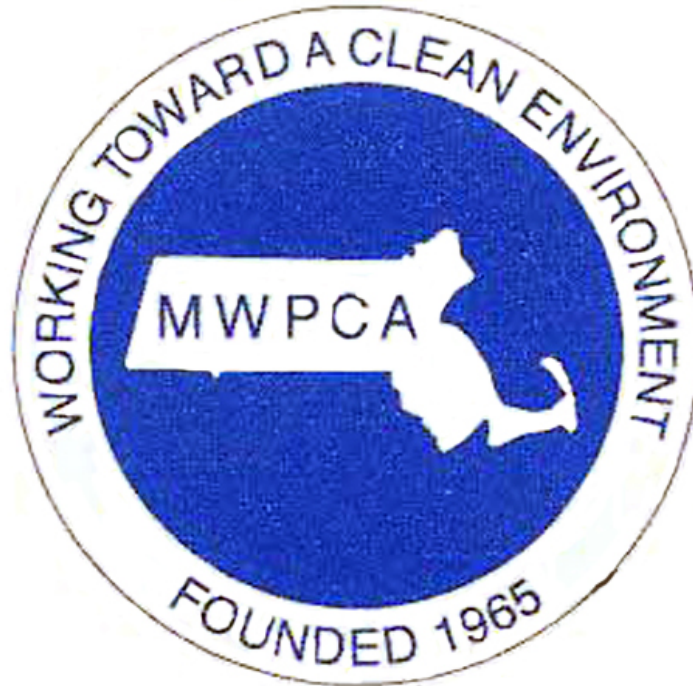


DRAFT – 9/2014
ORGANIZATION MANUAL



Massachusetts Water Pollution Control Association

September 2014

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INTRODUCTION

General

This MWPCA Organization Manual is designed to familiarize officers and committee chairs with the administration of the Association and to provide a description of their duties and responsibilities. It is based on the MWPCA Bylaws, but while the Bylaws are a concise legal document, the Organization Manual contains more detail to help those involved in the Association organize and direct their efforts to accomplish the goals and objectives of the MWPCA.

This organizational manual has several intents:

1. To define, explain, and detail officer duties and responsibilities.
2. To provide clarification of committees' responsibilities, membership, and duties.
3. To serve as a tool for incoming officers and committee members, appointed or elected to various positions of responsibility.
4. To serve as an outline for officers and committee chairs regarding the policies, structure, and procedures of the organization.

To achieve this, the MWPCA Organization Manual includes the following sections:

1. **Officer Descriptions:** This section outlines responsibilities and duties of the officers and directors of the Association and describes the organizational structure.
2. **Committee Types and Functions:** The Committee Types and Functions outline the responsibilities and duties of the various committees.
3. **Committee Descriptions:** The Committee Descriptions provide a detailed listing of the duties and tasks each committee must perform in order to achieve the fulfillment of its responsibilities and duties.
4. **Policies, Procedures, and Programs:** This section contains the Association's policies, procedures, and programs for specific committee duties and/or tasks.
5. **Financial Guidelines:** Includes the Guidelines for Developing Officer and NEWEA Director Expense Budgets and Committee Budget Development Guidelines.

While the manual is intended to be as complete as possible, those using it should bear in mind that it provides a framework so that each individual and committee may grow creatively within the Association to more fully meet the goals of improving the water environment in Massachusetts.

General Objective Statement

The Massachusetts Water Pollution Control Association, Inc. was established in 1965 (then as the Massachusetts Wastewater Treatment Plant Operators' Association) as a not-for-profit organization whose objective is the advancement of fundamental knowledge and technology of design, construction, operation and management of wastewater treatment works and other water pollution control activities and dedicated to the preservation of water quality and water resources.

As protection of our water resources has evolved since the Association's inception, the role of the water quality professional has reached new level of importance in protecting public and economic health of the Commonwealth of Massachusetts.

Vision:

The MWPCA is a professional, educational, and technical organization that promotes the protection and enhancement of our water environment, and the implementation of sound policy to achieve protection of our water resources.

Mission:

The Mission of the MWPCA is to

Promote the friendly exchange of information and experience among its members.

Promote and encourage the education and advancement of knowledge concerning the performance and management of wastewater treatment facilities.

Advocated for and promote sound legislation relating to the operation, management, performance standards, and personnel of wastewater treatment facilities and good public relations.

Work with State and Federal regulatory authorities to advocate for sound regulatory policy, based on scientific studies/data, that will have the greatest measurable benefit to enhance water quality in the Commonwealth.

Promote the water quality industry to public education and outreach to demonstrate the importance of the water quality professional to society and demonstrate the value of water.

Serving the Commonwealth of Massachusetts, MWPCA boasts over 800 members, serving the interests of thousands of Water Quality Professionals and the communities and associated businesses in cooperation with which they work to protect and improve the high quality of the waters of the Commonwealth.

Officer Responsibility

1. **The MWPCA Directors are the *only* officers elected by the membership and as such are responsible to the membership for all aspects of Association business.** The Board of Directors selects from among its elected ranks a Vice President, a President-Elect, and a President who shall serve in succession to ensure continuous leadership of the organization. The Board also appoints, on an annual basis, the Education Coordinator, the Meeting Management Director, Secretary, and Treasurer. Additionally, the Board shall appoint an Executive Director.
2. The Vice President, President-Elect, President, and Past President serve on a successive basis, unless extenuating circumstances develop. They will not serve more than two years in any one position. Upon completion of a presidential term, a new Vice President will be appointed by the Board of Directors to ensure continual succession of officers.

3. The Secretary, Treasurer, Meeting Management Coordinator, and Education Coordinator are appointed annually by the Board of Directors, and may serve successive one-year terms.
4. The Directors will each serve a three-year term, except for the MassDEP Liason, which shall be a one-year appointment.
5. The MassDEP Liaison represents the Department of Environmental Conservation as an essential but non-voting member of the Board.
6. Board members receiving expense reimbursements will provide an accounting of expenditures within the budget year. Submittal of receipts will be necessary for reimbursement to be returned.
7. All officers report directly to the President.
8. Elected Officers are the 12 voting members of the Board of Directors
9. Fiduciary Responsibilities of MWPCA Officers – MWPCA is a not-for profit corporation, incorporated under the General Laws of Massachusetts. Therefore as an officer of MWPCA, you must assume corporate fiduciary responsibility to the organization. Fiduciary responsibility to an incorporated organization like MWPCA is not a matter of representation of interested parties, as an elected public office – it is a legal obligation that one assumes when accepting the position of officer in the organization, and requires the officer to act and make decisions in the best interests of the corporation (as MWPCA is legally labeled), regardless of personal or outside interests to the contrary.
10. Officers shall be active as MWPCA Board members and stimulate interest and activity in the Association for individuals in the field who are not yet members.
11. Officers shall promote membership in MWPCA.

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OFFICER DESCRIPTIONS

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MWPCA DIRECTOR(S)

Specific duties of the MWPCA Director include (but are not limited to) the following:

1. As a voting member of the MWPCA Board, shall represent the interests of the entire MWPCA membership, and shall carry MWPCA information and benefits back to the membership, with focus on the Director's particular constituent group, specialty interest, or region.
2. Shall establish and maintain liaison with the membership, and in particular any chosen MWPCA constituency or interest group, and other organizations concerned with wastewater treatment and environmental water quality issues.
3. Four Directors shall be elected annually on a rotational basis.
4. Shall identify problem areas of interest to the state or any chosen constituency which could, and should be addressed by the Association.
5. Shall establish and maintain liaison with the state and federal legislative delegations on environmental issues of special concern to the Director's constituency and to Massachusetts as a whole; including participation in Congressional Briefing activities. Refer to the Government Affairs Committee description.
6. Shall act as liaison with the membership and local industry facilities and groups to ensure nominations for appropriate MWPCA and NEWEA awards.
7. Shall be active as an MWPCA Board member and stimulate interest and activity in the Association .
8. Shall manage and account for budget-eligible expenses to the extent allowed. Details of the Director's budget can be found in the Financial Guidelines Section.

The following responsibilities are in addition to any other tasks specifically listed above:

Each Director shall attend each Board of Directors Meeting to act as a voting member. If unable to attend, inform the President as far as possible in advance of the meeting, and arrange, if possible, for a proxy representative to attend.

Copies of all correspondence regarding MWPCA business should be sent, either electronically or in paper copy, to the MWPCA President.

Each Director will be asked to author a report in at least one issue (per year) of the MWPCA quarterly Newsletter; schedules and deadlines for articles will be made available by the Newsletter Editor, although deadlines can also be confirmed through the administrative office.

Each Director is required to perform a minimum of one (1) public outreach/education engagement each year.

PRESIDENT

1. Is the Chief Executive Officer of the Association, and as such, is responsible for all activities, decisions, and policies of the Association.
2. Is the chair of the Board of Directors, and as such, directs their activities.
3. Is responsible for providing direction and guidance to Executive Director.
4. Is responsible for assigning specific work plans for development by the Association committees, for implementing and evaluating the effectiveness of said committees, for the appointment of all committee chairs, and for review and approval of candidates for committee vice chairs. Vice chairs may not be appointed or removed without the approval of the President.

PRESIDENT ELECT

1. Assumes the office of President in case of illness or absence, or at any time the President so designates.
2. Is a designated member of the Finance Committee and co-chair.
3. Shall assist the President in planning and conducting Board meetings.
4. Functions as a member of the Senior Management Team.

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VICE PRESIDENT

1. Assumes the office of President Elect at the direction of the President, or in the absence or illness of both senior officers, assumes the office of President, or assumes one or both offices at any such time the President designates.
2. Is a designated member of the Finance Committee.
3. Is designated to review the charge of all Standing and Ad Hoc committees and the effectiveness of each Committee in meeting its charge. Also shall assist with communication between MWPCA Committees and the MWPCA Board of Directors and liaison with Committee Chairs.
4. In general, at the behest and direction of the President, assists in the business of the MWPCA Board of Directors.
5. Functions as a member of the Senior Management Team.

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TREASURER

1. Is the chief financial officer of the Association, and as such, is responsible for the accounting of all income and expenditures of the Association.
2. Is designated to serve as Finance Committee Co-Chair.
3. Is responsible for working with, and providing financial information to the Finance Committee and to the Board of Directors as required.
4. Is empowered to disburse Association funds on a day to day basis as is necessary for the operation of the Association.
5. Is empowered to make investments with Association funds, in consultation with the Finance Committee and the Board, to the best advantage of the Association.
6. Makes all necessary and directed reports to the President, or designated representatives, between meetings of the Board of Directors. The Treasurer shall make a financial report to the membership at the Annual Organizational Meeting, and shall prepare a report to be made available for review by the MWPCA membership. Quarterly reports shall be submitted to the Board of Directors for approval.
7. In general, at the behest and direction of the President, assists with functions of the Association and the Board of Directors.
8. Shall assist with and oversee the Annual Financial audit of the Association by an outside Certified Public Accounting firm.
9. Specific duties of the Treasurer as spelled out in the Bylaws are as follows (may be assisted or performed in conjunction with the Association's Executive Director):
 - a. Receive all dues and fees and deposit same in the name of the Association in a bank approved by the Board of Directors.
 - b. Personally notify said bank of the names of persons responsible for withdrawal of monies.
 - c. Certify to the Board the accuracy of all bills and vouchers.
 - d. Report at each Association and Board meeting receipts and payments and the condition of the account of the Association.
 - e. Pay all bills or other indebtedness of the Association when so approved by the Board of Directors.
 - f. Render an annual report at the September meeting showing all receipts and disbursements for the previous fiscal year.

EXECUTIVE DIRECTOR

The Executive Director shall be appointed annually by the Board of Directors upon the recommendation of the *Management Review Committee*. The Executive Director shall perform the following duties:

1. Serve as the clerk of the corporation.
2. Serve as the executive officer of the MWPCA, and operate under the general direction of the President and the Board of Directors.
3. Prepare the agenda for, and attend all meetings of, the Board of Directors.
4. Maintain records of the MWPCA including a database list of members of the MWPCA.
5. Present a report for each calendar year at the Annual Election Meeting of the MWPCA.
6. Issue notices to members at least fourteen days prior to all meetings.
7. Keep records of all meetings of the Association and Board of Directors.
8. Receive all dues and fees and deposit same in the name of the Association in a bank approved by the Board of Directors.
9. In conjunction with the Treasurer, personally notify said bank of the names of persons responsible for withdrawal of monies.
10. In conjunction with the Treasurer, certify to the Board the accuracy of all bills and vouchers.
11. In conjunction with the Treasurer, report at each Association and Board meeting receipts and payments and the condition of the account of the Association.
12. In conjunction with the Treasurer, pay all bills or other indebtedness of the Association when so approved by the Board of Directors.
13. In conjunction with the Treasurer, render an annual report at the September meeting showing all receipts and disbursements for the previous fiscal year.
14. Render a report at the September meeting showing the membership of the Association and listing the current members of the Committees and their officers.
15. Perform such other duties as may be assigned by the Board of Directors.

MEETING MANAGEMENT DIRECTOR

1. Is responsible for coordination of the Association's Quarterly Meeting Arrangements and Programs, Trade Show Exhibits, and Speakers.
2. Is responsible for coordinating the printing notices for the Association's meetings for inclusion in the MWPCA newsletters.
3. Is responsible for coordinating the preparation of budgets for the conference related committees, and submitting the budgets for the meetings to the Finance Committee.
4. Sets exhibitor and registration fees for the meetings in coordination with the Finance Committee.

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EDUCATION COORDINATOR

1. Is Chair of the MWPCA Education Committee
2. In conjunction with the Education Committee, is responsible for the Association's activities and equipment relative to the Education Program of the Association.
3. Works closely with the MassDEP-sanctioned Training Advisory Committee to represent the interests of the Association and all its members.
4. Represents the Association on other committees which can benefit the members of the Association by providing education and training.
5. Is responsible for monitoring the training programs developed to serve the needs of the membership and the Massachusetts operator community.
6. Attends Training Advisory Committee meetings and shall report at least quarterly to the Association on the status of the training program.

SECRETARY

1. Shall serve as secretary for the Board of Directors.
2. Shall record, finalize and distribute the minutes of the meetings of the Board of Directors.

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PAST PRESIDENT

1. In general, functions as an active member of the Executive Committee in order to assure continuity of management in the activities of the Association. Unless the Past President remains an elected Director, this position is a non-voting position.
2. Functions in an advisory capacity to the Board of Directors.
3. May serve in any capacity as mutually agreed upon, or designated by the President.
4. Is a designated member of the Finance Committee.
5. Shall serve as the Chair of the Management Review Committee.

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NEWEA DIRECTOR

1. Shall advise the MWPCA Board of Directors of NEWEA issues, developments, and other matters as necessary.
2. As a fiduciary officer of the NEWEA, shall represent the MWPCA and its views to the NEWEA Executive Committee, and represent NEWEA and its views to the MWPCA.
3. In general, shall function as a NEWEA representative with regard to Association matters and as a liaison from NEWEA to the Association.

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COMMITTEE TYPES, FUNCTIONS, AND DUTIES

COMMITTEE TYPES, FUNCTIONS, AND DUTIES

GENERAL

The Association has three types of committees.

1. Management Committees - These committees are required to run and administer the operation of the Association. The management committees and chairs are as follows:

Awards Committee – Appointed by the President
Bylaws Committee – Appointed by the President
Finance Committee – Treasurer and President Elect
Elections Committee – Appointed by the President

2. Standing Committees - Standing Committees have chairs appointed by the President. The ex officio duties are apportioned amongst the voting members of the Board of Directors
3. Ad hoc Committees - These are committees that are established by the President to serve for a short period of time, typically one to three years. The committee shall be reviewed annually to determine if it will remain Ad Hoc, if it should be considered for Standing Committee status, or if it should be disbanded. Ad Hoc Committees can become a Standing Committee by vote of the MWPCA Board. The President appoints the Chairs of these committees and the Ex Officio member is the First Vice President.

EX OFFICIO ROLE

1. The ex officio role is to provide leadership and oversight to a committee, and to act as a voting liaison to the MWPCA Board. This is to ensure that the committee's ideas are conveyed to the MWPCA Board.
2. An ex officio position is fulfilled by an elected officer appointed to a specific committee. When an officer ceases to hold office, that person's ex officio role also ceases, and the new holder of the office assumes the ex officio membership.
3. It is the responsibility of the ex officio to: assure that each committee develops annual goals and objectives; attend at least one committee meeting per year for each committee in its charge; and review all committee correspondence.
4. While the ex officio has all the rights, responsibilities, and duties of any other member of the committee, including the right to vote, the primary role is to provide guidance, as necessary, to ensure that the committee works toward its goals.
5. Ex officio assignments, if not otherwise noted, shall be determined by the President with approval of the Board of Directors as appropriate.

GENERAL COMMITTEE DUTIES

1. The chair shall select, by August 1 of each year, the remaining members of the committee, giving consideration to the disciplines and geographical distribution of the membership. All committee members must be members of the MWPCA unless otherwise approved by the Board of Directors.
2. Committee chairs shall be subject to reappointment each year at the discretion of the incoming President.
3. Each committee chair shall appoint a vice-chair who is subject to approval by the President.
4. All chairs shall designate a person to record accurate minutes of all committee meetings, and copy these meeting minutes to the President within thirty days of the meeting.
5. Each committee chair, within thirty days of assuming office, shall submit a list of goals and objectives for the forthcoming year to the President. Prior to the Annual Election Meeting in June, each chair shall submit a report to the President briefly outlining the status of the goals and objectives submitted at the beginning of the year.
6. It is the responsibility of each committee chair to develop and submit to the Finance Committee Chair an annual committee budget as directed, and explain the basis for all budget requests.
7. The chair shall schedule committee meetings at his or her discretion, with a recommendation of two face-to-face meetings per year, and the encouragement to utilize conference calls, e-mail, and other electronic means as alternative methods of communication.
8. Chairs and/or designated representatives shall report to, and attend MWPCA Board meetings as requested. In any case, MWPCA Committee Chairs are invited to attend any and all meetings of the MWPCA Board.
9. It is the responsibility of the committee chairs to provide the Newsletter Editor with committee updates in accordance with the newsletter schedule.
10. A brief report on current committee activities shall be prepared and sent to the President prior to any MWPCA Board meeting (for inclusion in the mailing or for distribution) to which the committee chair is invited.
11. Committee chairs shall be responsible for preparing related award nominations for submittal to the Awards Committee as directed.
12. It is assumed that each committee chair shall liaison with the President and the following committees: Education and Training, Meeting Management, Membership, and the Newsletter Editor.
13. Committee members shall be active as MWPCA members and stimulate interest and activity in the Association among members and individuals in the field who are not yet members.
14. Committee members shall promote membership in the MWPCA.
15. The chair shall be responsible for training the Vice Chair to allow for a smooth transition upon completion of their term.

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COMMITTEE DESCRIPTIONS

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Board of Directors (MWPCA's Executive Committee)

Overall Charge

1. Shall strive to stimulate interest and active participation in the Association and its activities.
2. Shall conduct all business of the Association.

Membership

1. Shall comprise the Association President, who will chair the meetings, President Elect, Vice President, Secretary, Treasurer, all MWPCA Directors, Past President, Meeting Management Director, and the NEWEA Director. (Note: only elected MWPCA Directors shall be voting members of the Board; other appointed officers, if not elected as directors, will serve on the Board as non-voting members.)

Specific Duties

1. Shall carry out all duties as described in the Bylaws.
2. Shall supervise Association committees' activities.
3. Shall provide that a written record of all its proceedings be accurately maintained.
4. Shall conduct any and all business relative to the operation and wellbeing of the Association.

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AWARDS COMMITTEE

Overall Charge

1. To nominate and receive recommendations to nominate deserving members of the Association, and others, for recognition through receipt of Association and/or regional (NEWEA) and National (Water Environment Federation) awards.

Membership

1. The committee shall consist of a chair, a vice chair, and at least one other member. At least one MWPCA Director shall participate on the committee. The chair shall be appointed by the President.

Specific Duties

1. To solicit nominations of members of the Association who are worthy of receiving either Association or regional/national recognition and to present these nominees to the MWPCA Board for approval. Nominees may come from a variety of sources:
 - a. MWPCA members – Any member of MWPCA may recommend a candidate to the Awards Committee for consideration. Appropriate nomination materials must be submitted by specified dates.
 - b. MWPCA committees – Some MWPCA committees share the responsibility of reviewing relevant nomination materials and recommending nominees to the Awards Committee; for example...

MWPCA Committee	MWPCA Awards	NEWEA/WEF/EPA Awards
Awards	Plant Performance Awards	
Laboratory Practices	Laboratory Analyst Excellence	Laboratory Analyst Excellence
Plant Operations	Operator of the Year	MA Plant Operator / E. Sherman Chase / William D. Hatfield
Industrial Waste	Industrial Operator	
Safety	Operator Safety	Operator Safety / George W. Burke Safety Program Award
President/Board	J. Hartley Service Award	NEWEA Alfred E. Peloquin Award

Regardless of the particular nominee’s sponsor, the Awards Committee has the ultimate responsibility for ensuring the integrity and appropriateness of the awards it brings to the MWPCA Board for approval.

2. To recommend to the MWPCA Board any changes in the basis or procedures for selection that it deems appropriate.

3. To evaluate suggestions for establishment of new Association Awards and to make appropriate recommendations thereon to the MWPCA Board.
4. To coordinate deadlines for candidate information with affected committees and with the Newsletter Editor so that award announcements and deadlines can be coordinated. To streamline the receipt, review, and approval of candidates, and to facilitate submit paperwork and order awards, the Awards Committee shall establish a table of regular annual awards schedule and submittal deadlines. The schedule shall be posted in the Organizational Manual and on the association web site

Liaison With Others

1. Any committee or person for input.
2. Specific assistance from relevant committees as noted under Specific Duties.
3. NEWEA Director for submittal of regional/national awards
4. Public Relations Committee

Committee Activity

1. Solicit, review, select, and recommend nominees for the various Association / regional / national awards with nominations submitted to the MWPCA Board for approval in sufficient time to meet the deadline for the specific awards.

Tasks

1. To solicit award nominations from the Association membership by publishing notices and articles in MWPCA Newsletter, distributing flyers at meetings, and developing and maintaining award information on MWPCA's web page.
2. To assist Association members and committees in preparing nominations
3. To review the various nominations which are submitted to select the award candidates and/or receive and review recommendations by appropriate MWPCA committees.
4. In coordination with and/or delegating to the MWPCA administrative staff and relevant committees, communicate on a timely basis with award candidates as to whether they will receive or will not receive an award. This communication should occur as soon as a decision has been made.
5. Coordinate notifications to all awards nominees. All awards nominees shall receive notification whether they will be receiving an award or not.

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BYLAWS COMMITTEE

Overall Charge

1. To recommend and prepare proposed amendments to the Constitution and Bylaws for consideration by the MWPCA Board, and submission of the same to the MWPCA membership for review, approval, and adoption as delineated in the procedural description in article VIII of the Bylaws.
2. To arrange changes to the MWPCA Organizational Manual, ensuring coordination and agreement with the language of the Bylaws.

Membership

1. The committee shall consist of at least three members with the chair appointed by the President.

Specific Duties

1. At the request of the President, to check actions and activities of the Association for conformance to the Constitution and Bylaws and to suggest amendments when circumstances require them.
2. To draft all proposed amendments to Constitution and Bylaws.
3. To submit proposed amendments to the MWPCA Board for initial certification.
4. To ensure that the Board-certified amendments are brought to the membership as a whole for final ratification in accordance with the requirements as described in the Bylaws.
5. To revise the printed/electronically available Constitution and Bylaws to reflect newly passed amendments.
6. To determine if changes to the Constitution and Bylaws warrant a change to the Articles of Organization as issued by the Commonwealth of Massachusetts and to submit necessary documentation.
7. To follow through with changes to the MWPCA Organization Manual, ensuring that the Organization Manual does not conflict with the language or spirit of the Bylaws.

Liaison With Others

1. MWPCA Board

Committee Activity

1. Develop and/or receive recommendations for and prepare amendments to the Constitution and Bylaws as may be appropriate to the achievement of the Association's goals. Follow up Bylaws amendments with necessary changes to the Organization Manual to ensure concurrence of the two documents.

Tasks

1. Review minutes of MWPCA Board meetings to determine whether any actions of the committee may require or make desirable amendments to the Constitution and Bylaws, and to alert the Board to any noncompliance with Association Bylaws.
2. Keep abreast of Association and industry activities, which may generate proposed changes in the Constitution and Bylaws.

3. Develop and submit to the MWPCA Board in advance of any scheduled Board of Directors' Meeting, as deemed appropriate or as directed, recommendations for amendments to the Constitution and Bylaws.
4. For Section 1 amendments (proposed by signed petition from MWPCA members), prepare for transmittal to the membership at least 30 days prior to the March Quarterly Meeting, proposed amendments for discussion at that meeting as noted in Section 2. Finalize and publish proposed amendments for adoption vote at the June meeting per Sections 3 and 4 (see Bylaws Article VIII).
5. For Section 6 amendments (proposed by a $\frac{3}{4}$ vote of the MWPCA Board) prepare the amendment and necessary background material, and arrange for transmittal to the membership at least 30 days prior to the quarterly meeting designated for the adoption vote (see Bylaws Article VIII).
6. Upon the approval of the amendment by vote of the membership, coordinate with the executive and administrative staff to assure that the Constitution and Bylaws are annotated to reflect the approved changes and filed with any appropriate authorities.
7. Concurrent with Bylaws changes or upon Executive Committee request, promulgate and finalize changes to the MWPCA Organizational Manual to ensure concordance with the Bylaws and to further elaborate MWPCA Board interpretation of the Bylaws as applicable to everyday Association activities.
8. Upon MWPCA Board approval, incorporate any Board-approved changes to the MWPCA Organizational Manual as appropriate; report any conflicts or incongruities to the President as soon as they are noted.

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COLLECTION SYSTEMS COMMITTEE

Overall Charge

1. To develop programs for stimulating participation in Association activities related to collection systems.

Membership

1. The committee shall consist of at least three members with the Chair appointed by the President. Representation from various regions of the state, with a variety of collection systems background, is desirable.

Specific Duties

1. To provide a forum for the exchange of information on issues related to collection systems.
2. To encourage adequate training and certification of collection systems personnel, and to develop and disseminate training materials.
3. To coordinate with the NEWEA Collection Systems Committee.
4. To encourage the distribution of information for new products, and technologies to members.
5. To plan and conduct specialty conferences, as deemed feasible and appropriate.

Liaison With Others

1. Awards Committee
2. Operations Challenge Committee
3. Safety Committee

Committee Activity

1. Provide for the exchange of information relating to collection systems operations, design, construction, and management.

Tasks

1. Coordinate with the Meeting Management Committee on planning and establishing technical sessions.
2. Develop and disseminate training materials for collection system personnel.
3. Plan, organize, and execute specialty conferences on collection systems issues as deemed feasible and appropriate.
4. Assist the Operations Challenge Committee in planning, organizing, and executing the collection systems event for the Operations Challenge. Appoint a member to liaison with the Operations Challenge Committee.
6. Establish and/or update the procedure by which nominees are selected for any local or regional collection systems awards, and submit any award recommendations to the Awards Committee.

DECENTRALIZED WASTEWATER PLANT OPERATIONS COMMITTEE

Overall Charge

1. To promote and recognize the growing field of decentralized plant operations and coordinate Association activities related to this field.

Membership

1. The committee shall consist of representatives from MWPCA active membership (operators, design engineers, manufacturers' representatives), MassDEP personnel, and MWPCA Directors. Although any interested member is welcome, preferred members should by experience be familiar with decentralized plant operations, design, permitting, applicable regulations, and troubleshooting. In addition, they should be capable of assisting operators in improving their skills in decentralized wastewater plant treatment, operations and management skills. The chairperson and vice chairperson shall be appointed by the President.

Specific Duties

1. To promote and recognize decentralized plant operators, maintenance and management personnel.
2. To promote/generate training program elements specifically geared towards the decentralized plant operator.
3. To arrange and coordinate technical sessions and personnel advancement for the Association's Quarterly Meetings and any Specialty Conferences.
4. To advocate for the implementation of new operator rules, to be incorporated into 257 CMR 2.0, for the decentralized plant operator.
5. To advocate changes of operator certification examinations to include questions or exams that relate to operations at small scale facilities.
6. To evaluate and provide information on specific decentralized plant treatment technologies as they relate to the decentralized plant operator.
7. To attend the Training Advisory Committee to provide input regarding future training programs.
8. Outreach to applicable NEWEA Committees for Specialty Conferences and disseminate information regarding decentralized plant operational issues.
9. Report to the MWPCA Training Advisory Committee Member to provide recommendations and constructive input to the Massachusetts Board of Certification to provide related to issues and concerns of the decentralized plant operator.

Liaison With Others

1. MWPCA Collection System Committee
2. MWPCA Safety Committee
3. MWPCA Plant Operations Committee
4. MWPCA Laboratory Committee
5. MWPCA Awards Committee

Committee Activity

1. Coordinate all Association activities with respect to addressing the operation of decentralized wastewater treatment facilities along with the enhancement of training and educational opportunities.

Tasks

1. Coordinate educational presentations for upcoming quarterly meetings.
2. Establish and maintain open communication with MWPCA Training Advisory Committee appointed member, the Training Advisory Committee and the Board of Certification regarding the issues affecting the decentralized plant operator.
3. Appoint a member of the MWPCA Decentralized Wastewater Plant Operations Committee to report to the MWPCA Training Advisory Committee member.
4. Advertise and market the committee to attract members from the Association.
5. Establish first year goals among new committee members and assign tasks accordingly.

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EDUCATION COMMITTEE

Overall Charge

1. To **Membership**

The committee shall consist of at least....., The Education Coordinator shall be the appointed by the Board of Directors to be the Chair of the committee.

Specific Duties

1. To seek
2. To develop
3. To
4. To

Liaison With Others

1. Current Officers.

Committee Activity

1. To

Tasks

1. Receive
2. Solicit and compile.
3. Arrange
4. Using.
5. Collect.
6. At

ELECTIONS COMMITTEE

Overall Charge

1. To receive nominations of one or more candidates for election to the Director positions prescribed in Article VI, Section 10 of the Constitution and Bylaws, to prepare and mail candidate information to the membership, then to supervise the voting procedures at the Annual Election meeting on behalf of the MWPCA Board.

Membership

The committee shall consist of at least three members, none of whom shall be running for office. It is recommended that a past president of the association, being an experienced officer, be the appointed Chair of the committee.

The Chair shall be appointed by the President.

Specific Duties

1. To solicit nominations for elective Director positions from attendees at each quarterly meeting and at such other opportunities as are available, including direct contact with MWPCA members at any time prior to the Annual Election Meeting Announcement.
2. To seek information on candidates nominated for Director positions on the MWPCA Board, following the March Quarterly meeting, and designate the Nomination meeting.
3. To develop a recommended slate of officers to present for approval of the Board of Directors and develop candidate information to be mailed to the membership by way of newsletter or email letter, in a timely fashion to allow members to consider the proposed slate in preparation for the annual Election Meeting.
4. To supervise and witness the Election of Officers at the Annual Election meeting to ensure that the election is carried out in accordance with applicable sections of the MWPCA Bylaws, and, and to announce to the President and the membership at the June Election meeting the results of the vote.
5. To present the election results at the annual officer installation meeting prior to appointment of officer for the ensuing year.

Liaison With Others

2. Current Officers.

Committee Activity

3. To prepare ballots and candidate information for distribution to the MWPCA membership. To receive and track completed ballots, count the ballots, and report the result to the sitting President and Secretary Treasurer at the Annual Election meeting in June.

Tasks

1. Receive from the MWPCA Board the names and addresses of nominated candidates following the March Nomination meeting.
2. Solicit and compile candidate information to be included with ballots in the annual election mailing.

3. Arrange and print enough ballots for mailing to each individual MWPCA member at least 45 days before the scheduled June Quarterly meeting (Election Meeting).
4. Using updated membership list from the Secretary-Treasurer, mail ballots and candidate information, along with a pre-addressed ballot return envelope, to each listed member of the MWPCA.
5. Collect returned ballots that are postmarked 15 days or more prior to the June Election Meeting.
6. At or prior to the Election Meeting, count and tally all valid returned ballots, summing the votes for each listed candidate. Deliver the ballot count distribution to the MWPCA President and the collected ballots to the Secretary-Treasurer at the Election Meeting

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FINANCE COMMITTEE

Overall Charge

1. To prepare the annual budget for the Association and to present it to the MWPCA Board for adoption at the MWPCA Board Meeting prior to the beginning of the Association's fiscal year.

Membership

1. The committee shall consist of the Treasurer, who shall be co-chair, the President Elect (co-chair), the Vice President, the Past President, the a Board of Directors member, and the President..

Specific Duties

1. To request preliminary budgets from committee chairs and assure they are delivered in a timely fashion.
2. To evaluate and adjust committee budget requests along with determining other expenses of the Association and compare to anticipated income in order to provide for the sound financial management of the Association.
3. To prepare an annual overall budget for presentation to the MWPCA Board.
4. To provide guidance to the Treasurer with regards to investments.
5. To review, as needed, budget request revisions during the fiscal year.

Liaison With Others

1. All committees

Committee Activity

1. Develop an annual budget for the sound fiscal operation of the Association. The Association's fiscal year shall be July 1st through June 30th.

Tasks

1. The budget shall be prepared as a series of schedules in accordance with the Financial Guidelines.
2. The Finance Committee Chair shall forward appropriate schedules to the respective committee chairs to obtain preliminary estimates of the cost of committee activities for the coming year as requested.
3. All individual committee budget schedules shall be returned to the Finance Committee Chair as requested.
4. The Finance Committee Chair shall develop a preliminary consolidated budget, and forward it to the Finance Committee members, as requested, for review and comment.
5. Review and adjust the preliminary budget as necessary to provide a total, balanced operating budget for the coming year, including a 1% transfer to reserves, and submit to the MWPCA Board by June 1st.
6. Submit the recommended final budget to the MWPCA Board for approval at the June MWPCA Board of Directors' Meeting.

7. Subsequent to budget approval, the Finance Committee Chair shall advise the individual committee chairs of the approved budget for their respective committee activity for the coming year.
8. Review financial reports prepared by the Secretary-Treasurer.

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GOVERNMENT AFFAIRS COMMITTEE

Overall Charge

1. To keep abreast, comment, and testify on existing and proposed legislation, guidelines, policy concept papers, regulations, and other issues related to the water environment and conduct activities to promote better understanding of commonwealth water pollution problems.

Membership

1. The committee shall consist of at least four members with the chair appointed by the President. Representation shall be from various regions of the state. Consideration for membership shall be given to various disciplines and distribution. The NEWEA Director shall be an active member of this committee.

Specific Duties

1. To keep abreast of and inform the members of the latest developments and proposed changes in state and federal water pollution laws, guidelines, regulations, and programs.
2. To review and comment on proposed changes to water pollution and related laws, to prepare position papers as appropriate on same for MWPCA Board approval, and to present testimony to appropriate federal bodies regarding the Association's position relative to changes or amendments.
3. To insure that comments, suggestions, and recommendations developed in the subject area are consistent with any standing Association policies and coordinate as necessary with other committees and with other organizations, such as NEWEA and WEF.
4. To communicate with DEP and EPA officials, state legislators, and the Massachusetts Congressional delegation when appropriate.
5. To arrange, if approved by the MWPCA Board, a Congressional Briefing event in Boston, to foster communication and information exchange with MA state legislators.
6. To promote participation in any NEWEA Government Affairs events, locally or in Washington, DC, and to liaison with the NEWEA Government Affairs Committee.
7. To provide assistance, when appropriate, to the Meeting Management Committee in developing topics of special interest in the above subject areas for presentation at meetings of the Association.
8. To meet with the DEP Commissioner, EPA Regional Administrator and/or his/her representatives on a mutually agreeable schedule and to meet separately before each of these meetings to discuss agenda items. The chair shall set dates of meetings and prepare tentative agendas to be sent to EPA prior to meeting.
9. To prepare or solicit position papers from other committees or the MWPCA Board for presentation to the DEP and/or EPA. Position papers shall be approved in advance by the MWPCA Board. Coordination with NEWEA is suggested.

Liaison With Others

1. NEWEA Government Affairs Committee
2. MWPCA Directors, the NEWEA Director from MA, and other officers
3. All committees

Committee Activity

1. Present the Association positions on Legislative and Regulatory initiatives to appropriate bodies.

Tasks

1. If approved by the MWPCA Board, coordinate scheduling of the Congressional Briefing activity, acting in conjunction with NEWEA as feasible and appropriate.
2. In coordination with other committees, prepare comments on proposed regulations/legislation for approval by the MWPCA Board to appropriate Agency(s).
3. In coordination with other committees, prepare position papers on legislative and regulatory initiatives for approval by the MWPCA Board.
4. Meet with DEP and Regional EPA staff periodically to discuss issues of mutual concern.
5. Coordinate with other professional associations, e.g., MWWA, NEWEA, NACWA, AWWA, ACEC, NEWWA, WEF, APWA, etc. with regard to legislative and regulatory issues of mutual concern.

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INDUSTRIAL WASTE COMMITTEE

Overall Charge

1. To be the focus for developing programs for stimulating membership and participation by those involved in the industrial sector.

Membership

1. The committee shall consist of at least three members, with the chair appointed by the President. Membership from the industrial sector and from all areas of Massachusetts is encouraged.

Specific Duties

1. To stimulate interest and recruit members from within the industrial community by providing programming consistent with the needs.
2. To provide a forum for the exchange of information on the issues affecting industrial waste treatment.
3. To recruit papers for presentation at Association meetings from the industrial sector, and to work with the Meeting Management Committee to provide interesting and informative sessions on industrial topics.
4. To sponsor industrial plant tours during Association meetings.
5. To encourage the training of industrial waste treatment plant operators and their active participation in the Association.
6. To present a focus through which the needs, desires, and unique problems of the industrial community may be brought to the attention of the Association.
7. To provide liaison and to assist in the dissemination of information including proposed and promulgated rules, regulations, and policies that may be of interest to the industrial community.

Liaison With Others

1. Government Affairs Committee
2. Safety Committee

Committee Activity

1. Develop and implement industrial sector participation in Association activities.

Tasks

1. To establish contact with people within various industrial sector technical and professional organizations.
2. To work with contacts to conduct joint programs and seminars.
3. To work with Meeting Management Committee in planning and establishing technical sessions geared toward the industrial sector during the MWPCA Quarterly Meetings.
4. To develop methods for promoting the Association to industrial sector professionals.
5. Plan, organize, and execute specialty conferences on industrial waste issues as deemed feasible and appropriate.

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LABORATORY PRACTICES COMMITTEE

Overall Charge

1. To encourage the participation of Laboratory Professionals in the Association and to address issues relating to standard laboratory practices.

Membership

1. The committee shall consist of at least three members with representation from all areas of Massachusetts whenever possible. The chair shall be appointed by the President.

Specific Duties

1. To promote involvement of MWPCA's laboratory professional members in Association activities.
2. To promote accurate and timely dissemination of laboratory practice information to the membership.
3. To provide a forum for the exchange of information regarding standard laboratory practices in Massachusetts.
4. To develop and maintain beneficial relationships with Laboratory Practice Committee in other Professional Organizations.
5. To provide a liaison to the NEWEA's Laboratory Practices Committee.
6. The chair shall appoint a member to work with the Operations Challenge Committee.

Liaison With Others

1. Industrial Waste Committee
2. Operations Challenge Committee
3. NEWEA's Laboratory Practices Committee
4. Awards Committee

Tasks

1. To establish and/or update the procedure by which a nominee is selected for the Association's Laboratory Analyst Excellence Award, and submit the recommendation to the Awards Committee prior to the Awards Meeting. Refer to Awards Committee description for award selection process.
2. Solicit papers on laboratory practices for presentation at Association's Quarterly Meetings.
3. Assist the Operations Challenge Committee in planning, organizing, and executing the laboratory event for the Operations Challenge. Appoint a member to work with the Operations Challenge Committee.
4. Plan, organize and execute specialty conferences on laboratory practices issues as deemed feasible and appropriate.

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MEETING MANAGEMENT AND TRADE SHOW COMMITTEE

Overall Charge

1. To preview and recommend sites for the Association's Quarterly Meetings and Trade Show to the MWPCA Board, and provide for proper arrangement of facilities to ensure successful meetings.
2. To develop and implement a technical program for each of the Association's Quarterly Meetings;
3. In the case of the Trade Show, the exhibits are considered the program, so the Meeting Management Committee shall work with the Secretary-Treasurer and administrative staff to coordinate vendor participation at the Annual Trade Show

Membership

1. The committee shall consist of at least three members, chaired by the Meeting Management Director.

Specific Duties

1. To research, review and recommend sites for Association meetings to the MWPCA Board.
2. To do all necessary pre-arranging for meetings and provide for "during the meeting" coordination to ensure successful meetings.
4. To work closely with MWPCA Board, the Treasurer, and administrative staff prior to and during Association meetings.
5. To be responsible for developing a meaningful and stimulating technical program for the Association's training meetings, guided by the theme and wishes of the Executive Committee, the President, the Meeting Management Director and the needs of the membership.
6. To coordinate arrangements and provide guidance for all speakers and moderators, and to serve as their host.

Liaison With Others

1. MWPCA Board
2. Treasurer and administrative staff
3. Newsletter Committee
4. Technical Committees

Committee Activity

1. To plan and organize site related activities for the Association's Quarterly Meetings and Annual Trade Show.

Tasks

1. Investigate sites as to suitability for future meetings on a continuous basis.
2. Tentatively book several suitable sites in advance.

3. Book sites and obtain commitment on prices
4. Review tentative activities with the President and the MWPCA Board, allowing adequate time in advance of the meeting date, and coordinate with the Secretary-Treasurer and administrative staff and other committees as required.
5. Finalize arrangements and commitments with the site manager sufficiently in advance for the program mailing.
6. Arrange for at least, but not limited to the following activities:
 - a. MWPCA Board Meeting at the Quarterly Meetings and Trade Show
 - b. Arrangements for coffee and refreshments
 - c. Meeting room assignments
 - d. Committee meeting room assignments, as needed
 - e. Luncheons
 - f. Entertainment
 - g. Recreational Activities
 - h. Audio Visual Equipment
 - i. Exhibits area (at Trade Show)
7. Develop budgets for Quarterly Meetings and Trade Show in conjunction with Secretary-Treasurer and MWPCA Board.

MEMBERSHIP COMMITTEE

Overall Charge

1. To encourage individuals to join and continue their membership with the Association.

Membership

1. The committee shall consist of at least three members with the chair appointed by the President.

Specific Duties

1. To stimulate interest in the Association and its programs.
2. To increase current level of membership through a number of methods, e.g., personal contacts, membership contests, direct mail solicitation, and regional contacts through state organizations.
3. To encourage present members to bring in new members through personal contact.
4. To encourage the renewal of memberships.
5. Develop membership goals or other appropriate incentives with the approval of the Executive Committee.

Liaison With Others

1. Training Technical Advisory Committee
2. MWPCA Board of Directors
3. Meeting Management Committee
4. All MWPCA technical committees
5. Newsletter Editor

Committee Activity

1. Develop and implement an annual program designed to encourage new members and renewal of existing members.

Tasks

1. Establish goals for the current year.
2. Review the Association's existing recruitment/retention program and assess its effectiveness in achieving membership goals.
3. As appropriate, or necessary, develop a new or strengthen the existing program addressing all membership categories.
4. Obtain approval from the MWPCA Board of the recommended recruitment plan and the method of implementation.
5. Develop recruitment pamphlets, brochures, or other promotional material covering all classes of membership and submit to the MWPCA Board for approval.
6. Initiate and sustain recruitment efforts.
7. Coordinate recruitment/retention activities with the Newsletter Editor, Media Relations Committee, and other MWPCA committees to attain maximum publicity.

8. Obtain from the Secretary-Treasurer, on a continuing basis a list of new members and mail new members a "welcome aboard" letter.
9. Staff a membership booth at all Association meetings and at other association meetings and/or trade fairs and at other relevant functions.
10. Provide Newsletter Editor with the names of all new members for publication in the Newsletter.

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NEWSLETTER COMMITTEE

Overall Charge

1. To publish the Association's newsletter at regular quarterly intervals as directed by the MWPCA Board.

Membership

1. The committee shall consist of at least three members with the Chair appointed by the President.

Specific Duties

1. To solicit newsletter articles from the membership, the Committee Chairs, the MWPCA Board, other associations of like interest, the NEWEA Director, and others as deemed appropriate.
2. To seek out timely information that would be of interest to the membership.
3. To publicize Association meetings and other activities in the newsletter.
4. To arrange for publishing and mailing of at least four newsletters per year.

Liaison With Others

1. Treasurer
2. Administrative staff

Committee Activity

1. Gather information and photographs; write, edit and develop layout of newsletter; coordinate final layout, printing and mailing with printer. Publish newsletter a minimum of four times per year, for distribution a month or more prior to each of the Quarterly Meetings.

Tasks

1. Obtain from the President a message, at least once a year but preferably for each issue, for inclusion in the newsletter(s).
2. Attend Association meetings to gather information and photographs for publication in newsletters, or arrange for others to do so.
3. Solicit news items/photographs from the Secretary-Treasurer, the Committee Chairs, other associations of like interest, and the general membership .
4. Prepare newsletter copy and related material for submittal to the printer at least four times a year.

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OPERATIONS CHALLENGE COMMITTEE

Overall Charge

1. To promote competition from Massachusetts to muster a sponsored team to represent the Association at the NEWEA Spring Operations Challenge activities.

Membership

1. The committee shall consist of a least three members and the NEWEA Director; It is preferred to have enough members to have a champion for each of the Ops Challenge events: Collection Systems, Process, Mechanical, Safety, and Laboratory events. The Operations Challenge Committee Chair shall be appointed by the President.

Specific Duties

1. Recruit team participation to represent the state at the NEWEA Operations Challenge competition at the NEWEA Spring Meeting.
2. Support local and regional efforts to hold a centralized Operations Challenge Training Day in the mid-spring to familiarize potential teams with the details of the competition events. TCHs will be offered to those attending the Training Day.
3. If MA is chosen to host the Training Day, coordinate funding with the MWPCA Board and the NEWEA Operations Challenge Committee.
4. Determine and execute a method for choosing an MWPCA-sponsored team among two or more potential teams from Massachusetts. (MWPCA budget will allow sponsoring only one team to the NEWEA Spring Meeting).
5. Assist the chosen team with travel arrangements and participation at the NEWEA competition and, should the MWPCA-sponsored team win, with travel arrangements and participation in the Federation national competition at WEFTEC.
6. Assist team to explore possible supplemental funding sources to support operations challenge activities in coordination with the Finance Committees and the MWPCA Board.

Liaison With Others

1. Collection Systems Committee
2. Laboratory Practices Committee
3. Safety Committee
4. NEWEA Director
7. NEWEA Operations Challenge Committee

Committee Activity

1. Plan and implement the Association's state Operations Challenge effort and coordinate winning team(s) participation in the regional NEWEA and National Federation Operations Challenge.

Tasks

1. Promote interest in Massachusetts for participation in the Operations Challenge program. Encourage formation of at least one team from Massachusetts.
2. Develop and implement a mechanism for choosing one team for the MWPCA to sponsor for participation in the NEWEA and Federation events.
3. Assist with the New England Challenge Training Day and NEWEA Spring Meeting Ops Challenge competition to the extent feasible.
4. Develop and present to the MWPCA Board a tentative budget for Operations Challenge activities. Include potential funding sources
5. Coordinate and support travel arrangements for winning MA team if any with assistance of the NEWEA Operations Challenge Committee.

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PLANT OPERATIONS COMMITTEE

Overall Charge

1. To coordinate plant operations orientated Association activities.

Membership

1. The committee shall consist of at least three members. Members should be involved in Plant Operations, or in assisting plant operators in improving their skills in wastewater treatment, collection systems, and allied technologies and in operational and management skills. The chair shall be appointed by the President.

Specific Duties

10. To arrange technical sessions and personnel advancement for the Association's Three Quarterly meetings and the Annual Trade Show.
11. To coordinate the operator exchange program.
12. To assist the Meeting Management Committee and the Education Coordinator with operator training programs.
13. To monitor and report on, in coordination with the Government Affairs Committee, the development of federal and state laws, rules, and regulations which may affect operators and their operations.
14. To assist the NEWEA Director in selection of the NEWEA State Operator Award recipients.
15. To develop publications, encourage the presentation of short courses, and disseminate pertinent helpful information through various means to wastewater treatment plants and to the plant operator members of the Association.

Liaison With Others

6. Awards Committee
7. Collection Systems Committee
8. Government Affairs Committee
9. Industrial Waste Committee
10. Laboratory Practices Committee
11. Operations Challenge Committee
12. NEWEA's Plant Operations Committee
13. Meeting Management Committee
14. Public Relations Committee
15. Safety Committee

Committee Activity

1. Coordinate all Association activities with respect to operator's exchange and other operator-oriented developmental, enhancement, and training programs.

Tasks

6. Coordinate with the Meeting Management Committee on planning and establishing technical sessions.
7. Coordinate and administrate the NEWEA operator exchange program in accordance with the written policy.

8. Assist the Operations Challenge Committee as requested, in planning, organizing, and executing the process control and maintenance events for the Operations Challenge. Appoint a member to assist on the Operations Challenge Committee.
9. Participate in selection activities for recommending recipients of the Association Operator Award and for the Association's Plant Performance Awards.
10. Plan, organize, and execute specialty conferences on plant operations issues as deemed feasible and appropriate.

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PUBLIC RELATIONS COMMITTEE

Overall Charge

1. The committee will promote the Association as a Massachusetts water environment resource by publicizing our name, our accomplishments, our members' achievements and other activities.

Membership

1. The committee shall consist of at least three members including a chair appointed by the President, and representatives from all areas of the state.

Specific Duties

1. Prepare and distribute publicity about MWPCA for publication in other professional and non-professional journals/publications as well as the public news media.
2. Gather pertinent clean water information from each area of the commonwealth for publication in divers media outlets in the state.
3. Prepare information on all MWPCA activities including elections, awards, seminars, etc., for submission to non-MWPCA publications and news media.
4. Act as a media resource for our membership by developing a standard media kit, including press release formats, tag lines, and procedures for coordinating with MWPCA and its members, other like-interest associations, etc.
5. Develop and maintain a standard mailing list of media including newspapers, radio and television stations, etc., for sending press releases.
6. Develop performance requirements and contractual terms for the procurement of media consultants.

Liaison With Others

1. Awards Committee
2. Meeting Management Committee
3. NEWEA Communications Council

Committee Activity

1. Develop, receive, and distribute publicity regarding MWPCA, its activities, and its members for publication in professional and non-professional journals as well as the public media. The ultimate goal is to promote and publicize our name and our activities for the good of the Association, its objectives and goals, and the general public.

Tasks

1. Identify opportunities for publicizing MWPCA activities, including but not limited to the election or appointment of officers and chairs, meetings, specialty seminars, award recipients, keynote speakers, etc.
2. Develop and maintain a standing list of industry and regional publications for all press releases; develop an "as-needed" list of local publications for individual releases (e.g., hometown, alma mater, etc.).
3. Develop standard media kits to include a standard press release format, "bio" forms, etc.

4. Develop a standard MWPCA tag line (e.g., “MWPCA is a not-for-profit professional Association dedicated to . . . “)
5. Develop procedures for coordinating with MWPCA Directors, other association officers, committee chairs, etc.
6. Develop a strategic plan to maximize exposure of the Association through feature stories; e.g., when we cosponsor an event or special activities such as Operations Challenge, Clean Water Week; special awards; member recognition; etc.
7. Identify opportunities and budgets for developing public service announcements where appropriate.
8. Identify volunteer resources (both people and production) available to cover all aspects of media (e.g. print, radio, ads, etc.).
9. Plan, organize, and execute specialty seminars on media relations issues as deemed feasible and appropriate.

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SAFETY COMMITTEE

Overall Charge

1. To review technical practices and disseminate information available to the membership on the safe operation of wastewater treatment and collection systems.

Membership

1. The committee will consist of at least three members with the chair appointed by the President. Representation from diverse geographical areas and a range of facilities is desirable.

Specific Duties

1. To actively promote safe practices for operating personnel.
2. To promote safety awareness.
3. To collect available or needed information on safety and to distribute the information to the membership primarily through demonstrations at meetings, the Newsletter, and independent mailings.
4. To develop reports related to safety as directed by the MWPCA Board.
5. To coordinate the submittal of the nomination for available Safety Awards (NEWEA Operator Safety, WEF Burke Award, etc.).
6. The Chair shall appoint a member to assist on the Operations Challenge Committee.

Liaison With Others

1. Awards Committee
2. Industrial Waste Committee
3. Operations Challenge Committee
4. Newsletter Editor

Committee Activity

1. Promoting safety in the wastewater treatment field.

Tasks

1. Establish and/or update procedure by which nominees are recruited for the NEWEA Safety Award, and the Federation's George W. Burke, Jr. Facility Safety Award
2. Administer Safety contest(s) and solicit prizes for winners for presentation at the Trade Show..
3. Solicit papers on safety for presentation at MWPCA Quarterly Meetings.
4. Coordinate with Meeting Management Committee on planning and establishing sessions or seminars on safety issues.
5. Assist the Operations Challenge Committee in planning, organizing, and executing the safety event for the Operations Challenge. Appoint a member to assist on the Operations Challenge Committee.
6. Plan, organize, and execute specialty conferences on safety issues as deemed feasible and appropriate.

SPONSOR COMMITTEE

Overall Charge

1. To coordinate fund raising activities/sponsorship for various Association functions including but not limited to Quarterly Meetings, Operations Challenge, and Specialty conferences.

Membership

1. The committee shall consist of at least three members with the chair appointed by the President. Representation is encouraged from various state areas.

Specific Duties

1. Set policy regarding fund raising, e.g., fees, types, and specialty conference sponsorship requests.
2. Coordinate with other related fund raising activities such as those of NEWEA.
3. Work with the Secretary-Treasurer and administrative staff to maintain a sponsor mailing list database.
4. Recruit new sponsors and maintain past sponsors through mailings and/or phone solicitation.
5. Provide sponsor recognition, signage, Association Newsletter and web site listings, etc.

Liaison With Others

1. Meeting Management Committee
2. Board of Directors
3. Operations Challenge Committee

Committee Activity

1. To explore opportunities for fundraising and to coordinate such events for the Association.

Tasks

1. Organize a variety of fundraising events, including but not limited to a sponsored golf tournament.
2. Submit annual committee budget including costs and projected revenues associated with all fund raising activities.

FINANCIAL GUIDELINES

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FINANCIAL GUIDELINES

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GUIDELINES FOR DEVELOPING OFFICER AND MWPCA DIRECTOR BUDGETS

Officer Budgets

Since MWPCA is a not-for-profit association of volunteers, budgets are intended to subsidize the cost of executing officer duties and responsibilities.

In general, when an individual accepts the nomination to become an officer, the MWPCA assumes that the individual with concurrence of his or her employer will be able to carry out his or her officer responsibilities without significant reliance upon the MWPCA. Therefore, the MWPCA assumes that each individual will be responsible for the overwhelming majority of expenses associated with the time and expenses to carry out officer duties and responsibilities. The MWPCA understands that not every officer will have the ability to defer every expense relating to executing officer duties and responsibilities. Therefore, the MWPCA has prepared budgets for each officer to help subsidize costs that might not be able to be reimbursed elsewhere.

The MWPCA fiscal year begins on July 1st of each year. All officer budgets are annual budgets and are intended to be utilized during the term of office beginning at the close of the fiscal year at the end of June. Officers who have multiple year terms will have a new annual budget available to them beginning with the new fiscal year in July. Unexpended budgets will not be "rolled over" to a subsequent year.

There are a number of activities and/or events in which MWPCA would like to see officers participate. The following table presents Officer budgets **(To Be Determined by Board)** and a matrix of the types of activities and/or events – outside of the MWPCA Quarterly Meetings, MWPCA Board Meetings, and other routine Association activities - that these budgets are encouraged to subsidize if need be.

Officer	Budget	NEWEA Annual Conference	NEWEA Spring Meeting	MWPCA Congressional Breakfast / Activity	MA Water Works Activities	NEWEA Congressional Breakfast/Activity
President	\$TBD	√	√	√	√	
President Elect	\$TBD	√		√	√	
Vice President	\$TBD	√		√	√	
Treasurer	\$TBD			√		
				√		
Past President						
Meeting Management Dir.	\$TBD			√		
NEWEA Director	\$TBD	√	√	√	√	√
Extraordinary Travel Expenses	\$TBD	?	?	?	?	?
Extraordinary Visiting Dignitary Expenses	\$TBD	?	?	?	?	?

While each budget can be used for purposes not included within the above matrix, it is assumed that most or all other activities and/or events are routine and less likely to need to be subsidized.

Other Budgets

Officers and/or others, upon approval of the President, may request additional funding from one of two additional accounts: Extraordinary Travel and Extraordinary Visiting Dignitary Expenses.

Extraordinary Travel is considered travel not originally budgeted for but required unexpectedly by a member. Example: MWPCA needs representation at a remote meeting from an individual who had not planned to attend and whose employer will not pay for lodging and meals.

Extraordinary Visiting Dignitary expenses are considered to be those expenses relating to the professional courtesies that MWPCA might give to an individual from NEWEA or another Association when visiting MWPCA or vice versa. Example: An Officer meets a visiting dignitary for dinner relating to an MWPCA event. Once again, reimbursement will be considered if there is no other means for the officer to be reimbursed.

In either case, Extraordinary Travel or Extraordinary Visiting Dignitary expenses', the individual requesting reimbursement must receive approval prior to expending any funds for an intended purpose.

Annual Budget Preparation Guidelines

Instructions

Familiarize yourself with the *Guidelines for Annual Budget Preparation* before preparing your budget. If you have any questions or comments, please contact the MWPCA President or Secretary-Treasurer.

Committee expenses are divided into various categories as shown on the MWPCA COMMITTEE BUDGET REQUEST FORM distributed by the Finance Committee Chair (a sample copy is included in the appendix to this manual). Sufficient backup or justification must be included to support all budget requests.

In addition to completing the MWPCA COMMITTEE BUDGET REQUEST FORM described above, the COMMITTEE BUDGET REQUEST FORM - NARRATIVE must be completed to explain how the budget(s) requested will be used by the committee. Narratives should be as detailed as possible in order to facilitate review by the Finance Committee.

If your committee is planning a specialty seminar, a SPECIALTY PROPOSAL FORM must be completed in addition to your MWPCA COMMITTEE BUDGET REQUEST FORM. All forms must be submitted to the Finance Committee for review and approval.

Annual Budget Preparation Guidelines

When preparing your committee budget be reminded that MWPCA is a not-for-profit organization that depends upon its Committee Chairs and members to provide volunteer services. The following are provided as guidelines for budgeting for committee meetings with the understanding that specific circumstances may vary and variance from these guidelines warranted.

Committee Meetings and Associated Costs

When preparing your budget, always consider the following:

Is the expenditure necessary?

Where is the meeting being held?

Can I opt for a conference call?

How many people will be participating?

Will I need any outside support - audio or visual etc.?

What do I really need?

Would I spend this amount if I were paying for it personally?

Is the budget reasonable considering other activities I expect to carry out with my committee?

Mailings/Postage

Large mailings (over 250 pieces) can be printed, collated and mailed using MWPCA administrative services “contracted” printer and bulk mail permit provided the mailing is available to the printer at least 4 weeks in advance of the expected delivery date. For all other mailings, current first class mailing rates should be used. Contact the MWPCA Executive Director for details when preparing your budget if you plan on using the bulk mail permit.

Copying/Printing

When necessary, the MWPCA “contracted” printer can be utilized for large amounts of copying or printing. Contact the MWPCA office for assistance in obtaining cost estimates if you are planning on using the MWPCA “contracted” printer.

Airfare

For individuals traveling on MWPCA related business or when budgeting for out-of-town speakers whose presence at a meeting would not otherwise be possible, only the cost of coach airfare will be allowed for reimbursement.

Ground Transportation

For individuals traveling on MWPCA related business, public transportation when available should be the travel means of choice. If MWPCA business is incidental to other planned employer related business travel, costs should not be considered for reimbursement by MWPCA.

Personal Auto/Parking

Where MWPCA business requires use of an individual’s personal automobile, only approved mileage will be reimbursed. Approved mileage will be reimbursed at the current IRS approved mileage rate. Parking for MWPCA associated business is generally not reimbursable. For approved parking, only reasonable self parking charges will be allowed for reimbursement.

Annual recurring budget items to consider:

Operator Exchange expenses for visiting operator, incidentals for sent operator
Operations Challenge Training Day support
Operations Challenge Team support
Office Equipment allowance
Annual Organizational Meeting expenditure
NEWEA Annual Conference Plant Operator registrations
MWPCA Board Meeting refreshments
Newsletter publication and postage
Elections ballot printing and mailing expenses
Website and other communication expenses

MWPCA Administrative services expenditures
MWPCA telephone, fax, post office expenses
Membership renewal printing and mailing
Miscellaneous mailing requirements (TCHs, other unplanned membership correspondence)

Quarterly Meetings and any specialty seminars should be separately budgeted to ensure that the Association does not lose money on any event.

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BYLAWS AND CONSTITUTION

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The entire MWPCA Bylaws and Constitution is available by contacting the MWPCA Executive Director.

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MEMBERSHIP APPLICATION

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MEMBERSHIP APPLICATION

A copy of the MWPCA membership application is available by contacting the MWPCA Office number or by visiting the MWPCA web site at www.MWPCA.org.

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