

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

Role and Responsibilities

August 28, 2016

The Vice-Chair of a MI-AWWA Council partners with the Council Chair to provide support and assistance with the duties of the Council Chair.

Appointment and Term

Council Vice-Chairs are appointed by the Council Chair, in collaboration with the Section Chair, for a 1 year term, affirmed annually, with up to two, 1-year subsequent renewals. The term begins and ends at the MI-AWWA Annual Conference and Exhibition.

Duties and Responsibilities

Council

- If Council chair is absent, the Vice Chair acts on their behalf.
- The Vice-Chair may accede to the role of Council Chair.

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

- Attend a minimum of 4 meetings per year
- Attendance at MI-AWWA Annual Conference and Exhibition is encouraged
- Attend MI-AWWA Annual Leadership Retreat
- All volunteer leaders are encouraged to attend the Spring/Fall Regional meetings and Joint Expo

Communications

- Interface with committee and task force leadership, as needed, providing guidance, direction and a conduit for information flow to the Council chair.
- Provide copies of meeting minutes to the Council Trustee liaison in a timely fashion.