

# Michigan Section – American Water Works Association

## Director

### Role and Responsibilities

The Director of the MI-AWWA Board provides strategic direction that supports the vision of the Section. As liaison to the Association, the Director acts as the conduit between the Association and the Section and works to assure alignment.

#### Appointment and Term

The Director is elected by the MI-AWWA membership for a 3-year term on the Association Board and a 3 ½ year term on the Section Board. The term for the Section Board begins at the MI-AWWA Annual Business Meeting, typically held at the Section's Annual Conference and Exhibits as the Incoming Director until he/she is installed as Director on the Association Board. The term for the Association Board begins at the Association's Annual Conference and Exhibits. The term on both Boards ends at the end of the 3-year term on the Association Board at the Association's Annual Conference and Exhibits. This document pertains only to the role and responsibilities of the Director serving on the Section Board.

#### Duties and Responsibilities

##### Board

- Participate in strategic and fiduciary decision making
- Review and become familiar with Section bylaws and other governing documents, policies and guidelines, and strategic plan
- Provide an AWWA update at each Board meeting
- Act as lead in coordinating the Executive Director's performance review and negotiating the employment contract
- Encourage Section membership

##### Executive Committee

- Participate in the Executive Committee

##### Nominations Committee

- Chair the Nominations Committee, except in years when there is an Incoming-Director

##### Strategy and Planning Committee

- Chair the Strategy and Planning Committee
  - Develop the agenda for the Leadership Retreat

#### Meetings

- Attend all meetings of the Section Board. These typically include:
  - Full day meetings twice per year
  - Two overnight meetings per year
    - Summer – at location of following year's Mi-ACE (expenses covered by Section)
    - Fall – day before opening of Mi-ACE
  - Meeting held at the close of Mi-ACE
  - One conference call per year
- Attend all meetings of the Executive Committee
- Attend MI-AWWA Annual Conference and Exhibition
- Attend Joint Expo
- Attend MI-AWWA Annual Leadership Retreat

#### Communications

- Directly interface with and act as a conduit for information flow to and from the MI-AWWA Board and the Association Board