

Colorado Wastewater Utility Council

Policy Document 001 Duties and Responsibilities of Officers

Each Officer shall perform the following designated duties and responsibilities of the particular office he/she holds or delegate the responsibilities to a qualified third-party.

Chair:

- Appoints Committees.
- Reviews and recommends approval of committee goals.
- Develops meeting schedules (dates/times/locations/tours).
- Ensures the agendas, meeting minutes, and other relevant information is sent to the membership in a timely fashion.
- Facilitates all board meetings.
- Ensures annual reports are developed and distributed to all members
- Ensures all committees, initiatives are on track with schedules.
- Prepares new member welcome letters.
- Signs and sends new member welcome letters.

Treasurer:

- Gives quarterly financial updates at board meetings.
- Develops annual financial reports or at a different frequency as directed by the Chair.
- Tracks income/expenditures.
- Rectifies invoices from any purchases/events.
- Signs checks

Secretary:

- Develops meeting agendas.
- Sends out meetings agendas once approved by the Chair.
- Sends out announcements to membership of:
 - Annual meeting
 - Other meetings
 - Other relevant meetings or information

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- Maintain updated committee roster and distribute to members periodically.
- Maintain updated email distribution list.
- Preparation /distribution Membership directory.
- Development/distribution of meeting minutes.
- Ensures all historic records are stored per Policy_00X. (to be developed)
- Develop annual report for approval at the annual meeting.
- Forward pertinent information as needed.

Vice-Chair:

- Acts as the meeting facilitator in the absence of the Chair.
- Others duties as directed by the Chair.

Director:

- Ensures the Council's bylaws and policies are followed.
- Serves on Committees as needed.
- Performs other duties as directed by the Chair.