

Councils, Division, Administrative Committee Appointments – Schedule & Duties

	AWWA Staff	Exec Group	Staff Secretary	Nominating Committee (NC)	Appointing Committee (AC)
September	Notice in <i>Streamlines</i> outlining the openings on Councils, Division, and Administrative Committees with a website link to the info.				
October		Sends memo to Section Directors, chairs, secretaries, and Section nominating committees outlining the recruitment effort. Deadline for submission Jan 1.			
October-ongoing to January		Forwards copy of application to appropriate staff secretary.	Verifies all pertinent info is included on application; if not, contact the applicant directly. Sends acknowledgement letter (signed by staff secretary) to applicant within one week.		
November		Reminder memo sent to Section Directors, chairs, secretaries, and Section nominating committees.			
January			Forwards all applications to appropriate NC. Work with NC chair regarding logistics (conference calls, paper handling, etc.)	Identifies 3x the number of nominees as there are vacancies, if possible.	
				NC chair sends nominee list to staff secretary.	
			Upon receipt on nominee list from NC: <ul style="list-style-type: none"> Send “thank you for your interest” letters to those not selected. Forward nominee list to AC 	Staff Secretary sign the “thank you for your interest” letters for nominating committee members.	
			Work with AC chair regarding logistics (conference calls, paper handling, etc.)		Receives the list of nominees from staff secretary.
February			Upon receipt of appointee list from AC: <ul style="list-style-type: none"> Send appointment letter to appointee(s) Send “thank you for your interest” letters to those not selected. 		AC chair sends appointee list to staff secretary
Spring			Monitor appointee acceptances and prepare new rosters which will take effect the upcoming June.		Staff Secretary sign the “thank you for your interest” letters for appointing committee members.