

Secretary/Treasurer

Role and Responsibilities

The Secretary/Treasurer of the MI-AWWA Board provides strategic direction that supports the vision of the Section.

Appointment and Term

The Secretary/Treasurer is elected by the MI-AWWA membership for a 3-year term. The term begins and ends at the MI-AWWA Annual Business Meeting, typically held at the Annual Conference and Exhibition.

Duties and Responsibilities

Provide oversight of accounts payable, including check signing as needed.

Provide oversight of investment funds through the broker as per Board policy

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 fiscal report at each Board meeting
- Take and submit minutes of each Board meeting
- Participate in the Executive Director's performance review
- Encourage Section membership

Finance Committee

- Chair the Finance Committee
- Provide direction and leadership on committee annual goals, objectives, and activities
 - Review Section financial reports regularly
 - Oversee development of the Section's annual budget
 - Review triennial audit
- Send Committee meeting minutes to Section staff for recording
- Actively recruit volunteers for Committee participation
- Monitor committee effectiveness and performance

Executive Committee

- Participate in the Executive Committee

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 Leadership Retreat
 - One conference call per year
- Attend all meetings of the Finance Committee
- Attend all meetings of the Executive Committee
- Attend MI-AWWA Annual Conference and Exhibition
- Attend Joint Expo
- Attend MI-AWWA Annual Leadership Retreat