

## *MWWA Board of Directors Nomination Form*

The Board of Directors, in whom the management of the affairs of the Association shall be vested, shall consist of the President, President-Elect, Secretary, Treasurer, First Trustee, Second Trustee, Third Trustee and the immediate Past President. The Board of Directors (BOD) of Massachusetts Water Works Association is typically a six year commitment to the Board. Members are nominated to become the third Trustee, advancing yearly to second trustee, first trustee, President Elect, President and finally Past President. On occasion, due to the need to fill a vacated position, Board members may enter the Board as second trustee or move up the chain in a more rapid fashion.

Annual time commitments for all Board Members include:

- Attendance at Five (5) BOD meetings distributed throughout the year (with four (4) alternates scheduled if needed) as well as the Annual meeting in November
- Optional (but encouraged) attendance at membership meetings held throughout the year
- Attendance (strongly encouraged) at quarterly meetings with DEP Commissioner
- Often Board Members are also committee members of one or more committees. Specifically:
  - Finance Committee is chaired by immediate Past President and is comprised of one more Board member. President is encouraged to participate as well.
  - Awards Committee is comprised of two most recent Past Presidents if possible
  - Nominating Committee is chaired by immediate Past President and comprised of four other Past Presidents
  - Others as interest and time permits
- Board Members are responsible for all policy decisions for the Association. To that end there is a fair amount of email correspondence regarding positions that MWWA should take in between regularly scheduled BOD meetings.

The President typically assumes more responsibility during his/her tenure. These responsibilities include:

- Chairing all Board Meetings and working with the Executive Director on agenda items and initiatives
- Working with Committees and Executive Director on special initiatives and outreach activities
- Preparing Presidential Message for 5 editions of the H2O Pump Newsletter
- Master of Ceremonies for Drinking Water Day
- Representing MWWA at meetings of other New England Water Works Associations (prior to Operator Conf. in Worcester and during NEWWA's Annual Conference)
- Attendance at special meetings as required
- Assisting the Executive Director in preparing, reviewing, and releasing official association correspondence
- Meetings with legislators/others as available
- Some of the coordination with NEWWA and others is also assumed by the President Elect in support of the President or as availability becomes limited.



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Name of Nominee: \_\_\_\_\_

Utility/Company: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Active or Affiliate Member: \_\_\_\_\_

Current/Previous Involvement with MWWA:

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**Biographical Info:** (Please list your current position, and any background, training or experience you have in the field. Either write below or attach a separate sheet)

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I understand the roles, responsibilities and time commitment necessary to be on the MWWA Board of Directors and would like to be considered for nomination. My employer supports my involvement.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please return completed form by July 1<sup>st</sup>**