

## **Trustee**

### Standard Operating Procedure

#### Duties

1. As described in the Section Bylaws.

#### Schedule of Activities/Duties

1. Revise this SOP for next trustee
2. Trustees positions typically last two years or less if there is a vacancy that needs to be filled before rotation thru senior board positions or off the board.
3. Attend board meetings and vote on board issues.
4. Be active in section activities and assist board as needed.
5. On the first executive board meeting, become liaison or chair for one or more committees.
6. By January 1 board meeting after accepting nomination:
  - a. Read bylaws
  - b. Read Section goals and objectives
  - c. Read Section strategic plan
7. Assist chair-elect for fall conference planning and at conference as needed.
8. Know benefits of joining AWWA for individuals and utilities, plus costs of memberships.
9. Help sell water for people tickets for annual fall conference.

#### Activities/Deliverable

1. Liaison for committee
  - a. Attend committees.
  - b. Ensure executive board receives report on committee activities at each board meeting.
2. Attend regional officers meeting, annual workshop and/or national conference and attend business meeting at national conference
  - a. RSMO – Regional AWWA meeting usually held in late February
  - b. Annual workshop in Denver in late July
  - c. AWWA national conference and business meeting in late June