

OPERATOR COMMITTEE JOB DESCRIPTION



NAME OF THE COMMITTEE: Operator Committee

PURPOSE: Tasked with working on issues of importance to our licensed drinking water operator members

ORGANIZATIONAL STRUCTURE:

- Co-Chairs
- Committee Members

MEETING SCHEDULE: Try to meet every other month. Committee members will be polled to determine the best time based on member availability. Meetings will be held virtually with some in person meetings held each year at a member plant. Meetings last approximately 1-2 hours (in-person meetings will be longer to accommodate a tour of a facility).

GENERAL TIME COMMITMENT: 6 hours a year for Committee meetings. Time commitment outside of meetings will vary depending on the committee's current task at any given time. It could be estimated that over the course of a year you might commit to 1 hour or less per week.

COMMITTEE TASKS/DELIVERABLES DURING A YEAR:

- Promote Reclassification of drinking water operators into Group 2 retirement category; work with the Legislative Committee when appropriate
- Committee Engagement – work to increase committee participation.
- Organize Roundtables on topics of interest to Operators.
- Nominate an individual for a Water Works Pride Award.
- Organize Operator Appreciation event.
- Assist with the Operator Study Group (good opportunity to promote volunteering on the Operator Committee)
- Community Engagement (speak to school groups, attend career fairs)
- Tasks/Deliverables will change and grow as committee members come up with new issues.

COMMITTEE MEMBER RESPONSIBILITIES:

- Attend Committee Meetings
- Perform Tasks as determined at meetings (volunteer to take on Action Items)
- Bring ideas to the meetings
- Recruit new committee members
- Encouraged to attend Annual Planning Session
- Encouraged to host Committee or a Treat & Meet at your utility

CHAIR(S) RESPONSIBILITIES:

- Develop Agendas for Committee meetings

- Follow up on Action Items undertaken by members
- Attend Board of Directors/Committee Chairs meetings and provide an update on the Committee's activities (four times per year)
- Attend Annual Planning Session
- Prepare Committee's Annual Report
- Lead by example

MINIMUM EXPECTATIONS FOR PARTICIPATION:

- Looking for active participation at the committee meetings
- Encouraged to attend Membership Meetings
- Encouraged to attend Annual Planning Session