



Standing Rules for the PWO Committee of the Rocky Mountain Water Environment Association

- 1.0 Mission Statement
 - 1.1 The mission of the PWO Committee is to provide current, applicable, and cost-effective training to both RMWEA members and non-members.
 - 1.2 The PWO Committee is committed to working with the Membership Committee to increase membership at the associate level.
 - 1.3 The PWO Committee provides support to the PWO Zone Representative who is primarily responsible for the Annual Leadville Operators School.
- 2.0 Goals and Milestones
 - 2.1 Maintain the total number of seminars offered at 10 per year plus the Leadville School. PWO has traditionally offered 6 per year. Seminars shall not be scheduled during the month of December.
 - 2.2 Make an effort to move training outside of the Denver area to reach more members.
 - 2.3 Continue to augment membership by pricing workshops such that non-members become members at a discounted rate. We've almost doubled the number of associate memberships this way. This means more people are getting notified of upcoming training events.
 - 2.4 Continue to expand the Leadville School. We enjoyed huge success in 2005 and 2006 with both attendance and pass rates on exams. We hope to continue work on the program. Work with the Joint Governing Board to make decisions on the character and length of the school.
 - 2.5 Purchase WEF Training CDs to lease to various utilities and develop guidelines to manage their use. WEF Training CDs offer excellent, on-site training for relatively low cost.
 - 2.6 Restart evening and week-end traveling shows. Traveling shows involve one instructor for short on-site training to a minimum of five persons.
 - 2.7 Continue to work on state operator mailing list. PWO bought the list in 2006 and is trying to get it all entered electronically. Use the list to do targeted mailings for upcoming training seminars.
 - 2.8 Independently advertise each PWO seminar with targeted mailings to WWTPs within 50 miles of a scheduled seminar.
 - 2.9 Independently advertise the Leadville School by sending a brochure to every WWTP in the State of Colorado. There are approximately 800 of them according to the Water Quality Control Division.
 - 2.10 Recruit new committee members and seminar coordinators. Goal is to schedule more permanent assignments so 1 committee member coordinates 1 seminar.

- 2.11 Implement a committee chair succession plan to ensure the continued smooth operation of the committee. Elect a vice-chair who will share the duties of the chair. At the discretion of the incoming RMWEA president, the vice-chair will be appointed to the chair position when the chair retires. The chair may serve a maximum of three years.
 - 2.12 The Chair and Vice-Chair will put together a "Seminar Manual" to help incoming seminar coordinators conduct great training seminars through PWO
 - 2.13 Visit high schools with information on wastewater careers to see if we can interest more young people in being operators. PWO may offer free attendance at one-day seminars to high school students or recent graduates who are interested in checking us out. PWO may offer discounted registration to college students.
- 3.0 Membership
- 3.1 The membership of the Committee shall be a Chair and other members as the Chair so decides.
 - 3.2 The Association President shall appoint the Chair of the Committee to a one year term within 30 days after the annual business meeting at the annual conference. Chair may not serve for more than three consecutive years.**
 - 3.3 The Committee Chair *may* appoint or elect a Vice-Chair, Secretary, and other officers to facilitate business.
 - 3.4 The Chair (and other committee members) shall have the right to attend Executive Committee meetings with full privilege of discussion on any RMWEA matters.
 - 3.5 At the discretion of the incoming RMWEA president, the vice-chair will be appointed to the chair position when the chair retires.
- 4.0 Duties and Functions
- 4.1 Chair
 - 4.1.1 General supervision of the affairs of the Committee.
 - 4.1.2 Preside over committee meetings.
 - 4.1.3 Appoint other officers (e.g., secretary) and sub-committees, as required.
 - 4.1.4 Submit information to the Executive Committee as requested (e.g., budget request, evaluation forms, annual summary report, etc.)
 - 4.1.5 Submit training unit applications to the State for each seminar and the Leadville School
 - 4.1.6 Coordinate with the PWO Zone Rep to plan the Leadville School.
 - 4.2 Vice-Chair

4.2.1 Assist the Chair in fulfilling the goals of the committee.

5.0 Operating Procedures

- 5.1 The Committee shall comply with all procedural requirements established by the Executive Committee
- 5.2 The Committee shall hold such meetings as it deems necessary to carry out its functions. All interested parties shall be notified of the time, place, and agenda at least two weeks prior to a Committee meeting. All Committee meetings shall be posted on the RMWEA website calendar at least two weeks prior to the meeting.
- 5.3 Neither the Committee nor its members shall represent or purport to represent any official position or policy statement of the Association without prior approval of the Executive Committee.
- 5.4 All matters of decision by the Committee shall be decided by majority vote of members present.
- 5.5 The Committee shall submit to the Association Treasurer the *Committee Budget Request* no later than November 1st of each year following the guidance, policies, and procedures of the Association Executive Committee. All financial transactions (income and expenses) will be coordinated through the Association Treasurer.
- 5.6 The Committee may not retain an independent bank account.

6.0 Board Liaison

- 6.1 The Association President shall appoint a Board Liaison to the Committee with 30 days following the annual business meeting at the annual conference.
- 6.2 The Liaison shall attend when possible committee meeting and serve as a representative to the Executive Committee.
- 6.3 The Liaison shall make him/herself available to the Committee Chair to assist with the achieving the committee goals and objectives.

Acceptance by the Committee Chair:

Chair _____
Date

Approval by RMWEA:

President _____
Date