<table>
<thead>
<tr>
<th>No.</th>
<th>Officer or Committee Chair</th>
<th>Current Person/s (as of July 2014)</th>
<th>Executive Committee?</th>
<th>Last Updated</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>President</td>
<td>Jeff Sober</td>
<td>Yes</td>
<td>1-Jun-14</td>
</tr>
<tr>
<td>2</td>
<td>President-Elect</td>
<td>Eva Gorgi</td>
<td>Yes</td>
<td>1-Jun-14</td>
</tr>
<tr>
<td>3</td>
<td>Vice President</td>
<td>Brigit Buff</td>
<td>Yes</td>
<td>1-Jun-14</td>
</tr>
<tr>
<td>4</td>
<td>Secretary</td>
<td>Jerry Joslin</td>
<td>Yes</td>
<td>1-Jun-14</td>
</tr>
<tr>
<td>5</td>
<td>Treasurer</td>
<td>Mark Perkins</td>
<td>Yes</td>
<td>12-Jun-14</td>
</tr>
<tr>
<td>6</td>
<td>Past President</td>
<td>Buster Fichera</td>
<td>Yes</td>
<td>1-Jun-14</td>
</tr>
<tr>
<td>7</td>
<td>Section Rep</td>
<td>Erin Flanagan</td>
<td>Yes</td>
<td>1-Jun-14</td>
</tr>
<tr>
<td>8</td>
<td>Past Section Rep</td>
<td>Darryl Corbin</td>
<td>Yes</td>
<td>1-Jun-14</td>
</tr>
<tr>
<td>9</td>
<td>Audit Committee Chair</td>
<td>Eva Gorgi (President-Elect)</td>
<td>No</td>
<td>1-Jun-14</td>
</tr>
<tr>
<td>10</td>
<td>Awards Committee Chair</td>
<td>Phil Spitzer</td>
<td>No</td>
<td>1-Jun-14</td>
</tr>
<tr>
<td>11</td>
<td>Constitution/Bylaws Committee Chair</td>
<td>Amy Robinson</td>
<td>No</td>
<td>1-Jun-14</td>
</tr>
<tr>
<td>12</td>
<td>Electronic Communication Committee Chair</td>
<td>Lauren Kobzeff</td>
<td>No</td>
<td>1-Jun-14</td>
</tr>
<tr>
<td>13</td>
<td>Executive Committee</td>
<td>(See right)</td>
<td>No</td>
<td>1-Jun-14</td>
</tr>
<tr>
<td>14</td>
<td>Finance Committee Chair</td>
<td>Jeff Sober (President)</td>
<td>No</td>
<td>1-Jun-14</td>
</tr>
<tr>
<td>15</td>
<td>Fund Raising Committee Chair</td>
<td>Jeff Sober</td>
<td>No</td>
<td>1-Jun-14</td>
</tr>
<tr>
<td>16</td>
<td>Historian Committee Chair</td>
<td>Betty Jordan</td>
<td>No</td>
<td>1-Jun-14</td>
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<tr>
<td>17</td>
<td>Nominations Committee Chair</td>
<td>Buster Fichera (Past President)</td>
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<td>1-Jun-14</td>
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<tr>
<td>18</td>
<td>PWO Committee Chair</td>
<td>Jerry Pressley</td>
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<td>1-Jun-14</td>
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<tr>
<td>19</td>
<td>Photography Committee Chair</td>
<td>Malcolm Cowdin</td>
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<td>1-Jun-14</td>
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<tr>
<td>20</td>
<td>Program Committee Chair</td>
<td>Brigit Buff (Vice President)</td>
<td>No</td>
<td>1-Jun-14</td>
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<tr>
<td>21</td>
<td>Public Education/Science Fair Committee Chair</td>
<td>Amy Robinson</td>
<td>No</td>
<td>1-Jun-14</td>
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<td>22</td>
<td>Scholarship Fund Committee Chair</td>
<td>Matt Jalbert</td>
<td>No</td>
<td>1-Jun-14</td>
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<tr>
<td>23</td>
<td>Seminar Committee Chair</td>
<td>???</td>
<td>No</td>
<td>1-Jun-14</td>
</tr>
<tr>
<td>24</td>
<td>Website Committee Chair</td>
<td>Holly Ingram</td>
<td>No</td>
<td>1-Jun-14</td>
</tr>
<tr>
<td>25</td>
<td>Young Professionals Committee Chair</td>
<td>Dallas: Grace Wike &amp; John Zwerneman</td>
<td>No</td>
<td>1-Jun-14</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Fort Worth: Charles Norman &amp; Wesley Tate</td>
<td></td>
<td></td>
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Water Environment Association of Texas
North Texas Section

Duties of Officers and Committee Chairs

Introduction

The Constitution of the North Texas Section (NTS or Section) of the Water Environment Association of Texas (WEAT) contains a list of the Officers and their duties, the committees and their functions, and the bylaws that govern how Section activities are conducted. The bylaws are necessarily brief and capture only the essential requirements that are not subject to frequent change.

This document captures in greater detail the activities of the officers and committee chairs. The intent is to maintain an up-to-date document that describes in some detail what each officer and committee chair does, so that new officers and committee chairs have written guidance on past practices and what is expected of them.

Terms of Office

The terms of office for the President, President-Elect, and Vice-President are one year. The terms of office for the Secretary and Treasurer are 2 years, with staggered terms. The term of office for WEAT Section Representative is two years. Committee Chairs do not have a specific term.

The term of Officers begins at the close of the May Section meeting following the election of officers. The term of Committee Chairs begins at the appointment of the Committee Chair by the President. Terms continue until successors qualify.

WEAT-NTS President Duties

The duties and activities of the President are as follows.

1. EC Meeting Preparation (EC meetings are typically held the second Thursday of the month preceding the dinner meeting.)
   a. Coordinate with Secretary to send out draft meeting agenda and Committee Report forms one week prior to EC meeting.
   b. Coordinate with Secretary on any additional items to be added to the draft agenda two days prior to the EC meeting.
   c. Coordinate with all responsible parties on outstanding action items to be resolved at EC meeting.
   d. Coordinate with EC to establish that a quorum, including proxies, will be achieved at the EC meeting. (Note that, according to the bylaws, a quorum of the Executive Committee shall consist of a simple majority of its members, which
means 5 or more of the 8 EC members. Note also that at least two of the following officers must be present to constitute a quorum: President, President-Elect, Vice-President, or Secretary.

2. Preside over Executive Committee (EC) Meetings.
   a. Declare a quorum and call meeting to order.
      i. A quorum of the Executive Committee shall consist of a simple majority of its members and proxies.
      ii. At least two of the following officers must be present to constitute a quorum: President, President-Elect, Vice-President, or Secretary.
      iii. Any member of the Executive Committee may designate a proxy to act for him/her if he/she is unable to attend the Executive Committee meeting in person. Such proxies shall be designated in writing or electronic communication by the absent Executive Committee member and must be given to the President, President-Elect, Vice-President, or Secretary. All such proxies shall be counted in determining a quorum.
   b. Approve previous EC meeting minutes; requires motion and second.
   c. Conduct meeting per final EC meeting agenda.
   d. Items requiring use of WEAT-NTS funds require a formal vote of the EC.
   e. Set next EC meeting date, time, and location.
   f. Close meeting; requires motion and second.

3. Dinner Meeting Preparation
   a. Review dinner meeting announcements, prepare a draft meeting agenda, and distribute to EC and Committee Chairs one week prior to dinner meeting.
   b. Coordinate with EC and Committee Chairs on dinner meeting attendance and announcements. Send final dinner meeting agenda the Monday before the dinner meeting.
   c. Coordinate with Secretary to send a reminder notice to members one week prior to the dinner meeting.

4. Preside at Dinner Meetings
   a. Open the dinner meeting.
   b. Conduct dinner meeting per final dinner meeting agenda.
   c. Close dinner meeting.

5. At the July meeting (the first meeting of the fiscal year), the President shall solicit three volunteers to serve on the Audit Committee.

6. Newsletter:
   a. Coordinate with the Electronic Communication Chair (ECC) to establish the annual newsletter schedule. Typically, the newsletter is issued 2 weeks prior to the dinner meeting.
   b. Prepare President’s message for each newsletter.
   c. Review newsletter drafts, provide comments, and approve distribution.
7. Committee Involvement:
   a. The President is an ex-officio member of all committees, except the Nominating committee.
   b. The President appoints the Chairs of all committees, subject to approval by the Executive Committee, except for those committees where the Chair is named in the Bylaws.
   c. The President should review the performance of the committees and take action if any committees are inactive or ineffective. Generally speaking, committee Chairs serve for 2 to 4 years.

8. Transition to Successor
   a. Transfer all paper and electronic files (after removing any unnecessary documents) to the successor within fifteen days of leaving office.
   b. Make updates and revisions to this “Duties of Officers and Committee Chairs” document.
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WEAT-NTS President-Elect Duties

The duties and activities of the President-Elect are as follows.

1. Assist the President in the performance of his/her duties, including:
   a. Preside at conferences and meetings in the absence of the President.
   b. Act for the President in his/her stead when required.
   c. Assist President in the coordination of critical action items. Schedule conference calls, individual calls, and/or other communications to make sure that everyone stays on top of their critical assignments.
   d. Coordinate with the Vice President to ensure that all dinner meeting arrangements (reservation of facility, CEU application to TCEQ, confirmation of speaker, bio prepared) have been made.
   e. Perform such other duties as the Executive Committee may assign to him/her.
2. Calendar:
   a. Develop the annual WEAT NTS calendar. Coordinate with the Website Committee Chair to get it posted on the Website. The calendar should include:
      i. Dates of Dinner Meetings (typically the 3rd Thursday of the months of January, March, May, July, and November)
      ii. Tentative dates of WEAT Executive Committee meetings (typically the 3rd Thursday of the months of February, April, June, August, and December)
      iii. Date for Operations Challenge Cool-Off (typically the 3rd Friday in October)
      iv. Date for Sporting Clays Event (typically the 3rd Friday in March)
      v. Date for facility tour (typically in March)
      vi. Dates for Paypal early-discount cutoff for all meetings and events
      vii. Dates for email announcements of meetings and events
      viii. Newsletter schedule:
            1) Dates for emails soliciting information
            2) Dates for sending draft email to reviewers
            3) Dates for sending final newsletter to members
      ix. Dates for Public Education Committee events:
           1) Fort Worth Science Fair (Typically the 4th Saturday in February).
           2) Dallas Science Fair (Typically the 4th Monday in February).
           3) National Engineers Week Future City Competition
      x. Dates for Texas Water Conference
      xi. Treasurer’s Report to membership in November

3. Committee Involvement:
   a. The President-Elect is an ex-officio member of all committees, except the Nominating Committee.
   b. The President-Elect is Chair of the Audit Committee.

4. Newsletter
   a. QC review of draft newsletter

5. Website:
   a. Review the Website to insure accuracy of information. Coordinate with Website Committee Chair on corrections and updates.

6. Transition to Successor
   a. Transfer all paper and electronic files (after removing any unnecessary documents) to the successor within fifteen days of leaving office.
   b. Make updates and revisions to this “Duties of Officers and Committee Chairs” document.
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WEAT-NTS Vice President Duties

The duties and activities of the Vice President are as follows.

1. Program Committee Chair
   a. At the end of the fiscal year (June), convene a group of WEAT-NTS officers and select members to brainstorm topics, speakers, and events for the upcoming fiscal year plus July on the following year. This planning meeting should cover:
      i. dinner meeting topics and speakers,
      ii. alternate meeting topics and speakers,
      iii. location of facility tour,
      iv. theme and topics for February seminar, and
      v. calendar of meetings and events.
   b. Coordinate with speakers for each dinner meeting.
   c. Coordinate CEU application with Secretary.
d. Make reservations for event locations. At the beginning of the fiscal year, make reservations for the meetings and execute event contracts. Recent practice has been to alternate the meetings between Texas Star Golf Course in Euless and Cowboys Golf Club in Grapevine. Maintain a file on each meeting location (contact person, contact information, contract details).

e. Track count of people who have signed up to attend each meeting. Based on the number of sign-ups, provide an updated headcount estimate to the event location coordinator.

f. Coordinate with the event location coordinator regarding the menu, dinner timeline, etc.

g. Coordinate with Treasurer on payment of facility deposits.

h. Maintain a log of Meeting Date, Meeting Location, Speaker/s, Topic, Total Attendance, Number of Paid Members, Revenue from Meeting Fee, Revenue from Sponsorships, Total Expenses, and Profit/Loss.

i. Order handout speaker recognition plaques.

j. Introduce speaker and hand out speaker recognition plaques.

2. Sponsorships
   a. Prepare email for annual sponsorship solicitation.
   b. Send out first email at beginning of January. Send out reminder email at beginning of March.
   c. Make announcement about sponsorship at January and March dinner meetings.
   d. In April, arrange for EC members to make phone calls to firms who have not yet sponsored.
   e. Coordinate with Treasurer on sponsorships received throughout the year.

3. Newsletter
   a. Prepare a dinner meeting presentation synopsis and presenter bio. Submit to the Electronic Communications Chair by the newsletter submittal deadline.
   b. QC review of draft newsletter.
   c. Maintain upcoming meeting schedule. Submit any changes to the Electronic Communications Chair and to the copy the Website Committee Chair.

4. EC Meetings
   a. Report on past dinner meeting (Attendance, Revenue from Meeting Fee, Revenue from Sponsorships, Expenses, and Profit/Loss).
   b. Be prepared to discuss upcoming meeting details.

5. Transition to Successor
   a. Transfer all paper and electronic files (after removing any unnecessary documents) to the successor within fifteen days of leaving office.
   b. Make updates and revisions to this “Duties of Officers and Committee Chairs” document.
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WEAT-NTS Secretary Duties

The duties and activities of the Secretary are as follows.

1. Preparation for Executive Committee Meetings
   a. Coordinate with NTS president to send out draft agenda and Committee Report forms one week prior to EC meeting.
   b. Send Action Item List reminder out one week prior to EC meeting.
   c. Confirm headcount of attendees one week prior to meeting. Verify a quorum will be obtained per by-laws.
   d. Coordinate with NTS president on any additional items to be added to the draft agenda two days prior to the EC meeting.
   e. Coordinate with committee chairs to obtain committee reports.
   f. Print 20 copies of agenda, meeting minutes, committee reports, etc. for the meeting.
g. One week prior to meeting, confirm that food (if required) will be provided per the sponsor identified by the president.

2. Executive Committee Meetings
   a. Distribute to all attendees at the meeting:
      i. meeting minutes from prior meeting,
      ii. action item summary log,
      iii. meeting handouts.
   b. Keep notes of the meeting.

3. Immediately Following Executive Committee Meetings
   a. Following approval of the previous meeting minutes, scan entire package for the prior EC meeting and send to the Website Committee Chair to be uploaded to the website.
   b. Prepare meeting minutes. Email draft minutes of the meeting to all participants.
   c. Send Outlook Appointment to for the next EC meeting.

4. Dinner Meetings
   a. Prior to Meeting:
      i. Develop CEU application for TCEQ Approval (with assistance from the Vice President).
      ii. Send CEU application and fee to WEAT. WEAT will handle the submission to TCEQ. Note that TCEQ requires submittal at least 45 days in advance of the event.
      iii. Check in with WEAT on receipt of approval letter prior to meeting and report approval status to EC
   b. After Meeting:
      i. Forward operator sign-in sheets to WEAT.

5. Committee Involvement:
   a. The Secretary is a member of the Constitution Committee.
   b. The Secretary is a member of the Bylaws Committee.

6. Newsletter
   a. Provide write-up on previous meeting (Description, photos, and captions).
   b. QC review of draft newsletter.

7. Transition to Successor (every 2 years)
   a. Transfer all paper and electronic files (after removing any unnecessary documents) to the successor within fifteen days of leaving office.
   b. Coordinate with next Secretary to change Registered Agent status with the State of Texas to the new Secretary.
   c. Make updates and revisions to this “Duties of Officers and Committee Chairs” document.
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WEAT-NTS Treasurer Duties

The duties and activities of the Treasurer are as follows.

1) Fiscal year for the North Texas Section WEAT is July 1 to June 30.

2) Executive Committee Meeting Preparation
   a) Review Action Item List reminder to check for completion of outstanding items for Treasurer.
   b) Prepare and print the following to present to the EC:
      i) Meeting financial summary spreadsheet
      ii) Event financial summary spreadsheet (if applicable)
iii) Balance sheet of accounts

iv) Quarterly balance sheet from auditor (if applicable)

3) Dinner Meetings (bi-monthly)

a) Prior to Meeting:

i) Accept and record online payments within 7 days of payment (required by SquareUp)
   – Refer to Payment Structure section

ii) Edit and print poster of company sponsors (can be done on presentation slide show as well)

iii) Edit and print operator sign-in sheet

iv) Edit and print receipts slips for attendees (as needed)

v) Edit and print PDH certificate or PDH sign-in sheet (as needed)

vi) Compile and print sign-up list (spreadsheet) from online and email RSVPs (include name, company, method of payment, payment amount/due, attended) (typical cutoff Monday prior)

vii) Send headcount to Vice President on Monday prior and coordinate through the day of the meeting on head count update to tell venue.

viii) Type and print name tags (name, company name, WEAT logo) (typical cutoff Monday prior)

b) At Meeting:

i) Items to bring to meeting: Treasurer nametag, Sponsor poster, tape for poster, Cash box with change, Sign-up list to record attendance and payments, Operator credit sign-up list, Pens, Printed name tags, Blank name tags, Sharpie pens, Printed receipts slips, Printed PDH certificates or sign-up list, credit card swiper, iphone/ipad for card payments, speaker awards, WEAT banner, Polo shirts

ii) Meeting attendance:

   (1) Check off names on the sign-in sheet that already registered. Write-in all others. Can also be done by computer instead of hard copy.

   (2) Give printed nametag to pre-registered. Hand write all others.

   (3) Remind attendees to take receipt slip, PDH credit, and fill out operator form (as applicable).

   (4) Payment Structure:

       (a) Pre-registered/RSVPs (paid or unpaid) by Monday prior → $20
(b) All others (Tuesday - Thursday RSVPs, walk-ins) → $25

(c) Speakers/presenters/science fair → FREE

(d) Students → By Monday FREE, T-TH $10

c) After Meeting

i) Venue Payment

(1) Venue will send invoice directly after event for payment or can be requested at event.

(2) Copy invoice, transmittal, and check (if applicable).

(3) Pay venue by check or credit upon invoice receipt (with transmittal invoice or invoice copy).

(4) Document payment in reconciliation spreadsheets and QuickBooks.

ii) Revenue Reconciliation:

(1) Tabulate actual attendance and payments.

(2) Reconcile actual cash/checks/credit cards with listed payments.

(3) Update sign-in sheet and reconciliation summary spreadsheet.

iii) Deposit Cash and Checks:

(1) Stamp back of checks (stamp in money box).

(2) Prepare CHASE deposit form.

(3) Make copy of deposit forms and checks for files (optional).

(4) Deposit cash/checks (maintain $300 cash in cash box).

(5) Record all deposits into QuickBooks (including Chase and SquareUp).

iv) Operator Credit:

(1) Scan operator form to secretary to be forwarded to State WEAT to be forwarded to TCEQ.

v) Pay out reimbursements – Refer to Checking Account section

vi) Final Reconciliation:

(1) Finalize meeting financial summary to be presented at next EC meeting.

d) Follow same protocol as above (as applicable) for other WEAT events. (These events typically have staff available for the meeting attendance procedures prior to and at the event. However, event financial summary will still need to be prepared after event. In
addition, support may be needed at registration table to make and accept payments and reimbursements.)

   i) Operations Challenge Cookoff
   ii) Sporting Clay Event
   iii) February Seminar

4) Quarterly and Year-End Close-outs

   a) At the end of every quarter:
      i) Back up the QuickBooks account to the memory stick.
      ii) Email the following to the accountant: QuickBooks file, Chase bank statements, checkbook stub copies, Vanguard statement (every 3 months), meeting/event summary spreadsheet, credit card statements, SquareUp payments list, deposit slip copies, and any other relevant information.
      iii) Accountant will audit QuickBooks and send back file and quarterly balance summary sheet.
      iv) Upload QuickBooks back to laptop and copy file and balance sheet to memory stick when received from accountant.
      v) Pay accountant.

   b) At the end of every year:
      i) Coordinate with tax accountant to determine documents needed for annual taxes. Annual financial close out occurs June 30 (typically QuickBooks closeout summary sheet, summary spreadsheet, QuickBooks file, and meeting/event summaries).
      ii) Send tax return to EC for review and approval.
      iii) Pay taxes and send in signed tax return to tax accountant to submit. Taxes are due September 31.
      iv) Pay accountant.

5) Annual Financial Report to Membership

   a) Once per year, prepare and present annual financial summary (based on annual summary spreadsheet) to WEAT membership at the November meeting (10-15 min).
   b) Prepare financial summary for inclusion in newsletter prior to November meeting for reference to during meeting presentation.

6) Additional Financial Responsibilities/Notes

   a) CHASE Checking Account:
i) Maintain an operational balance of $15,000. If the amount becomes too little or too
great, transfer to/from the Vanguard accounts after EC approval.

ii) Check writing approval: Any checks larger than $100 written from the checking
account will require prior approval from the EC. Any reimbursement requires a
receipt copy.

iii) Record each check written into QuickBook and ensure stub is completely filled out
before issuing.

b) Credit Card:
   i) Approved card holders: Treasurer.
   ii) Any charges to the card greater than $50 will require prior approval from the EC.
   iii) Pay off the credit card in full from the Chase checking account each month. Any late
fees incurred by negligence will be responsibility of cardholder.

c) Sponsorships:
   i) Coordinate with Vice President at the beginning of each year when they send out the
sponsorship forms/letters.
   ii) Accept and deposit sponsorship payment year-round by check, cash, or online. Issue
receipts/invoices as requested/needed (confirm within 7 days for online payments).
   iii) Record all sponsorship payments on spreadsheet in correct category and in
QuickBooks.
   iv) Pro-rating: Coordinate with President on pro-rating sponsorships for firms that join
WEAT NTS part way through the year. Typically, pro-rated sponsorship is available
until January of each year (newsletter, packages), after which only individual items
are available.
   v) Previous year sponsors are carried over one additional month (through the July
meeting of the next fiscal year).

d) Audit Committee – Refer to Audit Committee section of SOPs

e) Scholarships:
   i) Scholarship Committee
      (1) Attend any scholarship committee meetings to participate in recommendations on
scholarship recipients and amounts. Coordinate with the chairman of the
committee to discuss the Vanguard accounts funds allocations to determine the
amount available for scholarships.
   ii) Scholarship Checks (twice a year)
(1) See Vanguard Account section

(2) Once scholarship recipients and amounts are approved by the executive committee, write scholarship checks to each of the recipients and send to the chairman of the scholarship committee to forward to each recipient.

iii) Vanguard Account

(1) Darryll Hall payments will be received after the golf tournament in September. Deposit the payment into the Chase account and then transfer the double the amount of the funds (fund allocation plus an equal match) to the Morgan Growth (Darryll Hall fund) in Vanguard.

(2) Before writing scholarship checks twice annually, transfer appropriate Vanguard account funds from Vanguard into operating account to cover the scholarship check amounts.

(3) After EC approval: Transfer additional funds from the operating budget to the remaining Vanguard accounts once per year. At the year close-out (June 30), transfer any operating budget amount greater than $15,000 to the Vanguard accounts based on the recommended account split (25/25/50). Reallocate any account based on the selected account percentages.

f) Young Professionals Budget:

i) Set annual YP budget to $500 to cover any event losses (informally recorded/tracked).

ii) Issue reimbursement to YP committee member as needed/requested up to $500 total.

7) Newsletter (bi-monthly)

a) First newsletter: Send list of meeting and business card sponsors to newsletter editor.

b) Subsequent months: Send any revisions to the meeting and business card sponsors (based on previous month’s list or QC edition for current month) to newsletter editor.

8) Transition to Successor (every 2 years)

a) Handoff: laptop, financial files, checkbook, memory stick, drink coupons/wristbands, credit card swiper, cash box, cash, speaker awards, polo shirts, and any other relevant items.

b) Name/Address Changes: Chase, PayPal/SquareUp, Vanguard, WEAT contacts, website, meeting venues for invoicing, newsletter, state comptroller, and secretary of state, W-2 form, tax-exempt form (?)

c) CHASE Authorized Signers

i) Go to Chase with the new Treasurer to add as authorized signer.
ii) The following should remain as authorized signers on the checking account (all others should be removed each year): President, Vice President, Treasurer, and Past Treasurer.

iii) You will need meeting minutes from the June EC meeting that document the new officers and who are the authorized signers to complete this process (removing authorized signers)

d) Make updates and revisions to this “Duties of Officers and Committee Chairs” document.
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WEAT-NTS Past-President Duties

1. Assist New President:
   a. Assist as necessary in the transition to the new President, providing all necessary and relevant information of Section Activities.
   b. Consult with the new President concerning Committee Chairs and members.
   c. Assist other members of the Executive Committee as necessary and act in any other officer position when so required by the Executive Committee.

2. Committee Involvement:
   a. The Past-President is a member of the Executive Committee.
   b. The Past-President serves as the Chair of the Nominating Committee.

3. Newsletters
   a. QC review of draft NTS newsletter.
4. Transition to Successor
   a. Make updates and revisions to this “Duties of Officers and Committee Chairs” document.
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WEAT-NTS Section Representative Duties

The duties and activities of the Section Representative are as follows.

1. Represent the North Texas Section on the Executive Board of WEAT at its meetings, including:
   a. Attend all Executive Board meetings of WEAT and keep WEAT Board informed as to the activities of the Section. May submit a request for reimbursement of expenses for review by the Executive Committee and approval prior to the event.
   b. Prepare a written report of the Executive Board meeting and make it available to the Section membership through the Section Secretary.
   c. Keep a file of his/her activities while serving as Section Representative and pass this file on to the Section Representative who succeeds him/her.
   d. Attend all meetings of the Section and Executive Committee.
2. Committee Involvement:
   a. The Section Rep is a member of the Constitution Committee.
   b. The Section Rep is a member of the Bylaws Committee.

3. Newsletters
   a. Provide write-up on North Texas Section activities for the WET Newsletter.
   b. QC review of draft NTS newsletter.

4. Membership
   a. Review WEAT member list to identify new WEAT members that need to be added to the NTS email distribution list.
   b. Provide Electronic Communications Chair with updates on new WEAT members to be added to the NTS email distribution list.

5. Transition to Successor (every 2 years)
   a. Transfer all paper and electronic files (after removing any unnecessary documents) to the successor within fifteen days of leaving office.
   b. Coordinate with next Secretary to change Registered Agent status with the State of Texas to the new Secretary.
   c. Make updates and revisions to this “Duties of Officers and Committee Chairs” document.
Water Environment Association of Texas
North Texas Section

Duties of Officers and Committee Chairs

Introduction

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WEAT-NTS Past-Section Representative Duties

1. Assist New Section Representative:
   a. Assist as necessary in the transition to the new Section Representative, providing all necessary and relevant information.

2. Committee Involvement:
   a. The Past-Section Representative is a member of the Executive Committee.

3. Transition to Successor
   a. Make updates and revisions to this “Duties of Officers and Committee Chairs” document.
Water Environment Association of Texas
North Texas Section

Duties of Officers and Committee Chairs

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WEAT-NTS Audit Committee Chair Duties

1. The Audit Committee shall consist of three members, none of whom are current officers of the section, plus the President-Elect who shall serve as Chair.
2. At the July dinner meeting, the President shall solicit three members to serve on the Audit Committee.
3. The Committee shall conduct an annual self-audit of the books of the Section. Audit shall be performed between July and October (prior to taxes being filed).
4. Include an audit report from the Audit Committee with the Treasurer’s report at the November dinner meeting.
5. At the recommendation of the Audit Committee and approval by the Executive Committee, the Audit Committee shall see that an approved accounting firm audits the Section's books.
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WEAT-NTS Awards Committee Chair Duties

1. Maintain List of Awards Winners:
   a. Following Texas Water, update list of award winners for each category.

2. Assignment of Awards Nominations:
   a. In early summer, meet with members of the Executive Committee of WEAT-NTS to discuss possible nominations for awards. Make assignments for each person to collect information for nomination packet.

3. Announcements:
   a. Make announcements at each WEAT-NTS meeting until deadline for nominations.
4. Coordination with Award Candidates:
   a. Committee members contact each nominee as appropriate. Otherwise, the committee contacts their representative organizations to collect information.
   b. Committee member sends award criteria to individual or organization.
   c. Each committee member follows up on the awards for which they are responsible.
   d. Refer questions to the WEAT-NTS committee chair.
   e. Collect nomination packages at least two weeks prior to submission deadline.
   f. Review nomination packages for completeness and editorial content.
   g. Follow up on any inconsistencies.
   h. Electronically transmit nomination packages to WEAT-NTS committee chair two days in advance of deadline.
   i. Committee chair will submit nomination packages to the state committee chair a day before the submission deadline.

5. Recognition of Awards:
   a. After awards are given out at Texas Water, arrange for recognition in the WEAT-NTS newsletter.
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WEAT-NTS Constitution/Bylaws Committee Chair Duties

1. Membership:
   a. The Constitution and Bylaws Committee shall consist of five or more members. The Secretary and Section Representative shall be members of the Committee.
2. The Committee shall act on all proposed changes to the Constitution and Bylaws. They shall submit all changes they approve to the Executive Committee in proper form.
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**WEAT-NTS Electronic Communications Committee Chair Duties**

1. Email Account:
   a. Manage and maintain WEAT-NTS email account ([weatnts@weat-nts.org](mailto:weatnts@weat-nts.org))
      i. Read and respond to emails.
      ii. Delete and purge spam and now-irrelevant emails.
      iii. Ensure that a reasonable level of storage space is available for receipt of large emails.
      iv. Forward emails to the appropriate recipients as needed.

2. Newsletter:
   a. Collect and assimilate information into newsletter.
   b. Send out newsletter contribution requests.
   c. Send out newsletter contribution reminders.
d. Submit draft(s) of newsletter to the Executive Committee for review and comment.

e. At the beginning of each fiscal year (July), delete the newsletter business card advertisements of any firms who payment for business card advertising has not been received.

f. Distribute newsletter electronically (through email).

g. Provide a link to the newsletter PDF on the WEAT-NTS website.

h. Do not attach newsletter PDF to email.

3. Announcements and Reminders:
   a. Disseminate information about upcoming events and due dates.
   b. Contact Executive Committee regarding updates to events and due dates.
Water Environment Association of Texas
North Texas Section

Duties of Officers and Committee Chairs

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WEAT-NTS Executive Committee Duties

1. The affairs of the Section shall be managed by the Executive Committee, subject to the specific conditions of the Constitution.

2. Influence of WEAT:
   a. The North Texas Section is a part of WEAT and is subject to the action and recommendations of WEAT, acting through its Executive Board.
   b. The President of WEAT shall be an Ex-Officio member of the North Texas Section Executive Committee.
   c. The Chairman of each committee of WEAT is an Ex-Officio member of the Companion Committee in the North Texas Section.
3. Executive Committee Membership:
   a. The Executive Committee shall consist of the:
      i. President of the Section
      ii. President-Elect of the Section
      iii. Vice-President of the Section
      iv. Treasurer of the Section
      v. Secretary of the Section
      vi. WEAT Section Representative
      vii. immediate Past WEAT Section Representative
      viii. immediate Past President of the Section
   b. Presiding Officer
      i. The President of the Section shall be Presiding Officer of the Executive Committee.

4. Meetings:
   a. An annual meeting of the Executive Committee shall be held after the May and before the September meeting of the Section, on such day or days as may be decided by the Executive Committee.
   b. Other meetings of the Executive Committee may be held as provided by the Bylaws.

5. Quorum:
   a. A quorum of the Executive Committee shall consist of a simple majority of its members and proxies. At least two of the following officers must be present to constitute a quorum: President, President-Elect, Vice-President, or Secretary.

6. Proxies:
   a. Any member of the Executive Committee may designate a proxy to act for him/her if he/she is unable to attend the Executive Committee meeting in person.
   b. Such proxies shall be designated in writing or electronic communication by the absent Executive Committee member and must be given to the President, President-Elect, Vice-President, or Secretary.
   c. All such proxies shall be counted in determining a quorum.
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WEAT-NTS Finance Committee Chair Duties

1. The Finance Committee consists of the President, President-Elect, Vice President, Secretary, and Treasurer.
2. The Committee shall present at the Executive Committee meeting prior to the September Section meeting the budget of estimated expenses and revenues for the following year.
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WEAT-NTS Fund Raising Committee Chair Duties

1. Generally be responsible for the planning, coordination, and execution of NTS fund raising events. The primary fund raising event at this time is the annual Sporting Clays Event. Other events under consideration include a casino event.

2. Work with Vice President and other members to develop proposed event details, date, and venue.
   a. This information will typically be presented to EC approximately 6 months prior to the event.
   b. Upon EC review and approval, the Fund Raising Committee Chair will have the authority to sign facility and catering agreements for NTS. Coordinate with the Treasurer for disbursement (with proper documentation) of funds necessary to conduct the event.
3. Annual Sporting Clays Event:
   a. See Appendix A – Sporting Clays Event Guide for details.
   b. Coordinate with venue and catering vendor to obtain pricing and commitments for
      the event facilities food and beverage service, and other necessary arrangements.
   c. Develop a budget for expenditures and targeted revenues. Develop proposed
      pricing structures for attendees and sponsors. Coordinate with Website Committee
      Chair and Treasurer to arrange for registration and payment.
   d. Recruit, train, and coordinate volunteers to assist with event execution.
   e. Develop and maintain schedule of milestones for event preparation tasks,
      advertisement, registration, sponsor recruitment, and other necessary tasks.

4. Newsletter:
   a. After the event, provide a description of the event proceedings, winners, funds
      raised, etc. for the newsletter.
EVENT DETAILS

The 4th Annual WEAT-NTS Sporting Clays Event will be filled with food, fun, and good old-fashioned competition between friends. Proceeds will benefit the WEAT-NTS Scholarship Fund.

- Suitable for experienced and inexperienced shooters
- Bring your own equipment or rent a shotgun at the range
- 100 shells provided with each registration
- 100 clay targets per participant
- Mulligans or do-overs available for $5 each and can be purchased on site
- Eye and ear protection available upon request
- 12 stations, each with two automatic target throwers
- Four shooters per team. Individuals not on a team will be assigned a team at the event
- Golf carts provided
- Barbecue lunch and drinks provided
- Event will be rescheduled only if heavy storms occur
- Shooters age 14 and younger will be accompanied by an adult

PRIZES

Prizes will be awarded to first, second, and third place teams as well as first, second, and third place individuals. Door prize drawings during lunch.

- Additional prizes for:
  - Most honest team score
  - Most honest individual score
  - Top female shooter
  - Sponsorship recognition award
  - Most improved

RULES

For the safety of shooters and bystanders:

- Each station will have a WEAT-NTS volunteer to oversee activities
- Eye and ear protection is mandatory
- Gun breech or actions must be open to show gun is unloaded at all times unless in the cage and ready to fire
- Never load gun until in the cage and ready to fire
- Never load more than two shells in a gun
- No shot size larger than 7-1/2s (7-1/2s, 8s and 9s only)
- Guns must have full stock and minimum 21-inch barrel
- Alcohol is prohibited
- Waiver forms will be required at check-in

Questions or volunteer opportunities contact:

Jeff Sober at 214-883-6263 or JLSober@GarverUSA.com

Friday, March 15, 2013

8:30 a.m. to early afternoon

Elm Fork Shooting Range, Dallas, Texas

Benefiting the WEAT-NTS Scholarship

WHAT IS SPORTING CLAYS?

Sporting clays is “golf with a shotgun.” It is a form of clay pigeon shooting that involves shooting clay targets at multiple locations (stations). Sporting clays targets are thrown in a great variety of trajectories, elevations, and distances. Targets can come through the trees, over your head, left to right, right to left, in any path a real bird might take. The stations are designed to be unpredictable and challenging for the shooter.

Each station has two clay-throwing machines. Targets are thrown in pairs. The number of clay pairs will vary from station to station. The types of pairs will also vary. Some stations will be “report pairs” (the second target is launched on the report of the shooter’s gun) and others will be “true pairs” (the two targets are thrown simultaneously).

Scoring is simple. Your team will receive one scoring card per shooter, with individual scoring based on 100 shots. For every target you break, the scorer will mark an X in the blank provided; if you miss, you mark an O. The number and type of pairs will vary by station. The high score is determined by the total sum of targets hit.
INTRODUCTION

This document serves to help area WEAT sections coordinate and plan their annual Sporting Clays event.

WHAT IS SPORTING CLAYS?

Sporting clays is “golf with a shotgun.” It is a form of clay pigeon shooting that involves shooting clay targets at multiple locations (stations). Sporting clays targets are thrown in a great variety of trajectories, elevations, and distances. Targets can come through the trees, over your head, left to right, right to left, in any path a real bird might take. The stations are designed to be unpredictable and challenging for the shooter.

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For Questions, contact Jeff Sober at JLSober@GarverUSA.com or Heather Compton at HACompton@GarverUSA.Com or call Jeff at 214.883.6283

HELPFUL HINT

There will be many questions about the event if someone has not heard of this before. It is a good idea to include the ‘What is Sporing clays’ in any published document that advertises this event.
EVENT CHECK LIST

- Pick a Date
- Find a Shooting Facility
- Set a Budget
- Create and Distribute Registration Form
- Create document to track registrations and payment
- Gain sponsors
- Gather prizes for raffle
- Recruit Volunteers
- Setup Catering for Volunteers and Shooters
- Design & Order Volunteer t-shirts
- Order shooter awards
- Order shooter giveaways
- Create Registration Packets for teams
- Create Shooter Waivers
- Create Sponsor and Informational Signs
- Awards Ceremony Speak Sheet

HELPFUL HINT

Creating multiple committees to handle different aspects of this check list can help reduce the workload of the Event Coordinator and allow ample time to be spent planning the overall event.
**Date and Facility**

You will need to decide on a date for the facility as soon as possible. This will allow you to reserve the course with the shooting range early to avoid any scheduling conflicts. We recommend scheduling the event to start in the morning and run to lunch time. Choose a date that allows for at least one WEAT meeting so you can announce the upcoming Sporting Clays event and gain more interest and participation. This will also increase the number of sponsors interested. NTS typically holds the event on the third Friday in March.

Once you have a date, you will need to begin calling facilities to see if that day is available and if they have a sporting clays course. Choosing the right facility can help make your sporting clays event run smoothly. Call around the area and research all of your options. If golf carts are available to all teams, shooters have a much better time and aren’t wiped out by the time of the awards ceremony. Some things to consider when selecting the facility:

- Number of shooters/teams
- Tables and Chairs for meal
- Golf Carts for all teams available

<table>
<thead>
<tr>
<th><strong>Elm Fork Shooting Sports</strong></th>
<th><strong>Alpine Shooting Range</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>10751 Luna Road, Dallas, TX 75220</td>
<td>5482 Shelby Rd, Fort Worth, TX 76140</td>
</tr>
<tr>
<td>972.556.0103</td>
<td>817.478.6613</td>
</tr>
<tr>
<td>Jeanie Almond</td>
<td>Robbie</td>
</tr>
<tr>
<td>$68</td>
<td>$38</td>
</tr>
<tr>
<td>$9/Box</td>
<td>$7/Box</td>
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<tr>
<td>300</td>
<td>100</td>
</tr>
<tr>
<td>12</td>
<td>You Choose</td>
</tr>
<tr>
<td>YES</td>
<td>No</td>
</tr>
</tbody>
</table>

**Set a Budget**

Set a realistic budget taking everything into consideration. A good point of reference would be to plan on 100 shooters for your event or base it on expressed interest at your WEAT meeting.

<table>
<thead>
<tr>
<th>Facility Rental</th>
<th>Volunteer T-shirts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ammo</td>
<td>Awards</td>
</tr>
<tr>
<td>Breakfast</td>
<td>Raffle Prizes</td>
</tr>
<tr>
<td>Lunch</td>
<td>Signs</td>
</tr>
<tr>
<td>Giveaways</td>
<td>Misc supplies</td>
</tr>
</tbody>
</table>

**HELPFUL HINT**

Setting a budget will help keep you on track and know what to spend where. If you budget too much for the facility rental or have more shooters than you might expect, you can bring in some more raffle items or a nicer giveaway for shooters.
Registration Forms

After you have the logistics figured out you will need to design a registration form. The Registration form will need to include Event Details, date/time of event, location, Prizes/Awards, Rules, description of sporting clays, registration deadline, etc. You should distribute this at the WEAT meeting as well as in an email to all members or clients that might be interested. Team Registration includes breakfast, lunch, giveaways, and 100 rounds of ammunition.

Track Team Registrations and Payment

Create a spreadsheet that tracks your teams information, number of tickets ordered and whether you’ve received payment. This will help when determining the amount of ammo, food and give-aways you will need to plan for.

HELPFUL HINT

Use Excel to track your registrations and Payments. If you apply the correct formulas to the cells it allows you to keep a running total and see how quickly the size of your event grows and see how many you need to plan for with food, tickets, giveaways and shooting range size.
**Gain Sponsors**

Sponsors have the opportunity for multiple sponsorship levels at this event. They can choose between the following:

- Stations Sponsorship: Sign at a station ($150)
- Event Sponsorship: Sign at meeting/lunch area ($150)
- Packages Sponsorship: Sign at station and lunch area ($250)

Once you have received a sponsor registration you will need to track this on your spreadsheet as well as obtain a copy of the company logo to include on the event signs.

**Gather Prizes for Raffle**

Plan to have a few items for your raffle. Remind sponsors that they are welcome to contribute to the raffle prizes to be drawn for during lunch. Try to have one "Must-Have" item that will encourage raffle ticket purchases like a nice Shot-Gun. Some smaller dealers are willing to work with you on price if you allow them the opportunity to have their business cards out as well as a logo in the lunch area. Look around for a great deal and see what works best for your event. Some other items you might consider are:

- Gift Cards
- Rooms at a Hotel
- Electronics

**HELPFUL HINT**

After selecting the raffle winners for the small prizes, return their tickets to the bucket when drawing the larger prize. Save the larger ones for last and give folks a chance to buy more tickets before making the final draw.
Recruit Volunteers

You will need approximately twenty (20) volunteers to help make your event possible but the more you have the less you worry. One volunteer is needed at each Shooting station to help ensure safety and possibly run the clay throwers. You will need a minimum of five volunteers to check teams in. This includes making sure all teams have signed waivers, the team has paid, handing the team their packet, handing the team their ammo and selling additional tickets. Having volunteers to help with the breakfast and lunch should also be considered. When you receive interested volunteers you will need to get a few things from them: email address, cell phone number and t-shirt size.

Set up Catering for Volunteers and Shooters

If your event starts in the morning you will need to provide your volunteers and shooters with coffee and some snack for breakfast. Consider donuts, burritos, muffins, fruit etc. This will help give them the fuel they need to make the event successful.

During the event it is a good idea to have a cart of water and drinks to go around to the station volunteers and shooters. This ensures everyone is staying hydrated and you are taking care of your volunteers that have given their time to make this event possible. You might create a goody bag for the volunteers at stations of granola bars, hard candy, gum etc.

Lunch will need to be provided for all volunteers and those who registered. Find a catering company that will suit your needs. BBQ is always a good choice in Texas and has quite a few options available.

Design and Order Volunteer t-shirts

To help set volunteers apart from the shooters and to make them feel more involved it is a good idea to create a volunteer t-shirt or polo. Remember, when you received notice from an interested volunteer you got their t-shirt size.

HELPFUL HINT

Most sponsors will want an employee working their station. Be sure to pay attention to this when assigning volunteer roles.
Design and Order Shooter Awards

Order awards for the different categories you choose for your event. Below is a list of awards used in the past:

- At Least I’m not last:
- Most Honest Team Score:
- Most Honest Individual Score:
- Top Female Shooter:
- Most Generous Sponsor Total Dollar Amount:
- Most Generous Sponsor Per. Person:
- Sponsorship recognition award:
- Most Improved:
- 3rd Place Overall Team:
- 2nd Place Overall Team:
- 1st Place Overall Team:
- 3rd Place Overall Individual:
- 2nd Place Overall Individual:
- 1st Place Overall Individual:

Order giveaways

Each registration includes one giveaway per shooter. This is where the registration spreadsheet comes in handy. It keeps a running total of the number of shooters registered. Be sure to set a budget per shooter for the giveaway, $8 recommended. Create a logo to be imprinted on whatever is being given. Include the WEAT section as well as Sporting Clays with any additional graphic you choose. In the past we have given:

- Hats
- Towels
- Coolers (doubled as an ammo bag)

HELPFUL HINT

Most sponsors will want an employee working their station. Be sure to pay attention to this when assigning volunteer roles.
Create Registration Packets for Teams
Registration packets will include:

- Nametags for each shooter
- 1 ammo ticket per shooter
- 1 lunch ticket per shooter
- 1 score sheet per shooter (typically the range will supply these along with pencils)
- Copy of registration form
- Pre-ordered mulligans (amount listed on registration form)
- Pre-ordered raffle tickets (amount listed on registration form)

Create Waivers
All shooters, volunteers and coordinators must sign a waiver at the event.

Create Sponsor and Informational Signs
Create signs for each station. It will be up to the number of teams registered and the range to determine the final number of stations. Include the sponsor logo on the necessary signs.

Informational signs will need to be created for team to know where to register, where to pay, where to pick up ammo and where to find waivers.

HELPFUL HINT
Remember to bring extra supplies for the day of the event. You will need either sign stakes or tape to post the sponsor signs at each station and at the lunch and registration area.
Awards Ceremony Speak Sheet

This sheet is very useful to your announcer and covers most of the items you should mention during lunch.

- Thank Volunteers
- Thank Sponsors
- Reason we are here: All proceeds from this event will benefit .
- Introduce Executive Committee
- Make any special announcements
- AWARDS
- At Least I’m not last:
- Most Honest Team Score:
- Most Honest Individual Score:
- Top Female Shooter:
- Most Generous Sponsor Total Dollar Amount:
- Most Generous Sponsor Per. Person:
- Sponsorship recognition award:
- Most Improved:
- 3rd Place Overall Team:
- 2nd Place Overall Team:
- 1st Place Overall Team:
- 3rd Place Overall Individual:
- 2nd Place Overall Individual:
- 1st Place Overall Individual:
- RAFFLE DRAWINGS
Water Environment Association of Texas
North Texas Section

Duties of Officers and Committee Chairs

Introduction

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WEAT-NTS Historian Committee Chair Duties

1. The Historian is tasked with compiling and maintaining a history of the Section.
   a. Section officers from the date of Section origin
   b. Key elements of growth for each President since conception
   c. Identify photographs from past years for inclusion on the website

2. Coordination with other committees:
   a. Awards Committee – Compile past award winners summary, including name of recipient, award and photos.
   b. Fund Raising Committee – Compile past events summary, including the name of the event, Section member volunteers, and photos.
   c. PWO Committee – Compile past years participants summary, including utility, team name, team members, event standing and photos and/or videos if available.
d. Photography Committee – Compile past years photos and coordinate with appropriate committee chairs for inclusion on the website. Develop a procedure for receiving and maintaining electronic photos and website committee coordination on updating as required.

e. Program Committee – Compile past events summary, including the event, the speaker and topic, and photos.

f. Public Education Committee – Compile past events summary, including the name of the event, the Section member volunteers, the awards, if any, provided by the Section, including amount of donation, in any. Identify photographs from past years for inclusion on the website.

g. Scholarship Committee – Compile past recipients summary, including name, photo, degree and years and total sponsorship amount received.

h. Seminar Committee – Compile past events summary, including the year, the topic, the speakers, the location, the committee chair and volunteers, the number of attendees and photos.

i. Website Committee – Coordinate with website committee for updating the website.

j. Young Professionals Committee – Compile past years chairs and event summary, including photos.

3. Attend meetings and Section events and encourage officers, committee chairs and others in active roles in the Section to contribute written documentation of their programs and achievements.
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WEAT-NTS Nominations Committee Chair Duties

1. Nominations Committee Members
   a. The Nominations Committee shall consist of the three latest past Presidents who are members of the Section, plus up to 2 additional members appointed by the Executive Committee at its discretion.
   b. The Chair of the Committee shall be the immediate Past President.

2. Committee Duties
   a. The Committee shall nominate candidates for the offices of President-elect, Vice-President, Section Representative, Secretary, and Treasurer.
   b. The Committee chair shall submit in the March newsletter a call to all members for nominations, including a summary of the available positions to be filled in the upcoming year.
c. The Committee Chair shall announce to all members present at the March meeting that nominations for candidates are being accepted and provide a summary of the available positions to be filled in the upcoming year.

d. The Committee Chair shall coordinate discussions with Executive Committee, WEAT-NTS members, potential candidates, and all nominated candidates no later than one week following the March meeting.

e. The Committee Chair shall provide a recommendation on candidates to the Executive Committee at the Executive Committee Meeting held prior to the May meeting. Per the bylaws, this recommendation shall be submitted in writing to the Executive Committee by April 1, of each year.

f. The Committee Chair shall read the recommendations to all members present at the May meeting and ascertain from the floor if any other names are desired to be placed in nomination.

3. Qualifications of Candidates

   a. All nominated candidates shall be members in good standing entitled to vote and hold office, and shall reside in the geographical area of the Section.

   b. Those persons selected for nomination should have recent experience in the Section’s activities commensurate with the position to which they are nominated, as well as a proven record of service to the Section.

   c. Candidates must be aware of the time commitment required and must declare a willingness to serve.
Water Environment Association of Texas
North Texas Section

Duties of Officers and Committee Chairs

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WEAT-NTS PWO Committee Chair Duties

1. The Professional Wastewater Operators (PWO) Committee is dedicated to:
   a. Promoting the careers of wastewater operators.
   b. Supporting and developing activities, such as the Operations Challenge, that improve the recognition and develop the skills of wastewater operators.
   c. Enhancing the visibility and recognition of wastewater operators who are dedicated professionals that make water quality a reality.

2. Committee Duties:
   a. Hold committee meetings as needed.
   b. Chair attends Executive Committee meetings.
   c. Promote active membership and participation of PWOs in WEAT-NTS organization and activities.
   d. Participate in coordination of Operations Challenge on the state level.
e. Provide Operations Corner article for newsletter.
f. Actively promote PWO interests within WEAT-NTS.
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WEAT-NTS Photography Committee Chair Duties

1. The Photography Committee Chair shall be responsible for capturing images of the WEAT-NTS meetings and activities.
2. The photos shall be forwarded to the Secretary.
3. The photos shall also be forwarded Historian Committee Chair.
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WEAT-NTS Program Committee Chair Duties

1. The Vice President serves as the Program Committee Chair.

2. Program Committee Chair
   a. Near the end of the fiscal year (June 30), convene a group of WEAT-NTS officers and select members to brainstorm topics, speakers, and events for the upcoming fiscal year plus July on the following year. This planning meeting should cover:
      i. dinner meeting topics and speakers,
      ii. alternate meeting topics and speakers,
      iii. location of facility tour,
      iv. theme and topics for February seminar, and
      v. calendar of meetings and events.
   b. Coordinate with speakers for each dinner meeting.
   c. Coordinate CEU application with Secretary.
d. Make reservations for event locations.
   i. At the beginning of the fiscal year, make reservations for the meetings and execute event contracts.
   ii. Recent practice has been to alternate the meetings between Texas Star Golf Course in Euless and Cowboys Golf Club in Grapevine.
   iii. Maintain a file on each meeting location (contact person, contact information, contract details).

e. Track the count of people who have signed up to attend each meeting. Based on the number of sign-ups, provide an updated headcount estimate to the event location coordinator.

f. Coordinate with the event location coordinator regarding the menu, dinner timeline, etc.

g. Coordinate with Treasurer on payment of facility deposits.

h. Maintain a log of Meeting Date, Meeting Location, Speaker/s, Topic, Total Attendance, Number of Paid Members, Revenue from Meeting Fee, Revenue from Sponsorships, Total Expenses, and Profit/Loss.

i. Order handout speaker recognition plaques.

j. Introduce speaker and hand out speaker recognition plaques.
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WEAT-NTS Public Education Committee Chair Duties

1. aaa
   a. aaa

2. bbb
   a. bbb

3. ccc
   a. ccc
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WEAT-NTS Scholarship Committee Chair Duties

1. Scholarship Applications:
   a. In November, update the scholarship applications for both the WEAT-NTS and Daryl Hall scholarships. The following items will need to be updated:
      i. Scholarship Selection Committee members for the new year.
      ii. Verify that the deadline date corresponds to the new year on the scholarship applications. Make sure this date occurs at the beginning of June. This will allow time for the selection committee to meet and checks can be sent out to recipients prior to the new school year starting.
   b. After the applications have been updated, forward them to the Website Committee Chair and have them upload the new application to the WEAT-NTS website.
   c. At each WEAT-NTS Bi-Monthly Meeting, the scholarship chair shall remind everyone about the deadline for both scholarships and encourage as many applications as possible.
d. Keep on file all the scholarship recipients applications and transcripts.

2. Scholarship Selection:
   a. At the end of June once all of the scholarship applications have been submitted, distribute the applications to all of the committee members and schedule a meeting with the selection committee two weeks after distribution. The meeting shall occur no later than the first week in August.
   b. Prior to the selection meeting, distribute the financial information to the committee by logging into the Vanguard Account online. You can obtain the login information from the WEAT-NTS President. The following accounts apply to the separate scholarships:
      i. Vanguard Morgan Growth Fund Investor Shares (Daryl Hall)
      ii. Vanguard Prime Money Market Fund (WEAT-NTS)
      iii. Vanguard Balanced Index Fund Admiral Shares (WEAT-NTS)
      iv. Vanguard 500 Index Fund Admiral Shares (WEAT-NTS)
   c. Once the recipients have been selected at the committee meeting, send an email to the WEAT-NTS Executive Committee (EC) members and provide them with the list of the new scholarship recipients, renewals, and amount of money to each recipient. This requires approval from the entire EC.

3. Distribute Checks to Recipients:
   a. After approval from the EC, email the Treasurer the list of the scholarship recipients along with the amounts. The Treasurer will then mail the checks to you.
   b. Send each recipient their check, along with a formal transmittal letter.
   c. It is also a good idea to send a letter to the individuals who were not selected for a scholarship. State that they should re-apply each year if they meet the scholarship requirements.

4. Scholarship Renewal Procedures:
   a. Scholarships are renewed on a semester basis. Send an email out at the end of December to all the current recipients reminding them to send an official transcript, verification of enrollment for the spring semester, and also provide a short write-up of how they did in the fall semester and what their plans are for the spring semester.
   b. Verify that each renewal still meets the scholarship requirements. If the student’s grades are slipping, inform the student in the formal letter that you would like to see improvement in order to maintain the scholarship.
   c. Once all of the above information is received, send an email to the EC members and let them know that scholarship checks for the spring semester are ready for renewal. Following approval from the EC, distribute checks to the recipients along with the formal letter.

5. Newsletter:
   a. Each semester, provide the name and a brief description on each scholarship recipient in the WEAT-NTS newsletter. This should occur in September and February.
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WEAT-NTS Seminar Committee Chair Duties

1. Generally, be responsible for the planning, coordination, and execution of the NTS annual February Seminar.

2. Work with Vice President and other members to develop proposed topics / themes, date, and venue.
   a. This information will typically be presented to EC approximately 6 months prior to the seminar.
   b. Upon EC review and approval of the theme and venue, the Seminar Chair will have the authority to sign facility and catering agreements for NTS. Coordinate with the Treasurer for disbursement (with proper documentation) of funds necessary to conduct the seminar.
3. Seminar Preparation
   a. Develop the theme, general program framework, and outline for the seminar.
   b. Coordinate with meeting venue (and catering vendor, if separate) to obtain pricing and commitments for meeting space, audio visual equipment, food and beverage service, meeting and exhibit space, and other necessary arrangements.
   c. Develop a budget for expenditures and targeted revenues. Develop proposed pricing structures for attendees, sponsors and exhibitors. Coordinate with Website Committee Chair and Treasurer to arrange for registration and payment.
   d. Recruit speakers, either through special invitation or through published calls for papers, as appropriate. Give the topic and theme selected for the seminar.
   e. WEAT NTS encourages speaker participation from a wide range of companies and utilities, especially those companies and utilities that actively support WEAT NTS.
   f. WEAT NTS discourages “advertising” as part of presentations, and encourages the presenters to focus on useful technical content.
   g. Obtain all necessary biographical information and presentation synopses necessary for seminar advertising and for submittal to TCEQ for operator continuing education certification.
   h. Coordinate with WEAT to obtain TCEQ approval for certification.
   i. Recruit and coordinate committee members to assist with seminar preparation and execution duties as necessary.
   j. Develop and maintain schedule of milestones for seminar preparation tasks, advertisement, registration, sponsor recruitment, proceedings submittal, and other necessary tasks.

4. Seminar Execution
   a. Serve as moderator and timekeeper at seminar (or delegate these duties to committee member(s)).
   b. See that speaker audiovisual support needs are met with minimal disruption.
   c. Appoint committee member(s) as necessary to coordinate catering service and facility liaison duties.
   d. See that all equipment and materials are removed after the seminar is concluded, and that all funds are properly delivered to the treasurer.
   e. Prepare a financial summary of the seminar to be presented at the Executive Committee scheduled prior to the May meeting.
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WEAT-NTS Website Committee Chair Duties

1. The primary responsibility of the Website Chair is to keep the website updated with notices of meetings, scholarship information, officer changes, committee chair changes, notices of seminars, YP changes, and the current newsletter.

2. Specific Duties:
   a. Each year when officers change, update the officers links on the Officers page of the website. Also, if committee chairs change, update those as well.
   b. Update any text and links on the Meetings and Seminars pages when received from Program Committee Chair (Vice President) or Committee Chairs.
   c. Upload the sponsor pricing code to the Main Page, Meeting, and Seminars pages when sent from the Treasurer.
d. Upload the current newsletter when finished to the main website link “current newsletter” and on the Newsletter page. Place the old newsletter under the archived newsletters links.

e. Each year when scholarship dates change, update the website with links to the new scholarship form on the Main page and the Scholarship page.

f. Update the Contact page as needed.

g. Administrate the GoDaddy.com website hosting account and the domain registration.

3. Support the WEAT-NTS as needed with printing, volunteering, etc.
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WEAT-NTS Young Professionals Committee Chairs Duties

1. Co-chairs:
   a. In order to spread the workload, the Young Professional (YP) Committee has assigned two co-chairs for the Dallas area and two co-chairs for the Fort Worth area.

2. The YP Committee maintains a WEAT-NTS YP email:
   a. Email address: weatntsyp@gmail.com
   b. Password: weatntsyp

3. Manage WEAT-NTS YP Budget:
   a. WEAT-NTS YP events are typically subsidized by corporate sponsors arranged by the YP chairs.
b. The WEAT NTS Executive Committee assigns sponsorship in the amount of $500.00 per year for various YP events. This money is intended for YP activities where adequate sponsorship from other sources is not obtained.
c. The $500 sponsorship from the EC is not automatically approved. The Treasurer has the authority to provide a check prior to the event or as reimbursement, contingent on a YP request that the YP chairs were unable to secure adequate funding through other sources.

4. Monthly Happy Hours:
   a. Happy hours occur once per month and alternate between Dallas and Fort Worth locations.
   b. WEAT-NTS YPs and TAWWA-NTS YPs coordinate with scheduling and planning of joint happy hours.
   c. Once a date and location have been chosen, a flyer is prepared for the event. The flyer is emailed to the WEAT-NTS YP distribution list (located in the contacts of the email listed above) and sent to the newsletter editor to be included in the WEAT-NTS newsletter.

5. Other Events:
   a. YP committee chairs are encouraged to plan other events outside of the monthly happy hours. Examples of previous events include:
      i. Seminars
      ii. Plant Tours
      iii. Brewery tour
      iv. Top Golf
   b. Similar to the happy hour events, flyers for these other events can be distributed using the YP email and the WEAT-NTS newsletter.

6. Dodson Drive:
   a. The Dodson Drive was created in honor of Mr. Kenneth Dodson and is intended to support the continued growth and education of the Texas WEAT-NTS YPs.
   b. This monetary resource is available for YP events, but excluding monthly happy hours.
   c. Dodson Drive sponsorship can be obtained by filling out the appropriate request form and submitting it to the Texas YP Chair.
   d. To receive a check before the scheduled event, the Dodson Drive form must be filled out and submitted a couple months in advance.