

Committee Standard Operating Procedures

YOUNG PROFESSIONALS COMMITTEE

September 9, 2009

Goals

(from 2008-2009 Membership Directory)

1. Develop partnerships with other committees.
2. Integrate young professionals into the fabric of the Section.
3. Create educational and social opportunities for young professionals.
 - a. Encourage participation from University students.

Committee Membership

1. Anyone 35 or younger who is interested and willing to help set up events.
2. Typically about 5-8 members.

Timeline / Deadlines

1. Committee meet to identify potential activities/tours for the year (January or February).
2. Submit quarterly report to AWWA Board liaison as requested. Attend quarterly meeting
3. Submit budget for the upcoming year by Kearney Fall Conference (early November)
4. Submit annual report to Section Board at Kearney Fall Conference Board Meeting (early November).

Deliverables / Activities

1. Four tours per year
2. YP Mixer at Fall Conference

Standard Procedures

1. Conduct meetings with committee members.
 - a. Determine locations/events that may be attractive to YPs. Provide a variety of types of tours to attract a mix of operators, engineers, regulators
 - b. Schedule four tours per year.
 - c. Assign groups of two, where possible, to organize event.
 - d. Discuss timing of events with University staff to determine how potential events correspond with classes.
 - e. Determine if other AWWA committees would be interested/available for event, where applicable. Typical examples would be Water for People, Publications, Student Activities/Research, Safety, etc.
 - f. Try to rotate event locations to evenly space event locations within the state and population centers.
2. Event set-up
 - a. Call company or owner of facility to determine their availability for a tour.
 - b. Select date and time.
 - c. Verify if University students would be available for the date and location.
 - d. Prepare a draft agenda for event (if applicable).
 - e. Identify any admission costs.

- f. Determine if there is a minimum/maximum number of people who can be accommodated for the event.
 - g. Determine if food or drinks will be made available and who is paying.
 - h. Coordinate the number of CEU credits that are available for the event. This is currently coordinated with Mike Wentink with DHHS.
 - i. Designate who should receive RSVP notices from interested attendees.
 - j. Prepare a flyer for the event.
 - k. Send flyer to committee members and any other individuals who may be interested. This has historically been distributed through e-mail to minimize budget needs.
 - l. Send flyer to AWW Publications Committee for distribution to NE AWWA e-mail list.
 - m. Send out follow-up e-mails approximately 1-2 weeks before the event to encourage final registrations. Notify facility location of number of attendees.
3. Event follow-up
- a. Send tour/activity report to Wise Water Words
4. Past events
- a. Flowserve Pump Foundry tour in Hastings.
 - b. Diamond Plastics Pipe in Grand Island – also include PVC pipe design classes.
 - c. Griffin Ductile Iron Pipe in Council Bluffs.
 - d. Pump 101 Classes held at Lincoln WTF.
 - e. MUD Platte West Water Treatment Plant.
 - f. Emperian Ales Brewery Tour in Lincoln.
 - g. Henry Doorly Zoo and Upstream Brewery Tour in Omaha.
 - h. Seward Reverse Osmosis WTF Tour.
 - i. Adams Ion Exchange WTF Tour with Emperian Ales Tour in Lincoln.
 - j. PE Exam Preparation Course at Fall Conference.
 - k. SGA Coatings Presentation with Lazlo’s Brewery Tour in Lincoln.

Supporting Materials

- 1. Committee Annual Report Form – Submitted to Board ahead of Fall Conference

Applicable Policy Numbers

- 1.