



American Water Works
Association

Western Canada Section

PROVINCIAL TRUSTEE

The Trustees are elected positions and take part in all actions of the Board. Each trustee will have voting power within the Board.

DUTIES

1. Attend all Section Board meetings.
2. Serve as Board liaison to committees as assigned and ensure that the committees work towards the strategic initiatives of the Section. Be familiar with Section bylaws and AWWA Governing Documents.
3. Perform such duties as may be assigned by Chair.
4. Participate with all Board members in promoting the value of AWWA membership.
5. Participate in Provincial Council meetings and promote PC efforts in province of residence.
6. Coordinate Networking Events in respective province.
7. Assist with coordination and delivery of education events in respective province.

MEETINGS

8. All Section Board meetings.
9. Western Canada Section AWWA annual conference held in conjunction with the WCW annual conference.
10. Committee meetings, where possible, as Board Liaison.
11. Provincial Council meetings in province of residence.
12. Regional Meeting of Section Officers (RMSO) when possible.
13. Annual AWWA Conference and Exhibition (ACE) and relevant meetings at the ACE, when possible.

TERM OF APPOINTMENT

14. The term shall be three years unless otherwise approved by the Board.



MEETING SCHEDULE

Meeting	Typical Timing	Location	Purpose	Typical Attendees subject to budget	Covered	Exceptions
Strategic Planning	Jan-Feb	As determined by the chair	Evaluate progress over the past year, update the strategic plan	Board & Committee Chairs	Travel, hotel and expenses for all attendees	
Mid Year Board meeting	April/May	As determined by the chair	Deal with section business; final budget approval	WCS Board	Travel, hotel and expenses for all attendees	Expenses for Committee Chairs may be allotted to Committee Budget.
Annual Conference & Exhibition (ACE)	June		AWWA National Conference	Any AWWA member	Section Staff travel, hotel and expenses covered when budgeted to attend	Board members may be covered as approved on a case by case basis
AWWA Summer Workshop	July/August	Denver	Leadership training & networking	Chair Elect, Vice Chair, Executive Director	Travel, hotel and expenses for all attendees	Committee Chairs may be covered by Committee Budget
RMSO	September /October	Rotation through Region	Leadership training & networking with sections in region	Chair, Director, Chair Elect, Vice Chair, Executive Director	As many board members as permitted under the budget to attend. Travel, hotel and expenses for all attendees	
Annual Board Meeting	September	At WCW Annual Conference	Preliminary budget approval, other Section business	WCS Board, Committee Chairs	Attendees are responsible for own expenses	Board members may be covered as approved on a case by case basis
Networking Events	Through out the year	Major centres	Networking, member benefits	Any local Board members	Dinner costs covered for Board members if held in conjunction with a Board meeting	
WCW PC	Through out the year		Coordinate training for province	Trustee and/or Executive to attend each meeting	If employer doesn't cover costs, those can be reimbursed through WCW	