



# Georgia Section

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## American Water Works Association

Section Guidelines

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## **GAWWA EXECUTIVE COMMITTEE**

### **1. Executive Committee Organization:**

Membership: Chair, Vice-Chair, Past Chair, Senior Trustee, Junior Trustee, Secretary-Treasurer, Assistant Secretary-Treasurer, Director, Director-Elect and Georgia Association of Water Professionals (GAWP) President Elect. Total = 10

*Executive Committee Members are required to be a GAWWA and AWWA member in good standing with the exception of the GAWP President Elect.*

Term: See individual officer guidelines for duration of terms.

Reports To: Section Membership

### **2. Executive Committee Responsibilities:**

The following responsibilities apply to all Executive Committee members. See additional responsibilities under each Committee position.

- a. Ensure that the Section functions in conformance with all prescribed guidelines and applicable constraints of the Bylaws of the Section and AWWA.
- b. Acceptance of an appointment to the Executive Committee presumes willingness by the appointee to contribute time, effort and knowledge to advance the Section's objectives.
- c. Attend Section meetings. It is the expectation that Executive Committee members make a good faith effort to participate in GAWWA meetings, as well as GAWP Board meetings, if a Board member.
- d. Act in an advisory and advocacy capacity to the assigned GAWWA committee(s). (Refer to table below for listing of Board member committee liaison assignments.)
- e. Meet with assigned Committee Chairs within the first three (3) months after their appointment to provide training on GAWWA Section practices and policies.
- f. Support and assist with assigned committee activities.
- g. Report assigned committee activities to the Executive Committee in the absence of the Committee Chair.
- h. Communicate Executive Committee actions to assigned Committee Chairs.
- i. Assist in obtaining members for each assigned committee.
- j. Fill via appointment unexpired terms of any officer or committee member.
- k. Decide all questions coming before the Executive Committee by majority vote; five (5) voting members constitute a quorum.

- l. Conduct at least one (1) general membership meeting during the year (i.e., Annual Business Meeting). This meeting shall take place concurrently with the GAWWA/GAWP Annual Conference. GAWWA Executive Committee for the upcoming year shall be elected at this meeting.
  - m. Conduct at least four (4) additional meetings each year to conduct business of the Board. Additional meetings may be held at the discretion of the Chair.
  - n. Administer the Service Agreement and MOU between GAWWA and GAWP. See MOU and Service Agreement Committee.
3. Executive Committee Written Reports/Communications:
- a. As requested by the Section Chair, Membership and/or National AWWA.
  - b. Communicate Section news to GAWWA members via GAWWA website and newsletters.

<b>Board Member Position</b>	<b>Liaison to the Following GAWWA Committees</b>
Chair	Communications, Membership
Vice-Chair	Conference Coordinator, GAWARN, Budget and Finance, Water Loss Control
Past Chair	Nominating, Awards, POTY, Training, MOU and Service Agreement
Senior Trustee	Distribution and Subcommittees, Diversity, Water Treatment
Junior Trustee	WFP, NWNB, Scholarships
Secretary-Treasurer	Budget and Finance
Assistant Secretary-Treasurer	Budget and Finance
Director	Model Water Tower, MOU and Service Agreement

## CHAIR

### 1. Chair 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.

### 2. Chair Responsibilities:

- a. Supervise and coordinate affairs of the Section.
- b. Administer Section policy as outlined in the By-laws or as directed by the Executive Committee.
- c. Preside at all meetings of the Section and the Executive Committee. It is the expectation that Executive Committee members make a good faith effort to participate in GAWWA meetings as well as GAWP Board meetings.
- d. Serve on the GAWP Board of Directors and Executive Committee as a voting member.
- e. Assign special projects and duties to Section Officers, Trustees and Committee Chairs (such as GAWWA participation in ACE, RMSO, legislative Fly-In, etc.).
- f. The Chair shall be an ex-officio member of all committees and shall be an official member of the Budget and Finance Committee and liaison to assigned committees (see table on page 5).
- g. Communicate and coordinate GAWWA philanthropic efforts with GAWP.
- h. Appoint all GAWWA Committee Chairs, except as provided in the By-laws.
- i. Represent the Section in an official capacity, as required.
- j. Assist with training of GAWWA Section and practices and policies for Committee Chairs and Officers.
- k. Coordinate with the Association on national events and conferences planned to be held in Georgia.
- l. 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.

### 3. Chair Written Reports/Communications:

- a. Following Annual Business Meeting – prepare annual post conference forms for National AWWA by August 15<sup>th</sup>. Reports/Forms include Section Future Annual Conference Information, Section Officers and Committee Chair Form and Fuller Award Form. This request is typically sent to the Secretary/Treasurer and Past Chair in July from AWWA Section Services.
- b. Prepare draft and final agendas for the GAWWA Annual Business Meeting and all Executive Committee meetings.
- c. Disseminate information as required to keep the membership knowledgeable of Section activities.

## VICE-CHAIR

### 1. Vice Chair 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. Vice-Chair Responsibilities:

- a. In the absence of the Chair, the Vice-Chair will preside over Section functions.
- b. Attend Section meetings. It is the expectation that Executive Committee members make a good faith effort to participate in GAWWA meetings as well as GAWP Board meetings.
- c. Serve on the GAWP Board of Directors as a voting member.
- d. Serve as Chair of the Budget and Finance Committee and develop the budget with the Chair, Secretary-Treasurer and Assistant Secretary-Treasurer.
- e. Serve as liaison to assigned committees (see table on page 5).
- f. Responsible for updating and furthering the Section's Strategic Plan annually by February of each year.
- g. Prepare a slate of committee chairs for appointment at least 45 days prior to the GAWWA Annual Business Meeting.
- h. Other duties as assigned by the Section Chair and Executive Committee.

### 3. Vice-Chair Written Reports/Communications:

- a. Provide regular updates to the Executive Committee regarding activities of the Budget and Finance Committee.
- b. Provide an annual update to the Executive Committee (by February 1<sup>st</sup>) regarding the status of meeting the goals established in the Section's Strategic Plan.
- c. As required by Section Chair and/or Executive Committee.



## PAST CHAIR

### 1. Past Chair Organization:

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

Reports To: Section Chair

Succession: Prior year's Section Chair

### 2. Past-Chair Responsibilities:

- a. Attend Section meetings. It is the expectation that Executive Committee members make a good faith effort to participate in GAWWA meetings.
- b. Serve as the official Training Coordinator and official liaison to the assigned committees (see table on page 5).
- c. Chair the Nominating Committee.
- d. Review the MOU and Service Agreement and update as necessary with other assigned committee members.
- e. Facilitate training of the Executive Committee and Committee Chairs. Prepare and update curriculum for GAWWA Committee Chair training yearly with changes being approved by the Executive Committee.
- f. Facilitate all continuing education training and seminars. Serve as the coordinator for all specialty conference and training.
- g. Other duties as assigned by the Section Chair and Executive Committee.

### 3. Past-Chair Written Reports/Communications:

- a. Submit Nominating Committee reports to the Executive Committee at least 60 days prior to the annual GAWWA/GAWP conference.

## SENIOR TRUSTEE

### 1. Senior Trustee Organization:

Term: One (1) year commencing after the Annual Business Meeting and after serving one year as Junior Trustee

Reports To: Section Chair

Succession: Nomination made by the Nominating Committee. Elected by vote of the general membership for a two-year term (first year is served as Junior Trustee)

### 2. Senior Trustee Responsibilities:

- a. Attend Section meetings. It is the expectation that Executive Committee members make a good faith effort to participate in GAWWA meetings as well as GAWP Board meetings.
- b. Serve on the GAWP Board of Directors as a voting member.
- c. Serve as the official liaison to assigned committees (see table on page 5).
- d. Serve as the official Philanthropic Committee Chair.
- e. Attend the AWWA Summer Workshop.
- f. Other duties as assigned by the Section Chair and Executive Committee.

### 3. Senior Trustee Written Reports/Communications:

- a. Report Committee award winners to the Executive Committee.
- b. As required by Section Chair and Executive Committee.

## **JUNIOR TRUSTEE**

### 1. Junior Trustee Organization:

- Term: One (1) year commencing after the Annual Business Meeting (first of a two-year term)
- Reports To: Section Chair
- Succession: Nomination made by the Nominating Committee. Elected by vote of the general membership for a two-year term.

### 2. Junior Trustee Responsibilities:

- a. Serve as the official Philanthropic Committee Vice Chair and as the official liaison to assigned committees (see table on page 5).
- b. Attend the AWWA Summer Workshop.
- c. Other duties as assigned by the Section Chair and Executive Committee.

### 3. Junior Trustee Written Reports/Communications:

- a. Report selected GAWWA Scholarship recipients to the Executive Committee by April 1<sup>st</sup> of each year.
- b. As required by Section Chair and Executive Committee.

## SECRETARY-TREASURER

### 1. Secretary-Treasurer Organization:

Term: One (1) year commencing after the Annual Business Meeting. The Secretary-Treasurer can serve more than one (1) term at the request of the Executive Committee and acceptance of the Secretary-Treasurer.

Reports To: Executive Committee

Succession: Appointed by Executive Committee

### 2. Secretary-Treasurer Responsibilities:

- a. Prepare Section meeting minutes in the absence of the Assistant Secretary-Treasurer.
- b. Attend Section meetings. It is the expectation that Executive Committee members make a good faith effort to participate in GAWWA meetings.
- c. Maintain the Section's necessary records, minutes and files in accordance with the Section's and AWWA's Record Retention Policy.
- d. Carry on necessary correspondence as directed by the Chair.
- e. Establish and maintain the Section's checking and investment accounts.
- f. Promptly deposit all Section funds received in a federally insured account in the name of the Section.
- g. Promptly pay all proper amounts owed by the Section and account for all income and disbursements in an approved accounting manner.
- h. Develop the Section's annual budget with the assistance of the Chair, Vice-Chair and the Assistant Secretary-Treasurer.
- i. Determine the minimum amount of the Reserve Fund on an annual basis and report that amount to the Budget and Finance Committee.
- j. Support maintaining AWWA's tax exempt status.
- k. Assist in the annual review of the Section's finances.
- l. Serve as an official member of the Budget and Finance Committee.
- m. Coordinate with the Association on national events and conferences planned to be held in Georgia.
- n. Support other committee liaisons.

### 3. Secretary-Treasurer Written Reports/Communications:

- a. 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.
- b. Provide financial report at the Annual Business Meeting.
- c. File Section income tax reports and tax forms for paid staff (if any).

## **ASSISTANT SECRETARY-TREASURER**

### 1. Assistant Secretary-Treasurer Organization:

Term: One (1) year commencing after the Annual Business Meeting. The Secretary-Treasurer can serve more than one (1) term at the request of the Executive Committee and acceptance of the Assistant Secretary-Treasurer.

Reports To: Executive Committee and Secretary-Treasurer

Succession: Appointed by Executive Committee

### 2. Assistant Secretary-Treasurer Responsibilities:

- a. Attend Section meetings and document proceedings. It is the expectation that Executive Committee members make a good faith effort to participate in GAWWA meetings.
- b. Develop Section meeting minutes and provide to the Executive Committee.
- c. Assist Awards Committee in coordination of Section Awards to be distributed at the Fall, Annual and Spring Conferences.
- d. Coordinate with the Awards Committee Chair for publication of award winners and coordination of plaques and conference recognition and registrations and to update the award winners in the Section database.
- e. Assist the Secretary-Treasurer, Chair and Vice-Chair in the development of the budget.
- f. Maintain the Section's official history of Executive Committee, Committee Chairs and Award winners. Update records annually with information provided by the Executive Committee and Awards Committee. Work with the Communications Committee to include award information in the Section newsletters and on the website.
- g. Maintain the Section's official records of documents both working copies and official signed/approved copies, including, but not limited to, MOU and Service Agreement, Strategic Plan, Guidelines, By-Laws, Taxes and Financial Statements.
- h. Other duties as assigned by the Chair or Secretary-Treasurer.

### 3. Assistant Secretary-Treasurer Written Reports/Communications:

- a. Prepare draft summaries of Executive Committee meetings within two (2) weeks following date of meeting.
- b. Distribute final Executive Committee meeting minutes at least one (1) week prior to the next meeting.

## **DIRECTOR-ELECT**

### 1. Director-Elect Organization:

Term: In accordance with the AWWA By-laws one (1) year commencing after the AWWA Annual Conference. The Director-Elect shall be elected one year prior to taking office as the Director.

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. Director-Elect Responsibilities:

- a. Attend Section meetings. It is the expectation that Executive Committee members make a good faith effort to participate in GAWWA meetings.
- b. Attend AWWA Winter and Summer Board Meetings.
- c. Attend AWWA Annual Conference.
- d. Assist in coordinating GAWWA Section and National AWWA action, activities and functions.
- e. Provide assistance to and coordination of National Officers during visits to Section activities, especially the Annual Business Meeting.
- f. Assist Director with Section liaison duties.

### 3. Director-Elect Written Reports/Communications:

- a. As required by Section Chair and/or Executive Committee.

## DIRECTOR

### 1. Director Organization:

Term: In accordance with the AWWA By-laws three (3) years commencing after the AWWA Annual Conference.

Reports To: GAWWA Executive Committee and AWWA Board

Succession: Current Director-Elect

### 2. Director Responsibilities:

- a. Attend Section meetings. It is the expectation that Executive Committee members make a good faith effort to participate in GAWWA meetings as well as GAWP Board meetings.
- b. Serve on the GAWP Board of Directors as a voting member.
- c. Attend incoming Director's workshop in July of the first year of three-year term.
- d. Attend AWWA Winter and Summer Board Meetings.
- e. Attend AWWA Annual Conference.
- f. Participate on the National AWWA Board of Directors.
- g. Serve as a liaison between National AWWA and the GAWWA Section.
- h. Serve as the official liaison to assigned committees (see table on page 5).
- i. Assist in coordinating GAWWA Section and National AWWA action, activities and functions.
- j. Provide assistance to and coordination of National Officers during visits to Section activities, especially the Annual Business Meeting. This includes the following:
  - i. Prepare itinerary and provide to visiting officer prior to event and coordinate travel requirements.
  - ii. Complete the applicable forms detailing conference events to AWWA National.
  - iii. Coordinate biographical background with head shot picture of visiting officers from AWWA to GAWP for publication in conference literature.
  - iv. Coordinate with GAWP on conference registration and events during the conference such as BBQ, GAWP Board meeting, Awards Luncheon, 5-S Breakfast, and others.



- v. Coordinate with the Program Committee to ensure visiting officer has an allotted presentation slot for annual conference. Attend with the officer to program rehearsal events during the conference.
  - k. Coordinate/Negotiate the MOU and Service Agreement with GAWP and update as necessary.
- 3. Director Written Reports/Communications:
  - a. As required by Section Chair and/or Executive Committee.
  - b. On-going reports to GAWWA Executive Committee and membership regarding AWWA activities.

## **DIRECTOR-AT-LARGE**

### 1. Director-At-Large Organization:

Term: In accordance with the AWWA By-laws three (3) years commencing after the AWWA Annual Conference

Reports To: AWWA Board

Succession: None – elected by AWWA Board

### 2. Director-At-Large Responsibilities:

- a. Attend incoming Director's workshop in July of the first year of three-year term.
- b. Attend AWWA Winter and Summer Board Meetings.
- c. Attend AWWA Annual Conference.
- d. Participate on the National AWWA Board of Directors.

### 3. Director –At-Large Written Reports/Communications:

- a. As requested by Section Chair and/or Executive Committee.
- b. On-going reports to GAWWA Executive Committee and membership regarding AWWA activities in conjunction with the Director, as requested.

## EXECUTIVE COMMITTEE ADMINISTRATIVE COMMITTEES

- Awards Committee
- Budget and Finance
- Communications
- Conference Coordinator
- GAWARN
- Membership
- MOU & Service Agreement
- Nominations
- Philanthropic
- Training

## AWARDS COMMITTEE

1. Awards Committee Purpose: To acknowledge outstanding work by utilities and individuals in providing safe drinking water.
2. Awards Committee Organization:
  - Membership: Committee Chair appointed by Section Chair. Committee Chair shall appoint additional committee members as necessary to carry out assigned responsibilities. Awards Committee shall be formed in accordance with AWWA Guidelines.
  - Term: One (1) year; however the practice of the Section is to allow Chair to serve at least two (2) years if willing and desired by the Executive Committee.
  - Reports To: Executive Committee
  - Succession: Senior committee member appointed by Section Chair.
3. Awards Committee Responsibilities:
  - a. Solicit and review nominations for annual Section awards. Each award is listed and detailed under “Award Details”.
  - b. Solicit and review nominations for annual Section Awards listed below.
  - c. Assist in presenting the awards and procurement of the award plaques.
  - d. 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/awards](http://www.awwa.org/awards).
  - e. Assist the Executive Committee with any special awards recognition.
4. Awards Committee Written Reports/Communications:
  - a. Advertise/solicit award nominations in GAWP News & Notes, The Georgia Operator and the GAWWA website.
  - b. Develop award nomination forms.
  - c. Draft and send letters and/or emails to the awardees and/or awardees’ employer (City Council, Manager, Water Board, etc.) advising them of the award.
  - d. Follow-up with award winners as appropriate.
  - e. Communicate with the Assistant Secretary-Treasurer and GAWP staff for publication of award winners and coordination of plaques and conference recognition and registrations.

- f. Work with the Assistant Secretary-Treasurer to update the award winners in the Section database.
- g. Submit regular reports of committee activities to the Executive Committee.
- h. Annually, submit a proposed program and budget to the Secretary-Treasurer for approval by the Executive Committee.

## **AWARDS DETAIL**

1. **Membership Tenure Awards: Gold/Silver/Life Member:** AWWA gives a variety of Membership Tenure Awards each year to individuals, including the Silver Water Drop, Life Member, and Gold Water Drop Awards. The criteria for these awards are summarized below and can be reviewed at [www.awwa.org/tenureawards](http://www.awwa.org/tenureawards).

- a. **Tenure Awards Process:** AWWA reaches out to all award winners to confirm printing and mailing information. Certificates or plaques are made for all individuals who respond to this request. Awards are not made for individuals who do not respond.
- b. The tenure awards list is sent to the GAWWA Director, Chair, Secretary-Treasurer, Membership Chair and Awards Chair. The Awards Chair will go through the list and make every effort to contact the individuals and update their information then return updated list back to AWWA.
- c. Awardees are informed recognition will take place at the Annual Conference by GAWP.
- d. AWWA will recognize awardees with a certificate or plaque and pin, which will be shipped directly to the recipients.
- e. The Section will recognize awardees at the Annual Conference.
- f. Awards Chair in conjunction with the Assistant Secretary-Treasurer will update award winners in the Section database.

- i. **Silver Water Drop:**

- 1. 25 years of cumulative membership
- 2. Certificate and pin provided and sent to recipient by AWWA

- ii. **Life Member Award:**

- 1. 30 years or more of cumulative membership and 65 years of age
- 2. Plaque and pin provided and sent to recipient by AWWA

- iii. **Gold Water Drop Award:**

1. 50 years of cumulative membership
  2. Plaque and pin provided and sent to recipient by AWWA
2. **Distribution System of the Year Award:** (*Draft – under review*) Recognizes those utilities that strive to continually improve their distribution systems through proper management, maintenance, and operation. The criteria follows the requirements from the “Sanitary Survey” including preventative maintenance, system evaluation, rehabilitation programs, and training among many others.
- a. **Application are submitted in electronic format to [slanier@gawp.org](mailto:slanier@gawp.org).** The application should be accompanied by a one page narrative that identifies the qualities of the system applying and includes why it should be considered for the award. A map with directions to the systems office is also attached to the application. Application are accepted from XXX – End of August (these exact dates need to be determined and coordinated to/with GAWP).
  - b. The Distribution System Committee takes all applications and assigns a team of auditors to evaluate the system. Normally 3 or 4 auditors are assigned to each perform each evaluation. Auditors and nominated systems are provided a scoring sheet and evaluation guideline document. The audit is usually performed at the systems office. The system usually prepares a presentation that describes the programs, procedures, or policies in place regarding each item listed in the scoring sheet. Auditors are encouraged to ask question if certain areas of presentation don’t provide enough detail on a certain item. Following the in office presentation, auditors can inspect one or more facilites in the system (such as a booster pump station or tank site). The on site inspection will look for any safety hazards, house keeping, etc.
  - c. Scoring sheet from each auditor are collected and reviewed by the lead auditor. The lead auditor then averages the scores to determine if the utility receives the award for that year.
  - d. To obtain the GOLD Award, a utility must receive a score of 95% or higher. Those utilities with a score of 90% to 94.9% receive the SILVER Award. The Distributuion System Excellence Award also includes a PLATINUM Award. This award is given to the utilities that have scored gold level for 5 consecutive years. The utility will maintain its platinum level as long as the utility scores gold level each subsequent year.
  - e. Awards are presented at the GAWWA/GAWP Fall Conference. Utilities can request the award be presented later at a board meeting or other similar event within their community.
3. **Diversity Award:** Recognizes an individual, group, or organization that has created, promoted, and maintained diversity by establishing an environment that recognizes, encourages, and effectively utilizes each individual's talents.
- a. Nominations are submitted in electronic format, to [slanier@gawp.org](mailto:slanier@gawp.org) with any questions being submitted to [diversity@gawwa.org](mailto:diversity@gawwa.org). Entry forms can be found at [www.gawp.org](http://www.gawp.org) when nominations are being accepted and year round at

<https://www.awwa.org/membership/get-involved/awards/award-details/articleid/97/diversity-award.aspx>. Nominations are accepted from December 1st – Mid April (these exact dates need to be determined and coordinated to/with GAWP).

- b. Nominations along with previous year’s nominations, which were not selected, are sent from GAWP to Diversity Chair. Nominations are to be kept confidential.
  - c. Diversity Committee members that are present at the next scheduled meeting after the nomination deadline will select the winner based on the following criteria, open discussion and open vote:
    - i. Bringing a variety of backgrounds, perspectives, values and beliefs as assets to a group or organization with which they interact.
    - ii. Establishing an environment that recognizes and encourages the effective use of each individual’s talents and other contributions to the cause of diversity.
    - iii. Promoting and fostering of diversity programs such as mentoring, support networks, internship programs, co-op programs, work study, diversity training, or other opportunities.
    - iv. Developing management accountability/tracking methods as means of quantifying the impact of the efforts to increase and maintain diversity.
  - d. Diversity Committee Chair will notify the Awards Committee Chair whom will notify Section Chair, Secretary-Treasurer and the Assistant Secretary-Treasurer. Section Chair or appointee will notify award recipient and request biographical information and picture for GAWWA award presentation and conference recognition. If we keep this the same as all other awards, Diversity will need to change their Selection Process document to match.
  - e. Awards Chair will submit this information to GAWP for GAWWA award presentation at Annual Conference.
  - f. Secretary-Treasurer or Assistant Secretary-Treasurer will order Section Plaque.
  - g. Awards Chair in conjunction with the Assistant Secretary-Treasurer will update award winners in the Section database.
  - h. Following presentation of award at Annual Conference, award recipient will submit their nomination to AWWA by the established deadline (October 1<sup>st</sup> is current date). Nomination form can be found at <https://www.awwa.org/membership/get-involved/awards/award-details/articleid/97/diversity-award.aspx>. Awards Chair and Diversity Committee Chair will need to follow up on this.
4. **Drinking Water Taste Test/People’s Choice Competition**: Utilities compete for the Best Tasting Tap Water in Georgia. Taste Test Competition is executed by the Water Treatment Committee. Taste Test Competition is held at Spring Conference and People’s Choice

competition is held at Annual Conference. State winner from the Spring Conference is eligible to compete at AWWA Annual Conference.

- a. Requirements for induction are – Utilities must not have incurred any state or federal drinking water violations (MCL, monitoring, recordkeeping, etc.) during the previous twelve (12) months. Participating utilities must be affiliated with GAWWA either through utility or individual memberships.
- b. Entries are submitted in electronic format, to [slanier@gawp.org](mailto:slanier@gawp.org) with any questions being submitted to [awards@gawwa.org](mailto:awards@gawwa.org). Entry forms can be found at [www.gawp.org](http://www.gawp.org) when entries are being accepted. Entries are accepted from December 1st through mid-February. (these exact dates need to be coordinated to/with GAWP).
- c. Categories are divided up by GAWP Districts, [https://cdn.ymaws.com/gawp.site-ym.com/resource/resmgr/docs/new\\_-\\_district\\_map\\_1-8.pdf](https://cdn.ymaws.com/gawp.site-ym.com/resource/resmgr/docs/new_-_district_map_1-8.pdf) to view Districts.
- d. Water samples must be delivered or shipped to the address on the entry form and must arrive at the Conference Registration desk by 9:00 am on the first day of conference. All samples must be at room temperature in a one-gallon container of your choice, glass containers are preferable. Samples must be labeled to include the following information: System name, GA System ID#, GAWP District, contact person, name, phone number, and e-mail address.
- e. All Taste Tests are blind competitions.

Plan and execute the annual Drinking Water Taste Test competition –

- a. Coordinate with GAWP to reserve a location where water samples may be prepared/distributed in a discrete location, out of view of competitors and judges.
- b. Preliminary round shall consist of five (5) judges from a volunteer pool of GAWP District and/or assistant District Directors. Coordinate with District and assistant District Directors for this volunteer pool. Certificates will be presented at this time.
- c. Final round shall consist of five (5) judges. The judges shall be the GAWWA current chair, the GAWP incoming President Elect, and EPD representative and two (2) at large conference attendees. Plaque will be presented at a later date.
- d. All scoring sheets are kept by the Secretary-Treasurer and/or Assistant Secretary-Treasurer.
- e. Awards Chair in conjunction with the Assistant Secretary-Treasurer will update award winners in the Section database.

Plan and execute the annual People’s Choice Taste Test competition –

- a. Eligible entries are the District Taste Test winners from the preliminary round at Spring Conference. Response to compete invitation is mandatory.



- b. Water samples must be delivered or shipped to the address on the compete invitation or arrive at the Conference Registration desk by 9:00 am on the first day of Conference. Submit three (3) gallons of your water in one (1) gallon containers of your choice. All Samples must be at room temperature. Samples must be labeled to include the following information: System name, GA System ID#, GAWP District, contact person, name, phone number, and e-mail address.
  - c. Coordinate with GAWP to reserve a location where water samples may be prepared/distributed in a discrete location, out of view of competitors and conference attendees.
  - d. Conference attendees who purchase a popcorn sticker will be the judges for the People's Choice competition.
  - e. Once all votes are in, the winner will be announced on the 2<sup>nd</sup> full day of conference in the afternoon in the exhibit hall. Plaque will be presented at a later date.
  - f. All scoring sheets are kept by the Secretary-Treasurer and/or Assistant Secretary-Treasurer.
  - g. Awards Chair in conjunction with the Assistant Secretary-Treasurer will update award winners in the Section database.
5. **George Warren Fuller Award:** Fuller awards are presented annually by the American Water Works Association to the Section's 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. Further information about the George Warren Fuller Award can be found at [George Warren Fuller Award \(awwa.org\)](http://awwa.org), George Warren Fuller Award.
- a. Fuller Award is a lifetime award and an individual can only receive it once.
  - b. Fuller award committee will be comprised of the Awards Chair as Facilitator (non-voting) and five (5) of the most recent, available award recipients, with the most senior recipient serving as chair.
  - c. The Awards Chair will have a running list of previously nominated candidates. Committee will add to this any further nominations.
  - d. By a majority vote of the committee, a Fuller Award winner will be chosen by May 15<sup>th</sup> of each year (approximately 60 days prior to the Annual Conference).
  - e. Awards Committee Chair will notify Section Chair, Secretary-Treasurer and the Assistant Secretary-Treasurer. Section Chair or appointee will notify award recipient and request the biographical information and head shot picture for GAWWA award presentation, conference recognition and AWWA Awards presentation.
  - f. Awards Chair will submit this information to GAWP for GAWWA award presentation at Annual Conference.

- g. Secretary-Treasurer or Assistant Secretary-Treasurer will order Section Plaque and lapel pin.
  - h. Awards Chair in conjunction with the Assistant Secretary-Treasurer will update award winners in the Section database.
  - i. Award Chair to Submit to AWWA for national recognition at the following year's AWWA Annual Conference.
6. **Golden Hydrant Society**: The Golden Hydrant Society is an award society organized through the Georgia Section of the American Water Works Association (GAWWA) for the recognition of professionals in the drinking water industry. Each year, five nominees will be inducted into the society after first being nominated by a peer, followed by selection from members of the selection committee made up of the past year's winners. When AWWA creates a national register, inductees will be added to it.
- a. Requirements for induction are – Significant participation in one or more of the following areas: Operations, Maintenance, Design, Education, Training, Certification, Management and Planning of Water Utility Systems.
  - b. Nominations are submitted in electronic format, including all attachments to [slanier@gawp.org](mailto:slanier@gawp.org) with any questions being submitted to [awards@gawwa.org](mailto:awards@gawwa.org). Nomination forms can be found at <https://gawp.site-ym.com/page/OpenAwardsPrograms?> at the time nominations are being accepted. Nominations are accepted from December 1st through mid-February. (these exact dates need to be coordinated to/with GAWP).
  - c. Each year there will be five (5) inductees with the Awards Chair being the facilitator of the induction selection. Induction will be decided by a Selection Committee, which will be comprised of a minimum of five (5) members.
  - d. Induction will be invited into the society during the Spring Conference. Nominees are expected to collect donations for GAWWA scholarships during the Spring Conference.
  - e. Awards Committee Chair will notify Section Chair, Secretary-Treasurer and the Assistant Secretary-Treasurer. Section Chair or appointee will notify inductee.
  - f. Awards Chair will submit this information to GAWP and coordinate induction breakfast.
  - g. Secretary-Treasurer or Assistant Secretary-Treasurer will order lapel pin.
  - h. Awards Chair in conjunction with the Assistant Secretary-Treasurer will update award winners in the Section database.
7. **William J. Greene, Jr. Award**: William J. Greene, Jr. Award is presented annually by GAWWA to recognize a person for outstanding service to the American Water Works Association as demonstrated by support of GAWWA. This award may be conferred annually

upon a member of the Section who has demonstrated extraordinary loyalty to the support of AWWA through leadership, administration, encouragement and other activities that contribute substantially to the success of the Section. The William J. Greene, Jr. Award Committee shall consist of the immediate past five (5) active member recipients of the award with the senior past recipient serving as Chair of the committee.

- a. Greene Award is a lifetime award and an individual can only receive it once.
  - b. Greene Award committee will be comprised of the Awards Chair as Chair (non-voting) and five (5) of the most recent, available award recipients.
  - c. The Chair will have a running list of previously nominated candidates. Committee will add to this any further nominations.
  - d. By a majority vote of the committee a Greene Award winner will be chosen by May 15<sup>th</sup> of each year (approximately 60 days prior to the annual conference)
  - e. Awards Committee Chair will notify Section Chair, Secretary-Treasurer and the Assistant Secretary-Treasurer. Section Chair or appointee will notify award recipient and request the biographical information and head shot picture for GAWWA award presentation and conference recognition.
  - f. Awards Chair will submit this information to GAWP for GAWWA award presentation at Annual Conference.
  - g. Secretary-Treasurer or Assistant Secretary-Treasurer will order Section Plaque.
  - h. Awards Chair in conjunction with the Assistant Secretary-Treasurer will update award winners in the Section database.
8. **Kenneth R. Miller Water for People Award**: The Kenneth R. Miller Award is presented annually by Water For People to honor outstanding volunteer service to the Water For People international humanitarian effort.
- a. Miller Award is a lifetime award and an individual can only receive it once.
  - b. Award Cycle is from June 1 – May 31.
  - c. Winner form is due into Water For People by March 31<sup>st</sup> of each year. Form and further information can be found at <https://www.waterforpeople.org/pages/committees/kenneth-miller>. Completion of this form is the responsibility of the Water For People Committee Chair.
  - d. Water For People Chair will notify Awards Chair by March 31<sup>st</sup> of the award winner. Awards Chair will notify Section Chair, Secretary-Treasurer and the Assistant Secretary-Treasurer. Section Chair or appointee will notify award recipient and request the biographical information and head shot picture for GAWWA award presentation and conference recognition.

- e. Awards Chair will submit this information to GAWP for GAWWA award presentation at Annual Conference.
  - f. Secretary-Treasurer or Assistant Secretary-Treasurer will order Section Plaque and lapel pin.
  - g. Awards Chair in conjunction with the Assistant Secretary-Treasurer will update award winners in the Section database.
  - h. Awards Chair Submit to National AWWA and Water for People for recognition at the following year's AWWA annual conference.
9. **Meter Madness**: The Competition is a measure of an individual's skill at assembling a meter quickly, totally, and accurately. The contest is structured for the fun and enjoyment of competitors and spectators while demonstrating water industry knowledge and skills.
- a. Meter Madness Competition is at Fall Conference
  - b. Secretary-Treasurer will assist winners to register and compete at ACE.
  - c. Competition will be held at the Spring Conference so that the winner(s) can represent the GAWWA at the AWWA ACE competition.
10. **Operator's Meritorious Service Award (OMSA)**: OMSAs are presented annually by the American Water Works Association to the Section's respective selected winners. The award recognizes special performance in continuous compliance with all public health standards in treating drinking water, consistent and outstanding contributions to plant maintenance, development of new and/or modified equipment, special efforts in training operators, special acts not directly related to water treatment, consistent and outstanding contributions to operation and/or maintenance of distribution lines, pump stations and reservoirs. Complete award details and entry form can be found at [Operator's Meritorious Service Award \(awwa.org\)](http://awwa.org).
- a. OMSA is a lifetime award and an individual can only receive it once.
  - b. Nominations are submitted in electronic format, including all attachments to [sec.treas@gawwa.org](mailto:sec.treas@gawwa.org) with any questions being submitted to [awards@gawwa.org](mailto:awards@gawwa.org). Nomination/Entry forms can be found at [Awards – Georgia AWWA \(awwa.org\)](http://awwa.org), [AWWA Operator Meritorious Service Award - Georgia Association of Water Professionals \(gawp.org\)](http://gawp.org), and [Operator's Meritorious Service Award \(awwa.org\)](http://awwa.org) when nominations/entries are being accepted. Nominations are accepted from December 1<sup>st</sup> through April 1<sup>st</sup>. (these exact dates need to be coordinated to/with GAWP).
  - c. OMSA committee will be comprised of the Awards Chair as Chair (non-voting) and five (5) of the most recent, available award recipients.
  - d. By a majority vote of the committee an OMSA winner will be chosen by May 15<sup>th</sup> of each year (approximately 60 days prior to the annual conference)

- e. Awards Committee Chair will notify Section Chair, Secretary-Treasurer and the Assistant Secretary-Treasurer. Section Chair or appointee will notify award recipient and request the biographical information and head shot picture for GAWWA award presentation and conference recognition.
- f. Awards Chair will submit this information to GAWP for GAWWA award presentation at Annual Conference.
- g. Secretary-Treasurer or Assistant Secretary-Treasurer will order Section Plaque.
- h. Awards Chair in conjunction with the Assistant Secretary-Treasurer will update award winners in the Section database.

11. **Water Plant of the Year Award:**

See the Water Plant of the Year Award committee description below.

12. **Wendell LaDue Utility Safety Award** (*Draft – under review*): [Wendell LaDue Utility Safety Award \(awwa.org\)](http://www.awwa.org)

## **BUDGET AND FINANCE COMMITTEE**

1. Budget and Finance Committee Purpose: To verify the financial transactions for the Section, assist with bookkeeping procedures and to assist with development of financial policies and guidelines for the Section.

2. Budget and Finance Committee Organization:

Membership: Committee Chair shall be the Section Vice-Chair. Other committee members include Chair, Secretary-Treasurer and Assistant Secretary-Treasurer. Section Vice-Chair will appoint additional committee members as necessary to carry out assigned responsibilities.

Term: One (1) year.

Reports To: Executive Committee

Succession: Section Vice-Chair elected by vote of general membership.

3. Budget and Finance Committee Responsibilities:

- a. Review annual budgets submitted by Committee Chairs to the Secretary-Treasurers.
- b. Oversee implementation of the Investment Policy and the Reserve Policy.
- c. Review the Investment Policy and Reserve Policy annually. Recommend revisions as appropriate.
- d. Review the end-year reports for the Section's financial activities and accounts submitted by the Secretary-Treasurer and Assistant Secretary-Treasurer.
- e. Coordinate an external review of Section funds annually.
- f. Evaluate the financial review completed by an outside accountant and implement recommended changes as necessary.
- g. Assist with contract review as needed.
- h. Assist with year-end tax filings.

4. Budget and Finance Committee Written Reports /Communications:

- a. Submit reports of committee activities to the Executive Committee as necessary.
- b. Present results of the year-end reviews to the Executive Committee.

## COMMUNICATIONS COMMITTEE

1. Communications Committee Purpose: To foster strong communications with members of GAWWA through the website, newsletters and other communication methods.

2. Communications Committee 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; however the practice of the Section is to allow Chair to serve at least two (2) years if willing and desired by the Executive Committee.

Reports To: Executive Committee

Succession: Appointed by Section Chair

3. Communications Committee Responsibilities:

- a. Maintain and update the GAWWA website to provide relevant content and information regarding GAWWA and its activities.
- b. Develop a GAWWA newsletter to members at least twice per year to keep members engaged and informed that can be distributed through GAWP publications such as the News & Notes and Georgia Operator.
- c. Work with the other committees and Executive Committee to collect materials for the website and newsletter.
- d. Assist the Executive Committee with special communications projects or needs.
- e. Solicit committee members and input for communications activities from the membership.

4. Communications Committee Written Reports/Communications:

- a. Highlight committee activities and Section activities on the website.
- b. Submit reports of committee activities to the liaison(s) before scheduled Executive Committee meetings.
- c. Annually submit a proposed program and budget to the Secretary-Treasurer for approval by the Executive Committee.

## CONFERENCE COORDINATOR

1. Conference Coordinator Purpose: To streamline Spring, Annual and Fall conference preparations.
2. Conference Coordinator Organization:
  - Membership: Committee Chair shall be Section Vice-Chair. Additional members may be added.
  - Term: One (1) year
  - Reports To: Executive Committee
  - Succession: Section Vice-Chair elected by vote of general membership
3. Conference Coordinator Responsibilities:
  - a. Attend the GAWP Program Committee meetings.
  - b. Coordinate with Section committees to ensure that allotted presentation slots are filled.
  - c. Coordinate booth registrations with Section committees and GAWP.
  - d. Conference Coordinator Communications:
    - i. Provide verbal reports to the Executive Committee on a regular basis regarding conference needs.
  - e. Attend post conference briefing meetings.



## MEMBERSHIP COMMITTEE

1. Membership Committee Purpose: To recruit new members to the organization, retain members and get current members actively involved in GAWWA.
2. Membership Committee 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; however, the practice of the Section is to allow Chair to serve at least two (2) years if willing and desired by the Executive Committee.
  - Reports To: Executive Committee
  - Succession: Appointed by Section Chair
3. Membership Committee Responsibilities:
  - a. Establish and carry out programs throughout the Section to obtain new members and retain existing members in AWWA.
  - b. Plan and hold an annual membership appreciation event to coincide with AWWA Membership Appreciation Week (typically in early November).
  - c. Staff the main booth at Annual Conference for membership inquiries.
  - d. Attend AWWA's Membership Matters Summit in January each year as approved by the Executive Committee in the budget.
  - e. Develop and send out welcome packets to new members, whether by mail or email.
  - f. Call each new member welcoming them to the Section.
  - g. Coordinate with the Awards Chair to maintain records of Section Membership Awards.
4. Membership Committee Written Reports/Communications:
  - a. Post a list of new members on the GAWWA website.
  - b. Submit regular reports of committee activities to the Executive Committee.

Annually, submit a proposed program and budget to the Secretary-Treasurer for approval by the Executive Committee.

## MOU AND SERVICE AGREEMENT COMMITTEE

1. MOU and Service Agreement Purpose: To review and negotiate the MOU and Service Agreement with GAWP in accordance of AWWA By-laws and recommendations.

2. MOU and Service Agreement Organization:

Membership: Committee Chair shall be the current Section Director. Committee shall be composed of the two most immediate Section Past Chairs, Current Chair and Vice-Chair.

Term: One (1) year.

Reports To: Executive Committee

3. MOU and Service Agreement Responsibilities:

**NOTE:** MOU and Service Agreement are in effect for a term of three (3) years beginning November 10, 2010. Past renewals have been 2013 and 2016.

- a. Review annually with committee for constant input.
- b. In appropriate year, negotiate terms of agreement.
- c. MOU and Service Agreement Written Reports/Communications:
- d. Submit reports of committee activities to the Executive Committee annually.
- e. Present results of the year-end reviews to the Executive Committee.
- f. Maintain notes of potential changes for use at the proper time.
- g. Utilize AWWA National staff resources as appropriate.

4. MOU and Service Agreement Written Reports/Communications:

- a. Submit regular reports of activities to the Executive Committee.

## NOMINATING COMMITTEE

1. Nominating Committee Purpose: To select new Executive Committee members to fill vacancies.

2. Nominating Committee Organization:

Membership: Committee Chair shall be the current Section Past-Chair. Committee shall be composed of a minimum of the current Section Past-Chair and either the next two most immediate Section Past-Chairs or any other members that the Executive Committee deems appropriate based on knowledge and/or experience in the Section.

Term: One (1) year

Reports To: Section Chair

3. Nominating Committee Responsibilities:

- a. At least sixty (60) days prior to the Annual Business Meeting, or by May 15<sup>th</sup>, 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 or Executive Committee as outlined in the Section By-laws.

4. Nominating Committee Written Reports/Communications:

- a. Prepare a slate of nominations for consideration at the Annual Business Meeting.
- b. Submit reports of committee activities to the Executive Committee as necessary.
- c. Maintain an on-going list of potential Executive Committee candidates. This document shall be housed with the Assistant Secretary-Treasurer to be passed along to the appropriate person.

## TRAINING COMMITTEE

1. Training Committee Purpose: Continuing education training for operators. Ongoing training for Section Chairs and Executive Committee.
2. Training Committee Organization:

Membership: Committee Chair shall be the Section Past Chair. Committee Chair shall appoint additional committee members as necessary to carry out assigned responsibilities.

Term: One (1) year

Reports To: Executive Committee

Succession: Succession of Executive Committee Chair
3. Training Committee Responsibilities:
  - Coordinate with National AWWA regarding training agreements and grants.
  - Organize training session logistics, trainers, and other meeting details.
  - Conduct trainings.
4. Training Committee Written/Report Communications:

Provide a report to the Executive Committee following each training event regarding number of attendees and funds.

## EXECUTIVE COMMITTEE ACTIVITIES

1. **In-Coming Director Training:**
  - a. Provides training to Incoming Directors.
  - b. Held in Denver, Colorado in July of each year.
  - c. Attendance to the Incoming Director training will be by the Incoming Section Director and any Incoming Director At Large.
2. **Membership Summit:**
  - a. Provides training and skill building to help Membership Committee leaders or staff run the business of the Section more effectively.
  - b. Membership Summit is held at various locations in February of each year.

- c. Attendance is decided by the Section Chair and officer availability. It has the practice of GAWWA to send the Membership Chair.

**3. Regional Meeting of Section Officers (RMSO):**

- a. The Regional Meeting of Section Officers (RMSO) is a gathering at which you will learn about new programs and initiatives being undertaken by the American Water Works Association. These meetings also serve as the ideal juncture for Sections to share information and innovative ideas with one another, helping to build a lasting and reciprocal relationship.
- b. GAWWA is in Region II. Region II is made up of Alabama-Mississippi, Georgia, Kansas, Kentucky-Tennessee, Florida, Missouri, North Carolina, Puerto Rico, South Carolina, Southwest, Virginia and West Virginia.
- c. Each Section hosts on a rotating basis. Rotation schedule can be found at <https://www.awwa.org/membership/sections-your-local-awwa/section-services/section-services-events/regional-meetings-of-section-officers.aspx>. As of the date of this document, Georgia is scheduled to host in 2020.
- d. Attendance to RMSO is decided by the Section Chair and/or officer availability.

**4. Summer Workshop:**

- a. Provides training and skill building to help Section leaders or staff to run the business of the Section more effectively.
- b. Summer workshop is held in Denver, Colorado in July of each year.
- c. Attendance to the Summer Workshop decided by the Section Chair and officer availability. Depending on availability, it is suggested that the Senior Trustee attend this conference.

**5. Veteran's Workforce Initiative:**

- a. The GAWWA Section will support the AWWA Veterans Initiative by coordinating with utilities in Georgia and promoting the use of materials developed by AWWA to encourage hiring of veterans in the water industry. This initiative includes helping educate GAWWA members and utilities on the tools available, coordination with other affiliated organizations, such as the GAWP H2Opportunity, on events and activities to support the industry, and acting as an information clearinghouse to benefit utilities in Georgia seeking qualified employees and veterans seeking professional careers in the water industry.
- b. Function as a liaison between AWWA and utilities

**6. Water Matters Fly-In:**

- a. Water Matters Fly-In is organized each year by the AWWA Water Utility Council. This event brings AWWA members from across the country to Washington to discuss the water community's concerns directly with members of Congress and their staffs.
- b. Attendance is decided by the Section Chair and officer availability.

## TECHNICAL COMMITTEES

### TECHNICAL COMMITTEE CHAIRS

#### 1. Committee Chairs Organization:

Term: Committee Chairs serve at the discretion of the Section Chair. One (1) year term commencing after the Annual Business Meeting, unless otherwise noted in the specific committee description. However, the practice of the Section is to allow chairs to serve at least two (2) years if willing and desired by the Executive Committee.

Reports To: Executive Committee

Succession: Appointed by Section Chair

#### 2. Committee Chair Responsibilities:

- a. 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 By-laws of the Section and AWWA.
- b. Acceptance of a Committee Chair appointment presumes a willingness by the appointee to contribute time, effort and knowledge to advance the objectives of the committee and attain its goals.
- c. Recruit additional members to their committees to assist them in carrying out their responsibilities.
- d. Recommend a person to be appointed Committee Chair by the Section Chair prior to stepping down. Preferably, the person is a senior committee member.
- e. Prepare and submit annual goals to the Executive Committee liaison(s) and budget items to the Secretary-Treasurer and Assistant Secretary-Treasurer.
- f. Work with the committee's assigned liaison from the executive Committee as necessary. At a minimum, provide bi-monthly updates as to the committee's recent activities and planned activities prior to each scheduled Executive Committee meeting.

#### 3. Committee Chair Written Reports/Communications:

- a. Committee meetings shall be held as deemed necessary and called by the Committee Chair. The number of meetings varies with the purpose and function of the committee.

- b. Electronic reports of committee activities and accomplishments shall be submitted to the Executive Committee liaison and/or Section Chair prior to Executive Committee meetings.
- c. Work with Communications Committee to highlight committee activities on website.
- d. Document attendance at all committee meetings and submit to Executive Committee liaison (used for tracking active participation of members).

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

***All committee Chairs shall be members of GAWWA.***



## **DISTRIBUTION COMMITTEE**

Distribution Committee 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.

### 1. Distribution Committee 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; however, the practice of the Section is to allow Chair to serve at least two (2) years if willing and desired by the Executive Committee
- Reports To: Executive Committee
- Succession: Appointed by Section Chair
- Liaison(s): Senior Trustee

### 1. Distribution Committee Responsibilities:

- a. Contribute articles to GAWWA and GAWP associated publications through Communications Chair.
- b. Contribute technical presentations to the Spring, Annual and Fall Conferences. Coordinate/communicate technical session planning with the GAWWA Conference Coordinator.
- c. Specialty training sessions or programs to be approved by the Executive Committee prior to implementation.
- d. Plan and execute Meter Madness Competition and Water Distribution System of the Year Award Competition.
- e. Meter Madness Competition is at Spring Conference, demonstration events may be held at other conferences.
- f. Distribution System of the Year Award presentation at Fall Conference.

### 2. Distribution Committee Written/Report Communications:

- a. Work with Communications Committee to highlight committee activities on website.
- b. Submit reports of committee activities to the liaison(s) prior to scheduled Executive Committee meetings.
- c. Prepare and submit annual goals to the Executive Committee liaison(s) and budget items to the Secretary-Treasurer and Assistant Secretary-Treasurer.

## DIVERSITY COMMITTEE

1. Diversity Committee Purpose: To assist GAWWA in creating a diverse membership and establishing an organizational environment that recognizes, encourages, celebrates and effectively utilizes each individual.

2. Diversity Committee 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; however, the practice of the Section is to allow Chair to serve at least two (2) years if willing and desired by the Executive Committee

Reports To: Executive Committee

Succession: Appointed by Section Chair

Liaison(s): Senior Trustee

3. Diversity Committee Responsibilities:

- a. Work with the GAWP Young Professional (YP's) and H<sub>2</sub>O Opportunity Committees in recruiting multicultural college students to the water industry.
- b. Contribute articles to GAWWA and GAWP associated publications through Communications Chair.
- c. Contribute technical presentations to the Spring, Annual and Fall Conferences. Coordinate/communicate technical session planning with the GAWWA Conference Coordinator.
- d. Plan/coordinate and execute the Diversity Award in coordination with the Awards Chair.

4. Diversity Committee Written/Report Communications:

- a. Work with Senior Trustee and Communications Committee to highlight committee activities on website.
- b. Submit reports of committee activities to the liaison(s) prior to scheduled Executive Committee meetings.
- c. Prepare and submit annual goals to the Executive Committee Liaison(s) and budget items to the Secretary-Treasurer and Assistant Secretary-Treasurer.

## GAWARN COMMITTEE

1. GAWARN Committee 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. GAWARN Committee 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; however, the practice of the Section is to allow chairs to serve two (2) years if willing and desired by the Executive Committee.
  
  - Reports To: Executive Committee
  
  - Succession: Appointed by Section Chair
  
  - Liaison(s): Vice-Chair
  
3. GAWARN Committee Responsibilities:
  - a. Coordinate with Georgia EPD and their emergency response staff for ongoing communication and preparation to assist local utilities.
  
  - b. Promote awareness and solicit partnerships in the GAWARN program and its benefits of signing a Mutual Aid Agreement.
  
  - c. Assist with program consistency with other statewide mutual aid and assistance programs and the National Incident Management System (NIMS).
  
  - d. The GAWARN 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.
  
  - e. Coordinate technical presentations at GAWP, GRWA, GEMA and other appropriate conferences in Georgia.
  
  - f. Coordinate/communicate technical session planning with the GAWWA Conference Coordinator.
  
  - g. Coordinate, facilitate and organize training sessions or programs to be approved by the Executive Committee prior to implementation.
  
4. Maintain GAWARN website.GAWARN Committee Written/Report Communications:

- a. Work with Communications Committee to highlight committee activities on website.
- b. Submit reports of committee activities to the liaison(s) prior to scheduled Executive Committee meetings.
- c. Prepare and submit annual goals to the Executive Committee Liaison(s) and budget items to the Secretary-Treasurer and Assistant Secretary-Treasurer.

## MODEL WATER TOWER COMMITTEE

*Model Water Tower Committee is a joint committee with GAWP.*

1. Model Water Tower Committee Purpose: To provide information to Middle Schoolers about water resource engineering, infrastructure, water treatment and water conservation in the hopes that some will become future water professionals.

2. Model Water Tower Committee 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; however, the practice of the Section is to allow Chair to serve at least two (2) years if willing and desired by the Executive Committee

Reports To: Executive Committee

Succession: Appointed by Section Chair

Liaison(s): Director (GAWWA), Angela Bond (GAWP)

3. Model Water Tower Committee Responsibilities:

- a. Coordinate with GAWWA and GAWP Liaison's.
- b. Plan and facilitate meetings, typically every other month or as needed.
- c. Work with each competition coordinator.
- d. Maintain equipment and supplies, replace/repair as needed.
- e. Report competition winners to GAWWA and GAWP.
- f. Coordinate and execute state competition.

4. Model Water Tower Committee Written/Report Communications:

- a. Work with liaisons to highlight committee activities on both websites.
- b. Submit reports of committee activities to the liaison(s) prior to Executive Committee meetings.
- c. Prepare and submit annual goals to the Executive Committee liaison(s) and budget items to the Secretary-Treasurer and Assistant Secretary-Treasurer.



## PHILANTHROPIC COMMITTEE

1. Philanthropic Committee Purpose: To coordinate and streamline all “Giving Back” initiatives.
2. Philanthropic Committee Organization:  
Membership:      Committee Chair shall be the current Section Senior Trustee and the Vice Chair shall be the current Section Junior Trustee.  
Term:                One (1) year  
Reports To:         Section Chair
3. Philanthropic Committee Responsibilities:
  - a. Annually, establish fundraising goals to support GAWWA’s “giving back” initiatives.
  - b. Assist other Section committees in organizing fundraising activities.
  - c. Identify potential new fundraising activities to present to the Executive Committee for consideration.
  - d. Assist Section Chair in communicating fundraising needs with GAWP, including planned activities for Spring, Fall and Annual conferences.
  - e. Conduct at least one meeting annually focused on “giving back” initiatives, fundraising needs, and planned fundraising activities. At a minimum, the meeting should include the Philanthropic Committee Chair and Vice Chair, Section Chair, Water for People Committee Chair, Scholarship Chair, and No Water No Beer Chair.
4. Philanthropic Committee Written Reports/Communications:
  - a. Submit reports of committee activities to the Executive Committee as necessary.

## **NO WATER NO BEER COMMITTEE** *(Draft – under review)*

1. No Water No Beer Committee Purpose: To plan and implement the No Water No Beer fundraising event.

2. No Water No Beer Committee Organization:

Membership: Committee Chair shall be appointed by the Section Chair. Committee also includes additional members as needed by the committee chair.

Reports To: Philanthropic Chair and Section Chair

3. No Water No Beer Committee Responsibilities:

- a. Annually, plan and implement the No Water No Beer fundraising event.
- b. Follow the planning schedule as established and used for previous events.
- c. For additional information refer to the NWNB guideline document.

4. No Water No Beer Committee Written Reports/Communications:

- a. Submit final report of event annually summarizing key takeaways and lessons learned for next year.
- b. Coordinate with Communication chair to advertise event.



## SCHOLARSHIP COMMITTEE *(Draft - under review)*

1. Scholarship Committee Purpose: To help educate today's minds for tomorrow's world.

2. Scholarship Committee 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; however, the practice of the Section is to allow Chair to serve at least two (2) years if willing and desired by the Executive Committee

Reports To: Executive Committee

Succession: Appointed by Section Chair

Liaison(s): Junior Trustee

3. Scholarship Committee Responsibilities:

a. The Georgia Section of the American Water Works Association (GAWWA) awards two \$1,500 non-renewable scholarships annually. Scholarships are awarded to individual members of GAWWA or their children.

b. These scholarships are designated as follows:

i. One scholarship will be awarded to a high school graduate for studies at a four-year college or university or at a vocational, technical or trade school.

ii. One scholarship will be awarded to a college student currently enrolled in a four-year college or university or at a vocational, technical or trade school.

iii. Applications can be found at <http://www.gawwa.org/scholarships/>

iv. Application deadline is \_\_\_\_\_

v. Scholarships will be awarded in \_\_\_\_\_

c. AWWA's Water Equation and GAWWA will award one or more One AWWA Operator Scholarships in a combined amount up to \$2,000 to be used for water operator training and education each year.

i. Scholarship award can be used for certification/licensure, two-year water related associate degree, technical school program, professional training program, books and manuals, operator related conferences, and four-year degree programs and related expenses.

ii. Each scholarship recipient will receive a one-year AWWA Operator membership.

iii. Applications can be found at <http://www.gawwa.org/scholarships/>

iv. Application deadline is \_\_\_\_\_

v. Scholarships will be awarded in \_\_\_\_\_

4. Scholarship Committee Written/Report Communications:

- a. Scholarship Chair shall notify Awards Chair by XX-XX of the scholarship recipients. Awards Chair will notify Section Chair, Secretary-Treasurer and the Assistant Secretary-Treasurer. Section Chair or appointee shall notify award recipient and request the biographical information and head shot picture for GAWWA award presentation and conference recognition.
- b. Awards Chair shall submit this information to GAWP for GAWWA award presentation at Annual Conference.
- c. Secretary-Treasurer or Assistant Secretary-Treasurer will coordinate with schools for payment.
- d. Awards Chair in conjunction with the Assistant Secretary-Treasurer will update award winners in the Section database.

## WATER FOR PEOPLE COMMITTEE

1. Water for People Committee 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. Water for People Committee 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: One (1) year; however, the practice of the Section is to allow Chair to serve at least two (2) years if willing and desired by the Executive Committee.

Reports To: Executive Committee

Succession: Appointed by Section Chair

Water for People Committee Responsibilities:

- a. Schedule, organize and facilitate regular committee meetings.
- b. Schedule and facilitate additional meetings for Executive Committee members, as needed.
- c. Plan fundraising events and community relations projects.
- d. Coordinate with GAWWA Secretary/Treasurer regarding income, expenses and disbursements.
- e. Work with Philanthropic Committee regarding committee activities.
- f. Provide revenue and expense receipts to GAWWA Secretary/Treasurer.
- g. Attend Executive Committee meetings on a regular basis.
- h. Coordinate with national WFP staff, as needed.
- i. Attend annual WFP summer workshop when approved by Executive Committee.

- j. Receive new committee members (provide information, direct to website, and add to contact list).
  - k. Encourage active participation by all GAWWA and GWEF appointees.
3. Water for People Written Reports/Communications:
- a. Compose correspondence to committee and other participants for meetings and events.
  - b. Work with Executive Committee liaison(s) to highlight committee activities on website.
  - c. Submit reports of committee activities to the Executive Committee.
  - d. Annually, submit a proposed program and budget to the GAWWA Secretary/Treasurer for approval by the Budget and Finance and Executive Committees.
  - e. Provide revenue and expense receipts to the GAWWA Secretary/Treasurer following each event, along with number of attendees.

## WATER LOSS CONTROL COMMITTEE

Water Loss Control Committee Purpose: To support and promote best practices for Water Loss Control activities in Georgia.

### 1. Water Loss Control Committee 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; however, the practice of the Section is to allow Chair to serve at least two (2) years if willing and desired by the Executive Committee
- Reports To: Executive Committee
- Succession: Appointed by Section Chair
- Liaison(s): Director

### 2. Water Loss Control Committee Responsibilities:

A selection of the following activities will be performed annually based on demand and need:

- a. Support EPD updates to the Georgia Water Loss Control Manual.
- b. Organize and plan workshops focusing on the water audit and water loss control (both at standalone workshops, and in conjunction with GAWP conferences).
- c. Organize sessions at GAWP conferences.
- d. Periodically, provide articles for GAWWA and GAWP publications (newsletter, Operator, etc.).
- e. Develop and update messaging and talking points for utilities and EPD to explain best practices of water loss control to Elected Officials and the public
- f. Provide a connection to the national WLCC and their experts and latest information.
- g. Provide on-call support through committee member experts to water utilities on water loss control best practices (water audit support, real loss control, apparent loss control, etc.).
- h. Coordinate and provide Basic Water Loss training in November and QWLA training in January of each year.
- i. Coordinate and communicate North American Water Loss Conference information with GAWWA members.

### 3. Water Loss Control Committee Written/Report Communications:

- a. Highlight committee activities and Section activities on the website.
- b. Submit reports of committee activities to the liaison(s) before scheduled Executive Committee meetings.
- c. Prepare and submit annual goals to the Executive Committee liaison(s) and budget items to the Secretary-Treasurer and Assistant Secretary-Treasurer.

## WATER PLANT OF THE YEAR COMMITTEE

1. Water Plant of the Year Committee 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. Water Plant of the Year Committee 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; however, the practice of the Section is to allow Chair to serve at least two (2) years if willing and desired by the Executive Committee

Reports To: Executive Committee

Succession: Appointed by Section Chair

Liaison(s): Past Chair

3. Water Plant of the Year Committee Responsibilities:

- a. Plan and facilitate meetings, typically 2-4 per year or as needed.
- b. Review/update inspection sheets. Changes to be approved by the Executive Committee.
- c. Update inspection sheets on GAWWA and GAWP websites.
- d. Conduct training sessions annually. All new inspectors must inspect under the guidance of a seasoned and approved lead inspector for a minimum of one (1) inspection year.
- e. Coordinate with Awards Chair and GAWP for competition deadline. Review/update application prior to being activated each year.
- f. Vet all applicants via [www.gadrinkingwater.net](http://www.gadrinkingwater.net) prior to assignments to inspection teams.
- g. Inspect all surface and ground water facilities in the State of Georgia who apply for GAWWA Award Program.
- h. Be a liaison between the groundwater and surface water facilities to the GAWWA Executive Committee.

4. Water Plant of the Year Committee Purpose Written Report/Communications:

- a. Work with Communications Committee to highlight committee activities on website.

- b. Submit reports of committee activities to the liaison(s) before scheduled Executive Committee meetings.
- c. Prepare and submit annual goals to the Executive Committee liaison(s) and budget items to the Secretary-Treasurer and Assistant Secretary-Treasurer.



## WATER TREATMENT COMMITTEE

1. Water Treatment Committee Purpose: Provide technical information to personnel responsible for water treatment systems.

2. Water Treatment Committee 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; however, the practice of the Section is to allow Chair to serve at least two (2) years if willing and desired by the Executive Committee

Reports To: Executive Committee

Succession: Appointed by Section Chair

Liaison(s): Senior Trustee

3. Water Treatment Committee Responsibilities:

- a. Advance and disseminate knowledge and information regarding design and operation of water treatment plants.
- b. Help the water industry focus on water quality issues associated with water treatment.
- c. Contribute articles to GAWWA and GAWP associated publications.
- d. Coordinate technical presentations at the GAWWA Fall, Spring and Annual Conferences.
- e. Specialty training sessions or programs to be approved by the Executive Committee prior to implementation.
- f. Plan and execute the annual Drinking Water Taste Test competition at the GAWWA Spring Conference.
- g. Coordinate with the GAWP District Directors to secure judges from the current district or assistant directors for the preliminary round of the Drinking Water Taste Test competition. Coordinate with EPD, GAWP and Conference Coordinator to secure a judge for the final round of the Drinking Water Taste Test competition.
- h. Plan and execute the annual People Choice Taste Test competition at the GAWWA Annual Conference.

4. Water Treatment Committee Written/Report Communications:

- a. Work with Communications Committee to highlight committee activities on website.

- b. Submit reports of committee activities to the liaison(s) before scheduled Executive Committee meetings.
- c. Prepare and submit annual goals to the Executive Committee liaison(s) and budget items to the Secretary-Treasurer and Assistant Secretary-Treasurer.