

AIR & WASTE MANAGEMENT ASSOCIATION

PACIFIC NORTHWEST INTERNATIONAL SECTION

PORTLAND, OR 97204

www.pnwis.org

2005/2006

GUIDEBOOK

OPERATING GUIDELINES INCLUDING:
ORGANIZATION STRUCTURE
FINANCIAL RITUALS
OBJECTIVES

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OPERATING GUIDELINES

This Guidebook contains operating guidelines including:

- Organization Structure
- Financial Rituals
- Objectives

of A&WMA - PNWIS for the 2005/2006 Operating Year.

All members of the Board and committee chairs should read and be aware of this Guidebook's full contents to properly understand the role that they are expected to play.

ORGANIZATION STRUCTURE

Board Of Directors

The Board consists of the Executive Committee 4 Directors, the Chair (or designated representative) of each Chapter, and any officers or Board Members of the International Association. All Board Members must be members of the International Association.

The Board should concern itself with policy matters. Most of the detailed discussions involved in the Section's activities should take place at the committee level. Board members with interest in specific activities can provide input at that level.

Executive Committee

The Executive Committee consists of the following Executive Officers:

- President
- Vice-President
- Treasurer
- Secretary
- Past President

At Board meetings, Officers will make progress reports on:

- 1) Meeting their own objectives; and
- 2) The committees for which they are responsible.

It is important that the Officer contact the relevant committee Chairs prior to each Board meeting, to ascertain the committee's progress and to prepare a summary report. These reports should be typed and in a form ready for inclusion in the minutes by the secretary.

The Section President is ex-officio a member of all committees.

Standing Committees

The following standing committees are currently operating:

- Strategic Planning Committee
- Technical Program Committee
- Awards Committee
- Education and Public Outreach Committee
- Finance Committee
- Communications Committee
- Membership Sub-committee
- Web Site Page Subcommittee
- Nominating Committee
- By-Laws Committee
- Site Selection Committee
- Newsletter Subcommittee

NOTE This is not a permanent list. The Board should examine this list each year for changes.

After a recommendation is presented to the Board by a Committee, the Board may discuss the matter briefly before either accepting the recommendation (and passing or rejecting any accompanying motion), or referring the matter back to the Committee, possibly with some direction as to what the Board would like to see.

Although committee Chairs are frequently Board members it is not a requirement. They must, however, be members of the Section.

Board members are encouraged to be actively involved in one committee.

Committee Chairs should solicit committee members from the Section's membership. The Membership committee can assist with this.

Committee Chairs are responsible for the appointment of Vice-Chairs. The Nominating committee can assist with this. It is very important that each standing committee have a Vice-Chair to ensure continuity in their operation.

Committee Chairs should delegate tasks to committee members.

General

Air and Waste Management Association rules require that all Executive Officers, and all Directors of the Section belong to the International body, i.e., be a member of the Association, in addition to any local Section membership.

All Officers and Directors are encouraged to regularly check the By-Laws, to keep responsibilities and/or scheduling in mind.

The By-Laws states that the President of the Section shall be the person who served as the Vice-President for the preceding year.

Also as per the By-Laws, the first Board Meeting of the new operating year will include both the retiring and the new Board of Directors. At this meeting, appropriate reports and manuals shall be given to the new officers and Board members.

FINANCIAL RITUALS

1. Annual Budget

Each Board develops an operating budget for the ensuing fiscal year. The following chronology is to be followed to accomplish this task

MONTH	ACTION
January	Committee Chairs should develop a draft budget for the ensuing fiscal year for review by their responsible Executive Member. The draft budget is to specify month-by-month revenue and expenditure for the Committee. Each Executive Member should forward their draft budget including budgets for each Committee for which they are responsible to the Treasurer. Committees that have not submitted budgets will be considered <u>not to require operating funds during the next fiscal year</u> .
February	The Treasurer will compile the draft of an overall Section budget for presentation to the Board, together with a summary of the implication regarding the financial health of the Section. The Board will take one of the following actions: <ul style="list-style-type: none">• Comment on the budget as presented;• Modify the budget;• Refer all or part of the budget back to Committee(s) with the requirement to report back to the Treasurer in sufficient time that a re-drafted budget can be prepared before the Change Over Meeting.
Change Over Meeting	The Board should finalize and approve the budget for the ensuing fiscal year.

2. Approvals and Payments

- 2.1 Committee chairs are responsible for administering their budgets, once the Board approves them.
- 2.2 Invoices for expenditures that are within the approved budget are to be dated, approved by the Committee chair and forwarded to the Treasurer for payment.

- 2.3 Committee chairs may not commit to extraordinary expenditures (i.e., beyond the approved budget) unless specific approval has been obtained from the Board. Once this approval has been received, the item is processed as in 2.2.
- 2.4 Checks or other income received by the Committee chairs are to be forwarded to the Treasurer, for deposit, with explanatory documentation.

3. Accounts for Conferences and Other Events

- 3.1. The Committee responsible for each Annual Meeting should establish a separate account for the event.
- 3.2. The event committee may decide the institution where the account is to be established, and the signing officers. There shall never be less than two signing officers, one of whom will be the Event Treasurer.
- 3.3. Before opening any account the event committee will prepare a specific budget and present it to the Board for approval. If advance moneys are required, the Treasurer will issue these upon approval by the Board.
- 3.3. All income and expenditures relating to the event will be handled through the event account by the responsible signing officers.
- 3.5. Following conclusion of the event the committee will present a full financial statement concerning the event to the Board. If there is any balance of the event account should be forwarded to the Treasurer, and the event account closed. If the event account contains insufficient funds to meet expenses, the Program Committee Chair will bring a motion to the Board to approve an extraordinary expenditure (c.f.2.3).
- 3.6. The Treasurer has the responsibility to verify that the event financial records received are correct and complete. The event Committee is responsible to ensure that the complete records for all events occurring in the current fiscal year are in the hands of the Treasurer in advance of closing the Section books for annual audit.

EXECUTIVE OFFICERS

PRESIDENT

RESPONSIBILITIES: Article IV & Article V of the By-Laws.

OBJECTIVES

Provide support and direction to:

- Executive Officers
- The Board
- Committee Chairs (via Executive)
- Committees (via Chairs)

Prior to the initial Board Meeting of the operating year (the Change Over Meeting) the President should review this Guidebook to determine specific objectives that are important to him/her and which he/she wishes to emphasize to the Board.

Before October 31 of each year, the Section President shall appoint a Nomination Committee of not less than three full members, not more than one of whom shall be a member of the Executive Committee.

The President appoints two tellers to assist the Secretary in counting ballots.

At the initial Board Meeting of the operating year, provide officer training to prepare Executive Officers and Directors for their duties in the forthcoming year.

Prepare the Vice-President for the President next year.

Provide direction to an archivist (to be recruited by the Nominating Committee) for PNWIS.

Explore closer relations and/or co-operative ventures with other professional organizations, and with other A&WMA Sections.

Assist the Vice-President in choosing committee Chairs to serve for the next year. One of the principles to be kept in mind is that of continuity in committee operation.

Represent the section on the A&WMA Sections Council or nominate a representative.

Plan the Board meetings for the year.

VICE-PRESIDENT

RESPONSIBILITIES: See Article IV of the By-Laws

OBJECTIVES

Prepare for the next year's President:

- Critically review the performance of the Executive Officers and the Committees in this current year.
- Develop your own objectives for your chairmanship.
- With the assistance of the Strategic Planning Committee, Officers, prepares Sections action plan based on the Strategic Plan for your year as President.
- Action Plan should include appointing of Committee Chairs assisted by the present President and the nominating committee.

Ensure the adequacy, quality, and operation of the Technical Program Committee, and report regularly on the Committee's progress at Board meetings.

Ensure the adequacy, quality and operation of the Communications Committee and report regularly on the Committee's progress at Board meetings.

Provide support for the President as required.

Assist the President with relations, both existing and developing, with other organizations, as required.

TREASURER

RESPONSIBILITIES: See Article VI of the By-Laws
Also refer to Financial Rituals

OBJECTIVES

Report at each Board Meeting in person or by Deputy on the financial state of the A&WMA - PNWIS.

Ensure the adequacy, quality, and operation of the Finance Committee, and report regularly on the Committee's progress at Board Meetings.

Liaise with the Awards Committee with respect to Scholarship payment timing, etc.

Ensure that each conference (etc.) Chair knows his/her funds handling responsibilities and our reporting requirements.

Assist in complying financial information for the annual report due to Headquarters.

Receive and disperse moneys and keep accurate and complete records of transactions.

Assist in preparation of the annual operating budget.

Reconcile the monthly bank statement to the record-keeping system.

Prepare the section annual tax return.

SECRETARY

RESPONSIBILITIES: See Article I Section 3, Article IV, Article V, Article VI of the By-Laws

OBJECTIVES

Ensure that the Association's annual report is completed and sent out by the deadline. Includes written annual committee reports that must be obtained from committee chairs in a timely manner.

Assist with booking Board meetings as requested by the Board. The planning of meetings should include making any necessary preliminary arrangements (e.g., making reservations for meeting space, room rates (as applicable), parking, food and beverages).

Maintain the Section's master timetable, to facilitate planning Section activities.

Record official business of the Section through writing, retention, and distribution of minutes. The Secretary or designee should record of all meetings of the Executive Committee and Board of Directors. The Secretary should send a copy of the minutes to the Section Liaison at Headquarters.

Send out meeting notices and agenda for Board meetings.

Prepare and/or obtain, and maintain, items suitable for display at meetings, for use with the Section display unit.

Maintain copies – paper or electronic – of all official business for the Section – meeting minutes, letters, conference flyers and program materials, and other archival information that may be applicable to future events. Coordinate with Section designated Archivist (Jay Willenberg) to forward old records for storage.

PAST PRESIDENT

OBJECTIVES:

Ensure the adequacy, quality, and operation of the Nominating Committee, and report regularly on the Committee's progress at Board Meetings.

Ensure the adequacy, quality, and operation of the By-Laws Committee, and report regularly on the Committee's progress at Board Meetings.

Provide support for the President as required.

PNWIS BOARD COMMITTEES

STRATEGIC PLANNING COMMITTEE

MEMBERS: Board and Committee Members

REPORTS TO: Vice-President

OBJECTIVES

Assist the Vice-President in preparing a detailed action plan for next year, which would include the following:

- A review of the Section's performance during the current and immediately past years.
- Assisting the Technical Program Committee to plan meetings and themes for next year.
- Keep Strategic Plan up to date.

LIAISON WITH: Technical Program Committee

TECHNICAL PROGRAM COMMITTEE

MEMBERS: All members of each conference committee

REPORTS TO: Vice-President

OBJECTIVES

Ensure the adequacy, quality, and successful completion of annual Spring Specialty Conference.

With the direction and approval of the Vice-President, recruit conference committees for this year's meetings.

With the assistance of the Strategic Planning Committee, plan meetings and appropriate themes for next year.

In consultation with the Vice-President and the Strategic Planning Committee Chair (for scheduling), consider planning further activities such as:

- Breakfast/lunch meetings
- Workshops - talk to Pittsburgh
- Seminars
- Joint dinner meeting with other groups
- Any other worthwhile ideas
- Section's involvement with Satellite Teleconferencing
- Special meetings such as Indoor Air Quality or Environmental Law

Assist the Education and Public Outreach Committee with arrangements for planned events, such as Section-Student Chapter Meetings, if required.

Liaise with the Treasurer, to provide him/her with information on upcoming conferences, including contact information for each conference committee.

Ensure that each conference chair knows what the Treasurer requires as to handling of funds, reporting, and records keeping and that conference budgets are prepared in good time for Board approval.

With the Communications Committee, to provide for media relations, both on an on-going basis, and at conferences (e.g., getting leading information on events to the press, etc.).

LIAISON WITH: Strategic Planning Committee
Education and Public Outreach Committee
Communications Committee
Treasurer
A&WMA Headquarters (Workshops)

NOTES: Try to maintain balance in the preparation of technical programs with respect to orientation of papers and speakers (government - industry - general public - consultant, etc.).

AWARDS COMMITTEE

REPORTS TO: Vice-President

OBJECTIVES

Prepare the Annual Section Awards List for approval by the Board, for presentation at the Annual Conference (plaques and certificates of appreciation, etc.).

Assist Nominations Committee in providing nominations for consideration by the International Air and Waste Management Association for Annual Awards. (See notes under Nominations Committee.)

LIAISON WITH: A&WMA Archivist (still need to be appointed)
Treasurer
Finance Committee
Communications Committee
Nominations Committee

NOTES:

- Winner's expenses are paid out of general revenues (on Awards Committee's budget).

EDUCATION AND PUBLIC OUTREACH COMMITTEE

REPORTS TO: Vice-President

OBJECTIVES

In conjunction with the Section Executive, develop and implement plans and materials for the education of the following:

- The Public
- Universities and Colleges - (Schools)
- Government
- A&WMA - PNWIS
- Others
- Continue to liaise with Headquarters for the introduction of educational materials (e.g., The Environmental Resource Guide).
- Obtain education material from Headquarters (videos, textbooks, journals, etc.) for display purposes at Section meetings, conferences.

LIAISON WITH: Section Membership
Membership Subcommittee
Technical Program Committee
Communications Committee
Board

Consider the following:

- Input from - A&WMA

FINANCE COMMITTEE

CHAIR: President

MEMBERS: Vice President, Treasurer-Elect, and President;
(need three people who are not the Treasurer)

REPORTS TO: Treasurer

OBJECTIVES

Assist the Vice President in drawing up a budget for the next operating year in time for the Board to approve at or before the February Board Meeting.

Periodically review the membership fee structure/amounts and recommend changes to the Board.

Monitor A&WMA's - PNWIS financial reporting procedures.

Assist the Treasurer in his/her duties.

The Chair of the Finance Committee is responsible for ensuring that the annual audit is completed on time.

COMMUNICATIONS COMMITTEE

REPORTS TO: Board

OBJECTIVES

Promotion of the Chapter through various means including newsletters and web site.

The committee should address the following:

- Promote Section Chapters
- Increase the number of A&WMA and PNWIS members

LIAISON WITH: Web Site Subcommittee
Newsletter Subcommittee
Technical Program Committee
Membership Subcommittee

MEMBERSHIP SUBCOMMITTEE

REPORTS TO: Secretary

OBJECTIVES

The committee should address the following:

- Provide quarterly reports to the Board on membership numbers
- PNWIS - only renewals: reminder letter and form.
- Contact delinquent members and encourage them to renew their memberships.
- In conjunction with A&WMA, ensure that the Section's membership list is updated on a regular basis.
- In conjunction with the PNWIS Annual Conference, ensure the timely updating of the membership list for the publication and distribution of the membership directory.

The Membership SubCommittee Chair should represent the Section on the A&WMA Membership Committee or nominate a deputy preferably from the Section's Membership SubCommittee.

LIAISON WITH: Web Site SubCommittee
Communications Committee

NOMINATING COMMITTEE

RESPONSIBILITIES: See Article V of the By-Laws

MEMBERS: Appointed by President

OBJECTIVES

Preparation of lists of nominees for Officers and for Board Members for the next year.

Prior to October 31 of each year, the Section President shall appoint a Nomination Committee of not less than three full members, not more than one of whom shall be a member of the Board (Executive Committee). The Nomination Committee shall nominate one or two candidates for each office and for each Executive Committee vacancy to be filled at the next election. The Committee shall obtain acceptances and present the slate to the Executive Board no later than December 15. The ballot shall be sent to the section membership by January 15.

Assistance for the Vice-President, as required, with the selection of committee chairs for the next year.

Assistance for the President, as required, with the nomination of auditors for next year. Auditors should be at least two persons dealing at arms length personally and professionally with the Treasurer.

Assistance for Committee Chairs, as required, with recruitment of committee members.

Assistance for the Board in providing nominations for consideration by the International Air and Waste Management Association for the following awards:

- Frank A. Chambers Award
- Richard Beatty Mellon Award
- S. Smith Griswold Award
- Hyman A. Ripperton Award
- Waste Management Award
- J. Deane Sensenbough Award (Biennial Award)
- Honorary Membership

NOTE: As nominations for all of these awards require considerable preparation, the committee should consider nominations early in the operating year, in order to receive Board approval and then prepare the nominations for submittal by the November 1st deadline. Nominations should be solicited from the membership through the newsletter.

LIAISON WITH: Executive Officers
Committee Chairs

NOTES: A&WMA International requires nominees for Executive positions, directorships, committee positions, and awards. They say that they would like a nominee for each such from each Section and Chapter each year.

BY-LAWS COMMITTEE

REPORTS TO: Past President

OBJECTIVES

Continue review of By-Laws to ensure that these meet the needs and agree with the operation of the organization.

SITE SELECTION COMMITTEE

REPORTS TO: Past President

OBJECTIVES

Coordinates with the local committee on meeting locations and facilities. This includes:

- Annual meeting for the next three years
- Specialty Conferences (one year in advance)
- Board Meetings
- Change Over Meeting

ENVIRONMENTAL CHALLENGE COMMITTEE

REPORTS TO: President/Board

OBJECTIVES

Evolve and maintain the Environmental Challenge (EC) competition for university-level students in the PNWIS region. The EC Committee is responsible for coordinating activities to support the Environmental Challenge and meet PNWIS commitments. The EC Committee will report quarterly to the PNWIS Board.

The EC Program Committee includes the following teams:

INVESTMENT / FIDUCIARY ADVISORY PANEL

This panel is responsible for managing the EC fund: researching, choosing, and monitoring investment options to provide a sufficient return on investment.

SPONSORSHIP DEVELOPMENT TEAM

This team is responsible for developing and maintaining an ongoing fund-raising campaign; building and maintaining an EC awards resource. The Committee will also solicit award sponsorships, for the annual EC competition, to increase award values or offset the Board allocated budget. All forms of fund development that are compatible with the PNWIS philosophy should be considered.

UNIVERSITY NETWORK INITIATIVE

A university network is necessary to integrate the PNWIS student program. The network is developed and maintained via chapter initiatives and activities. University students and faculty, who are interested in stimulating involvement in PNWIS activities, will maintain participation in this active network. Chapters will sustain the connections by maintaining communication, providing opportunities for student participation in chapter events, involving the chapter in student activities, and encouraging development of student teams for the annual EC competition. The EC Committee will evolve the competition to reflect changes in university student and faculty needs.

ANNUAL COMPETITION DEVELOPMENT

The Environmental Challenge is integral to the planning process for each annual conference and to PNWIS student program development. The annual challenge competition development and awards program will be a cooperative effort between the PNWIS Board, the EC Committee, and the annual conference committee. The PNWIS Board will annually approve an awards budget to include funds from the Board budget, annual conference budget, EC fund, and/or sponsorships.