

AWWA Distribution Committee
Mission, Structure, Terms, and Duties
Revised 12/19/08

Mission

The American Water Works Association (AWWA) Ohio Section Distribution Committee is organized to focus on distribution systems in the State of Ohio with a focus on operator training.

Structure and Terms

The Distribution Committee shall have four standing officers: Chair, Vice-chair, Past Chair, and Secretary with each position having a two-year term running from August 1 to August 1.

At the end of each two-year term, the Secretary shall become the Vice-Chair, the Vice-Chair shall become the Chair, and the Chair shall become the Past Chair. This rotation promotes experienced officers and provides opportunities for new members. Past Chair can become the new Secretary at their term's end if the Chair approves it.

The Distribution Committee Chair serves at the pleasure of the Ohio Section Board, is selected by the Ohio Section Chair, and is approved by the Ohio Section Board. Approval of a new Committee Chair shall be obtained by the Ohio Section Board during the annual Ohio Section conference.

Secretary and Vice-Chair are appointed by the Distribution Committee Chair.

Duties

Chair:

- Sets meeting dates, calls and conducts all Distribution Committee meetings and events (usually six meetings a year) and the Distribution Seminar. One meeting shall be at the State Conference each year.
- Recruits and appoints new officers as needed.
- Ensures representation or submits written reports at all Section Board meetings.
- Seeks to have representation at all Technical Program Committee meetings.
- Organizes and executes the annual July Distribution Seminar.
- Prepares and submits an annual budget to the Section Board.
- Communicates with the Distribution Committee members to maximize their awareness and participation in committee functions.
- Prepares and submits the annual Distribution Committee report to the Governing Board for their July meeting
- Prepares necessary documentation for obtaining certification for contact hours from OEPA for speakers and courses presented at the annual seminar, submitted through OTCO

Vice-Chair:

- Serves as the Chair when the Chair cannot participate in Committee events and activities.
- Assists in the planning and execution of the July Distribution Seminar
- Provides information about the committee and any upcoming events to new or prospective committee members.
- Purchases AWWA Bookstore items using the Ohio Section annual allotment.

Secretary:

- Maintains the Committee's roster and all electronic files.
- Publishes and distributes to members the minutes from all Committee meetings.

Past Chair:

- Transfers information and files to the current chairs
- Gathers nominations for the Distribution Operator Meritorious Award.
- Offers advice only when asked.