints of the Bylaws of the Section and AWWA.

2.2. Acceptance of a Committee Chair appointment presumes willingness by the appointee to contribute time, effort and knowledge to advance the objectives of the committee and attain its goals.

2.3. Recruit additional members to their committees to assist them in carrying out their responsibilities.

2.4. Recommend a person to be appointed Committee Chair by the Section Chair prior to stepping down. Preferably, the person shall be a senior committee member.

2.5. Prepare and submit annual program and budget to Secretary/Treasurer.

2.6. Work with the committee's assigned liaison from the Executive Committee as necessary.

3. Written Reports/Communications:

3.1. Committee meetings are held as deemed necessary and called by the Committee Chair. The number of meetings varies with the purpose and function of the committee.

3.2. Electronic reports of committee activities and accomplishments submitted to the Section Chair prior to Executive Committee meetings. Committee Chairs are encouraged to attend all Executive Committee meetings.

3.3. Work with Trustees to highlight committee activities on website.

3.4. ***No contracts shall be executed by Committee Chairs.***

BUDGET AND FINANCE COMMITTEE

1. **Purpose:** To verify the financial transactions of the Section, assist with bookkeeping procedures, and to assist with development of financial policies and guidelines for the Section.
2. **Organization:**
 - Membership:** Committee Chair shall be the Vice-Chair. Other committee members include Secretary/Treasurer and Assistant Secretary/Treasurer. Section Chair will appoint additional committee members as necessary to carry out assigned responsibilities.
 - Term:** One (1) years.
 - Reports To:** Executive Committee.
 - Succession:** Vice-Chair elected by vote of general membership.
3. **Responsibilities:**
 - 3.1. Review annual budgets submitted by Committee Chairs to the Secretary/Treasurer.
 - 3.2. Review quarterly budget status reports provided by Secretary/Treasurer.
 - 3.3. Oversee implementation of the Investment Policy and the Reserve Policy.
 - 3.4. Review the Investment Policy and Reserve Policy annually. Recommend revisions as appropriate.
 - 3.5. Review the end-year reports of the Section' financial activities and accounts submitted by the Secretary/Treasurer.
 - 3.6. Coordinate an external review of Section funds annually.
 - 3.7. Evaluate the financial review completed by an outside accountant and implement recommended changes as necessary.
 - 3.8. Assist with contract review as needed.
 - 3.9. Assist with year-end tax filings.
4. **Written Reports/Communications:**
 - 4.1. Submit reports of committee activities to the Executive Committee as necessary.
 - 4.2. Present results of the year-end reviews to the Executive Committee.

AWARDS COMMITTEE

1. **Purpose:** To acknowledge outstanding work by utilities and individuals in providing safe drinking water.
2. **Organization:**
 - Membership:** Committee Chair appointed by Section Chair. Committee Chair shall appoint additional committee members as necessary to carry out assigned responsibilities. Award committees shall be formed in accordance with AWWA Guidelines, if established.
 - Term:** One (1) year.
 - Reports To:** Executive Committee.
 - Succession:** Senior committee member appointed Committee Chair by Section Chair.
3. **Responsibilities:**
 - 3.1. Solicit and review nominations for the annual Section awards listed below:
 1. George Warren Fuller Award*
 2. Kenneth R. Miller Water for People Award
 3. Operator's Meritorious Service Award (OMSA)*
 4. William J. Greene, Jr. Award*
 5. Water Plant of the Year Awards
 6. Water Distribution System of the Year Award
 7. GAWWA Safety Award
 8. Golden Hydrant Society Membership
 9. GAWWA Scholarships*
 10. Life And Gold Water Drop Awards*

* - Requires Individual AWWA Membership
 - 3.2. Recommend awardees after review by appropriate committee and/or Executive Committee members.
 - 3.3. Assist in presenting the awards and procurement of the award plaques.
 - 3.4. Annually evaluate whether the Section and/or its members are eligible for any AWWA awards. If so, the committee will prepare and submit the necessary information to apply for the award. AWWA awards are listed at www.awwa.org.
 - 3.5. Assist the Board with any special awards or recognition.
 - 3.6. The Committee Chair shall comply with the duties and responsibilities previously outlined in this document.

4. Written Reports/Communications:
 - 4.1. Advertise/solicit award nominations in GAWP News & Notes and on the GAWWA website.
 - 4.2. Develop award nomination forms.
 - 4.3. Draft and send letters to the awardees and/or awardees' employer (City Council, Manager, Water Board, etc.) advising them of the award.
 - 4.4. Follow-up with award winners as appropriate.
 - 4.5. Communicate with the Assistant Secretary/Treasurer and GAWP staff for publication of award winners and coordination of plaques and conference registration.
 - 4.6. Update the award winners in the Section database.
 - 4.7. Submit regular reports of committee activities to the Executive Committee.
 - 4.8. Annually submit a proposed program and budget to the Secretary/Treasurer for approval by the Executive Committee.

GEORGE WARREN FULLER AWARD COMMITTEE

1. **Purpose:** George Warren Fuller Awards are presented annually by the American Water Works Association to the sections' respective selected members for their distinguished service to the water supply field in commemoration of the sound engineering skill . . . the brilliant diplomatic talent . . . and the constructive leadership which characterized the life of George Warren Fuller.

In accordance with the Fuller Award terms and conditions, consider annually the selection of a Section member to receive the George Warren Fuller Award.
2. **Organization:**
Membership: Five most recent recipients with the senior recipient serving as Chair. If senior recipient is unable to serve as Committee Chair, the Section Chair selects a Committee Chair from the remaining recipients.
Term: One (1) year.
Reports To: Section Chair.
Succession: Most senior award recipient.
3. **Suggested Ceremony for Presentation of the George Warren Fuller Award:**
 - 3.1. To add prestige to the affair, the AWWA officer who is the official AWWA representative at the Section meeting should make the announcement.
 - 3.2. To lend further stature to the occasion, the AWWA officer should ask all former recipients of the Award, regardless of Section, to come forward and stand either behind or in front of the podium.
 - 3.3. To recall the purpose of the Award and its dedication, the AWWA officer should then present a brief statement on the character and accomplishments of George Warren Fuller and the AWWA officer's reflection of the criteria for the Award.
 - 3.4. To add drama to the occasion, the AWWA officer should then read a biographical sketch of the nominee for the Award, prepared so as to hide the identity of the nominee as long as possible.
 - 3.5. The Committee Chair should then escort the nominee to the podium.
 - 3.6. The AWWA officer should then read the citation for the Award and congratulate the nominee.
 - 3.7. The Fuller Award Certificate is presented at an Awards Breakfast at the Association's Annual Conference, following which the Awardees are officially inducted into the George Warren Fuller Award Society.

4. Written Reports/Communications:

- 4.1. Proceedings of the Committee are confidential. The Committee transmits the award recipient's name to the Assistant Secretary/Treasurer after presentation of award.

WATER FOR PEOPLE

1. Purpose: Water For People helps people in developing countries improve their quality of life by supporting the development of locally sustainable drinking water resources, sanitation facilities and health and hygiene education programs. The goal of the GAWWA Section of Water for People is to become a resource for communicating the needs of people in developing countries and the values of Water for People's solutions and experience at the local level. To achieve this goal the committee aims to: 1) provide local support for the national Water for People organization; 2) increase awareness of water issues in developing countries; and 3) raise funds to further drinking water and sanitation projects in developing countries.

2. Organization:

Membership: The Water for People Committee shall be comprised of 6 representatives as follows:

 - Committee Chair - Appointed by GAWWA Chair.
 - Vice Chair – GWEF Chair
 - GWEF (2)
 - GAWWA (2)

Chair Term: Two (2) years.

Reports To: Executive Committee.

Succession: Appointed by Section Chair.

3. Responsibilities:
 - 3.1. Schedule, organize and facilitate regular committee meetings.
 - 3.2. Schedule and facilitate additional meetings for Executive Committee members, as needed.
 - 3.3. Plan fundraising events and community relations projects.
 - 3.4. Coordinate with GAWWA Secretary/Treasurer regarding income, expenses and disbursements.
 - 3.5. Provide revenue and expense receipts to GAWWA Secretary/Treasurer.
 - 3.6. Attend Executive Committee meetings on a regular basis.
 - 3.7. Coordinate with national WFP staff, as needed.
 - 3.8. Attend annual WFP summer workshop when approved by Executive Committee.
 - 3.9. Receive new committee members (provide information, direct to website, and add to contact list).
 - 3.10. Active participation by all GAWWA and GWEF appointees.

4. Written Reports/Communications:
 - 4.1. Compose correspondence to committee and other participants for meetings and events.
 - 4.2. Work with Trustees to highlight committee activities on website.
 - 4.3. Submit reports of committee activities to the Executive Committee.
 - 4.4. Annually submit a proposed program and budget to the GAWWA Secretary/Treasurer for approval by the Budget and Finance and Executive Committees.
 - 4.5. Provide revenue and expense receipts to the GAWWA Secretary/Treasurer following each event, along with number of attendees.

MEMBERSHIP COMMITTEE

1. Purpose: To recruit new members to the organization, retain members, and get current members actively involved in GAWWA.
2. Organization:
 - Membership: Committee Chair appointed by Section Chair.
 - Term: Two (2) years.
 - Reports To: GAWWA Executive Committee.
 - Succession: Appointed by Section Chair.
3. Responsibilities:
 - 3.1. Establish and carry out programs throughout the Section to obtain new members, and retain existing members in AWWA.
 - 3.2. Maintain records of Section membership award recipients.
 - 3.3. Plan and hold an annual membership appreciation event to coincide with AWWA Membership Appreciation Week.
 - 3.4. Man the membership booth at the Annual Conference.
 - 3.5. Prepare a list of committee openings for dissemination utilizing the Section's Newsletter and/or web site.
 - 3.6. Attend AWWA's Membership Matters training when approved by the Executive Committee.
 - 3.7. Develop and send out a welcome letter to new members.
4. Written Reports/Communications:
 - 4.1. Work with Trustees to highlight committee activities on website.
 - 4.2. Submit regular reports of committee activities to the Executive Committee.
 - 4.3. Annually submit a proposed program and budget to the Secretary/Treasurer for approval by the Executive Committee.

NOMINATING COMMITTEE

1. **Purpose:** To select new Board members to fill vacancies.
2. **Organization:**
 - Membership: Committee Chair shall be the current Past-Chair. Committee shall be composed of a minimum of the current Past-Chair and either the next two most immediate Past-Chairs or any other members that the Executive Committee deems appropriate based on knowledge or and experience in the Section.
 - Term: One (1) year.
 - Reports To: Section Chair.
 - Succession: Current Section Chair.
3. **Responsibilities:**
 - 3.1 At least thirty (30) days prior to the Annual Business Meeting, the Committee shall arrange for the selection of at least one (1) eligible candidate for each office to be filled, and shall present these nominations to the Section Chair for action by the membership.
4. **Written Reports/Communications:**
 - 4.1 Prepare a list of nominations for a consideration at the Annual Business Meeting.
 - 4.2 Submit reports of committee activities to the Executive Committee as necessary.

WATER DISTRIBUTION COMMITTEE

1. Purpose: Provide information to personnel responsible for water distribution systems that will help them avoid acute and chronic delivery problems and to maintain water quality in the system.

2. Organization:
 - Membership: Committee Chair appointed by Section Chair. Committee Chair shall appoint additional committee members as necessary to carry out assigned responsibilities
 - Term: One (1) year.
 - Reports To: Executive Committee.
 - Succession: Appointed by Section Chair.

3. Responsibilities:
 - 3.1. To advance and disseminate knowledge and information regarding design, operation and maintenance of water distribution systems.
 - 3.2. To help the water industry focus on water quality in the distribution system.
 - 3.3. Contribute articles to GAWWA and GAWP associated publications.
 - 3.4. Coordinate technical presentation at the GAWP Fall, Spring and Annual Conferences.
 - 3.5. Specialty training sessions or programs to be approved by the Executive Committee prior to implementation.

4. Written Report/Communications:
 - 4.1. Work with Trustees to highlight committee activities on website.
 - 4.2. Submit regular reports of committee activities to the Executive Committee.

WATER TREATMENT COMMITTEE

1. Purpose: Provide technical information to personnel responsible for water treatment systems.
2. Organization:
 - Membership: Committee Chair appointed by Section Chair.
 - Term: One (1) year.
 - Reports To: Executive Committee.
 - Succession: Appointed by Section Chair.
3. Responsibilities:
 - 3.1. Advance and disseminate knowledge and information regarding design and operation of water treatment plants.
 - 3.2. Help the water industry focus on water quality issues associated with water treatment.
 - 3.3. Contribute articles to GAWWA and GAWP associated publications.
 - 3.4. Coordinate technical presentation at the GAWP Fall, Spring and Annual Conferences.
 - 3.5. Specialty training sessions or programs to be approved by the Executive Committee prior to implementation.
4. Written Report/Communications:
 - 4.1. Work with Trustees to highlight committee activities on website.
 - 4.2. Submit regular reports of committee activities to the Executive Committee.

WATER PLANT INSPECTION COMMITTEE

1. Purpose: Provide information to personnel responsible for inspection of water treatment plants that will not only assist them in rating the best overall operated facility but also to give valuable information to those systems from seasoned inspectors.

2. Organization:
Membership: Committee Chair appointed by Section Chair.
Term: One (1) year.
Reports To: Executive Committee.
Succession: Appointed by Section Chair.

3. Responsibilities:
 - 3.1. Conduct specialty training sessions or programs to be approved by the Executive Committee prior to implementation.
 - 3.2. Contribute articles to GAWWA and GAWP associated publications.
 - 3.3. Inspect all surface and ground water facilities in the State of Georgia who apply for GAWWA Award Program.
 - 3.4. Be a liaison between the groundwater and surface water facilities to the GAWWA Executive Committee.
 - 3.5. Discuss and verify award winners with Georgia EPD.

4. Written Report/Communications:
 - 4.1. Work with Trustees to highlight committee activities on website.
 - 4.2. Submit regular reports of committee activity to the Executive Committee.

GAWARN COMMITTEE

1. **Purpose:** To provide technical information and feedback from Georgia Water/Wastewater Agency Response Network (GAWARN) and to promote Urban Area Security Initiative (UASI)-Region All Hazards Council (AHC7) emergency preparedness, disaster response, and mutual aid assistance matters for public and private water and wastewater municipalities for natural and man-made caused events.

2. **Organization:**
Membership: Committee Chair appointed by Section Chair.
Term: One (1) year.
Reports To: Executive Committee.
Succession: Appointed by Section Chair.

3. **Responsibilities:**
 - 3.1. Promote awareness and solicit partnerships in the GAWARN program and its benefits of signing a Mutual Aid Agreement.
 - 3.2. Assist with program consistency with other statewide mutual aid and assistance programs and the National Incident Management System (NIMS).
 - 3.3. The GA WARN will assist the local and state emergency management authority to integrate municipality response at the field, local, and state levels of government, while anticipating later federal assistance or resolving problems without such recourse.
 - 3.4. Coordinate technical presentations at GAWP and GRWA conferences.
 - 3.5. Coordinate, facilitate and organize training sessions or programs to be approved by the Executive Committee prior to implementation.
 - 3.6. Maintain GAWARN web site and other assets owned by GAWARN, including truck and trailer.

4. **Written Report/Communications:**
 - 4.1. Work with Trustees to highlight committee activities on website.
 - 4.2. Submit regular reports of committee activity to the Executive Committee.

DIVERSITY COMMITTEE

1. Purpose: To assist GAWWA in creating a diverse membership and establishing an organizational environment that recognizes, encourages, celebrates and effectively utilizes each individual.
2. Organization:
 - Membership: Committee Chair appointed by Section Chair.
 - Term: One (1) year.
 - Reports To: Executive Committee.
 - Succession: Appointed by Section Chair.
3. Responsibilities:
 - 3.1. Contribute articles to GAWWA and GAWP associated publications.
 - 3.2. Conduct specialty training sessions or programs to be approved by the Executive Committee prior to implementation.
 - 3.3. Help the water industry focus on issues associated with diversity in the workplace.
 - 3.4. Work with the GAWP Young Professionals (YP) and H2O Opportunity Committees in recruiting multicultural college students to the water industry.
4. Written Report/Communications:
 - 4.1. Work with Trustees to highlight committee activities on website.
 - 4.2. Submit regular reports of committee activity to the Executive Committee.

APPENDIX

**Appendix A – 2010/2011 GAWWA Executive Committee, Committee Chairs
and GAWP Liaisons**

GAWWA Executive Committee

Chair	Peter Johns
Vice-Chair	Lynn Campbell
Past-Chair	Sandy Smith
Secretary-Treasurer	Becky Mixon
Assistant Secretary-Treasurer	Steve Simpson
Trustees	Kim Shorter Kathy Nguyen
Director	Terry Cole

GAWWA Committee

<u>Chair</u>	
Awards	Gary McCoy
Fuller Award	Most Senior Award Recipient
Greene Award	Most Senior Award Recipient
Budget and Finance	Lynn Campbell
Membership	Tony Parrott
Water for People	Becky Butts
Water Distribution	Roger Wilhelm
Water Treatment	Kelly Comstock
Nominations	Sandy Smith
Plant Inspections	Connie Nelms
GAWARN	Sandy Smith - Interim
Diversity	Keisha Lisbon

GAWP Committee Liaisons

GAWP Program	Steve Simpson
GAWP Legislative	Kathy Nguyen
GAWP Membership	Tony Parrott

Appendix B – 2010/2011 GAWWA Awards

1. George Warren Fuller Award

2000 Wayne Waldrip
2001 Donald R. Allen
2002 Michael J. Leonard
2003 Patricia A. Stevens
2004 Harold F. Reheis
2005 Terry Cole
2006 Tommy Furlow
2007 William B. Zieburtz
2008 Becky Mixon
2009 Gary McCoy
2010 Sandy Smith

2. Kenneth R. Miller Water for People Award

2002 H. E. “Gene” Holcomb
2003 Sandy A. Smith
2004 Tommy Nickles
2005 Betsy Kratz
2006 No Award
2007 Becky Mixon
2008 Becky Butts
2009 Gene Camp

3. Operator’s Meritorious Service Award

2000 Hoyt J. Ledford
2001 John W. “Bill” Davis, Jr.
2002 Charles N. McGugan
2003 J. Sidney Forsyth
2004 Jocelyn Z. Hunt
2005 Andrew Jarrard
2006 Brady Gayton
2007 n/a
2008 Scott Shepler
2009 Jack C. Leming

4. William J. Greene, Jr. Award

2000 Kun Suwanarpa
2001 Billy G. Turner
2002 G. Ben Turnipseed
2003 Michael J. Leonard
2004 William B. Zieburtz, Jr.
2005 Edward A. Clark
2006 William N. Morris
2007 Robert Brice
2008 Gene Camp
2009 Sandy Smith
2010 Gary McCoy

5. Water Plant of the Year Awards

6. Water Distribution System of the Year Award

7. GAWWA Safety Award

8. Golden Hydrant Society Membership

9. GAWWA Scholarships

10. Life And Gold Water Drop Awards