

### Summary of Serving on the WI Section AWRA Board of Directors

- The Board of Directors shall be the Officers (President, President-elect, Vice-President, Secretary, and Treasurer), the immediate Past-President, and two Directors-at-Large.
- The Board of Directors shall manage the affairs of the Section including administration, program development and supervision of financial affairs. These responsibilities center on the organizing of the annual WI Section AWRA conference.
- Members of the Board of Directors must reside within the territorial boundaries of the Section.
- In order for the Corporation to obtain and retain qualified Directors and officers, the Corporation shall indemnify such Directors and officers to the fullest extent provided by law and, without intending to limit the foregoing, these bylaws incorporate by reference the indemnification provisions applicable to directors and officers set forth in sections 181.0871 et. seq., Wis. Stats., as such sections.
- **What is the time commitment of serving on the Board?**
  - The Board generally meets in-person twice annually. One meeting occurs in spring at the annual WI Section AWRA conference, the other is one all day meeting on location at the upcoming conference site. There typically has also been at least one fall conference call. Other conference calls are sometimes required.

### Summary of Position Duties

**President** (1-year term) - shall preside at meetings, shall, in consultation with the Board of Directors, appoint all committees, and shall perform all other duties incident to the office. The President shall prepare, in collaboration with the Secretary and Treasurer, an annual report of the Section's activities to be presented to the annual meeting of the Section and to be forwarded by the Secretary to the President of the American Water Resources Association.

**President-Elect** (1-year term) - shall perform the duties of the President when the latter is absent and shall succeed to the office of President in the following year. Historically has helped to recruit plenary and keynote speakers, has helped coordinate the nomination and election of officers, and other responsibilities related to the annual conference.

**Vice-President** (1-year term) - shall perform the duties of President-Elect when the latter is absent. Some of the duties that the vice-president has helped with in the past include recruiting moderators for the general sessions and assisting with technical program review. Other miscellaneous duties as assigned.

**Secretary** (2-year term, elected in odd years) - shall keep the minutes of the Section's meetings, shall issue notices of meeting, and shall perform all other duties incident to the office.

**Treasurer** (2-year term, elected in even years) - shall be responsible for all funds of the Section and the dues of the American Water Resources Association as agreed to between the Board of Directors and the American Water Resources Association. The Treasurer's accounts shall be audited at the close of each year as directed by the President. The Treasurer shall prepare an annual report and financial statement for presentation at the annual meeting.

**Director-at-large** (2 positions, 2-year term, staggered appointments) – Serve on the Board of Directors to help manage the affairs of the Section including administration, program development and supervision of financial affairs.