

**Michigan Section – American Water Works Association
Council Chair**

Role and Responsibilities

The Chair of a MI-AWWA Council provides leadership to the Council's members, committees and task forces.

Appointment and Term

Council Chairs are appointed by the MI-AWWA Chair for a 3 year term, affirmed annually, with up to two, 1-year renewals. The term begins and ends at the Annual business meeting, typically held at MI-AWWA Annual Conference and Exhibition.

Duties and Responsibilities

Council

- Annually lead a review of the Council Goals and Objectives recommending updates and changes to the MI-AWWA Board
- Annually lead the development of a Council Work Plan
- Annually lead the development of a Council Budget
- Annually lead an evaluation of the effectiveness and need of Council committees and task forces recommending updates and changes to the MI-AWWA Board
- Schedule and chair Council meetings
- Collaborate with Section chair to actively recruit a vice-chair
- Actively recruit Council member participants
- Monitor effectiveness of Council members
- Facilitate content submission to Water Works News
- Delegate and engage council members as appropriate

Committees and Task Forces

- Provide direction and leadership on committee and task force annual goals, objectives, activities and budget
- Monitor committee and effectiveness and performance
- Actively recruit committee and task force chairs for recommendation to the MI-AWWA Board

Meetings

- Conduct a minimum of 4 meetings a year
- Attendance at MI-AWWA Annual Conference and Exhibition is highly encouraged
- Attend MI-AWWA Annual Leadership Retreat
- Attend meetings for Council Chair as scheduled by the Board
- All volunteer leaders are encouraged to attend the Spring/Fall Regional meetings and Joint Expo

Communications

- Directly report Council, committee and task force activities to the MI-AWWA Board via its liaison
- Directly interface with committee and task force leadership providing guidance, direction and a conduit for information flow to the MI-AWWA Board via its liaison
- Actively communicate, collaborate, and interface with other Councils