

LEGISLATIVE ADVISORY COMMITTEE JOB DESCRIPTION



NAME OF THE COMMITTEE: Legislative Advisory Committee (“Legislative Committee”)

PURPOSE: The Legislative Committee tracks legislative and regulatory issues that impact the drinking water profession and makes recommendations to the MWWA Board of Directors regarding MWWA’s position on policy matters. The committee keeps the legislature and the regulatory agencies informed of the concerns of Public Water Systems and their ratepayers. While the main focus of the committee is state advocacy, at times the committee does review and weigh in on actions proposed by the federal government. The Committee drafts and files legislation that aims to address issues impacting Public Water Systems and monitors legislation that might have a negative impact.

ORGANIZATIONAL STRUCTURE: The Committee leadership consists of co-chairs and members. The Committee is staffed by the MWWA Executive Director.

MEETING SCHEDULE: The Committee meets monthly (currently the third Wednesday of the month). Meetings are scheduled for 8:30 – 10:30 AM. The Committee primarily meets via Zoom.

GENERAL TIME COMMITMENT: A Committee member can expect to spend 2 hours per month at the Committee meeting and another 3-5 hours a month working on Committee business.

A Committee co-chair can expect to spend 10-20 hours per month on Committee business.

COMMITTEE TASKS/DELIVERABLES DURING A YEAR:

- Review, comment, and testify on regulatory issues that arise (i.e., Water Management Act regulations and implementation, Drinking Water Regulations development of standards and implementation, issues under the purview of the Water Resources Commission).
- Draft legislative text.
- Review, comment, and testify on legislative issues as needed (i.e., priority bills filed by MWWA, opposition to bills that will have a negative effect such as drought legislation).
- Organize the biannual event “Day on the Hill”.
- Outreach to legislators, staff, and regulatory officials.
- Educate MWWA members about the legislative process.
- Recommend the nominee for “Legislator of the Year”.

COMMITTEE MEMBER RESPONSIBILITIES:

- Attend monthly Committee meetings.
- Attend the “Day on the Hill” event.
- Review Legislative Text and provide input.
- Potentially take lead on advocacy of a particular bill, including providing testimony at legislative hearings.
- Attend one of your State Representative/Senator’s office hours per year.

- Review legislation or regulations and report back to the rest of the Committee.
- Attend the Annual Planning Session.

CHAIR(S) RESPONSIBILITIES:

- Work with the Executive Director on preparation of the Committee meeting agendas.
- Facilitate Committee Meetings.
- Participate in more frequent meetings with legislators than a Committee member.
- Testify at hearings.
- Participate in regular meetings with the Executive Director.
- Attend Board of Directors/Committee Chairs meetings and provide an update on the Committee’s activities (four times per year).
- Prepare the Committee’s Annual Report.
- Attend Annual Planning Session.

MINIMUM EXPECTATIONS FOR PARTICIPATION:

To remain a member of the Committee, it is expected that you will attend:

- One-half of the monthly Committee meetings
- Day on the Hill

You are encouraged to attend:

- MWWA’s Annual Planning Session
- At least 1 MWWA Membership Meeting

You are encouraged that you take a “deep dive” on one issue per year