

Chapter President Duties SOP

1. Conduct a minimum of one Chapter meeting per year at a time and place determined by the Chapter. Run all chapter business meetings in accordance with Robert's Rules of Order.
2. Ensure that all Chapter Officers are aware of Association/Chapter procedures (see Procedures tab on the KWWOA website) and actively/properly performing the duties of their position(s).
3. Ensure that all Chapter training programs are submitted to the KY Boards of Certification and approved one month prior to the class. Assist the Chapter officers and/or Member Services Director to ensure that all classes are conducted in a professional manner. Ensure that all documentation related to each class, including but not limited to the "Application for Approval of Courses for Continuing Education Credit", Application addendums, State approval letter(s), class roster with attendee signatures and copy of the "TCH Activity Report" submitted to the State to document the training hours earned by each operator, is maintained for two years after the renewal date in which the hours would have been applied. These may be maintained as hard copies or scanned to disk.
4. Work with the Chapter Officers to promote KWWOA Membership and Chapter activities to all operators and systems within the local Chapter counties. All class announcements, with the exception of those coordinated by the Member Services Director, must be distributed a minimum of three weeks prior to the school date. Each brochure or email should encourage online registration for the event. Chapter membership lists may be obtained from the Member Services Director.
5. Ensure that the Chapter Treasurer safeguards all funds and properly maintains the Chapter bank account and pays all expenses within 30 days. The Chapter President must approve all Chapter expenditures. Ensure all expenditures are relevant/properly documented and that financial reports are submitted to the State Board, within the specified format and timeframe requested by the State Treasurer.
6. Assist with locating advertisers for Chapter activities, KWWOA newsletter, web page and Annual Conference.
7. Ensure that the Member Services Director receives by November 1, information on all Chapter training classes and events for the upcoming year. All relevant information should be forwarded for each event, including but not limited to:

Training Classes

- Class date,
- Location, including building name and full address,
- Number and type of training hours to be offered, including topic if known,

- Cost for members and nonmembers,
- Any days lunch will be provided, if applicable, and
- If a room block has been set up, the name, full address and phone number for the hotel, the date the room block will expire and the cost of the sleeping room.

Golf Scrambles

- Date of the scramble,
- Name of the golf course and the full address,
- Registration and Tee time,
- Cost per individual and what it includes, and
- Sponsorship cost and what each provides to the vendor.

Holiday Events

- Date,
- Location and the full address,
- What time the event starts and what is included (i.e. Chapter meeting, meal, dance, prizes, etc.), and
- Cost for the member and guest.

Exhibit Shows

- Date,
- Location and the full address,
- Set up and take down time for the booth,
- Price of the booth and what is included (i.e. booth size, table size, 2 chairs, signage and wastebasket),
- Number of booths the site can accommodate, and
- If electric is available and the cost if not included in the original price.

8. Actively solicit Chapter award nominations for each of the following categories and award such based on the procedures found in the Awards SOP:

Chapter Level:

Wastewater Operator of the Year
Water Operator of the Year
Operator Education Award

Facility Awards:

Water Plant Operations
Wastewater Plant Operations

The Chapter's recommendations for each award should be submitted in writing by the Chapter Vice-President to the KWWOA State Vice-Chairman by January 1st of each year, along with the initial application and any information collected by the Chapter. Any award nominations submitted via the website, will be forwarded to the Chapter Vice-President by the Member Services.

9. Chapter elections shall be held as specified in the KWWOA Bylaws. Solicit KWWOA members to run for election to ensure the efficient operation of the Chapter. Publicize upcoming elections to the membership. Upon election of new officers, assist with the training of those officers (reference KWWOA SOPs located on the website) prior to stepping down and ensure the transfer of Chapter records in a timely manner. Upon conclusion of the election, provide to the KWWOA Member Services Director, the effective date and contact information (name, address, email address and phone numbers) for all new officers.