

VIRGINIA SECTION

American Water Works Association

Chair 101 Series

HOW TO SUCCESSFULLY RUN A COMMITTEE



Series Schedule

- **October 2 - Orientation**
  - Association/Section Overview
  - Roles and Responsibilities
  - Committee Roadmap – New!
  - Organizing your Committee
  - Committee Leadership Resources
- **October 16 – Financials/Contracts**
  - Budgets/Finances
  - Reimbursements
  - Contract Requirements
- **October 30 – Events/Marketing**
  - Event Planning
  - Marketing/Advertising/Branding
  - Credit Review Process

Today’s Agenda

- Association/Section Overview
- Roles and Responsibilities
- Committee Roadmap – New!
- Organizing your Committee
- Committee Leadership Resources
- Who to ask for help
- YOUR QUESTIONS!!





Association Overview

- Vision and Mission
- Organizational Chart
- Strategic Plan
- Section Handbook
- Joint Committees

Vision and Mission

American Water Works Association

- **Vision:** A better world through better water

- **Mission**: Providing solutions to effectively manage water, the world's most vital resource

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American Water Works Association

- **Vision:** To be Virginia's leading Association dedicated to the promotion of safe and sustainable water

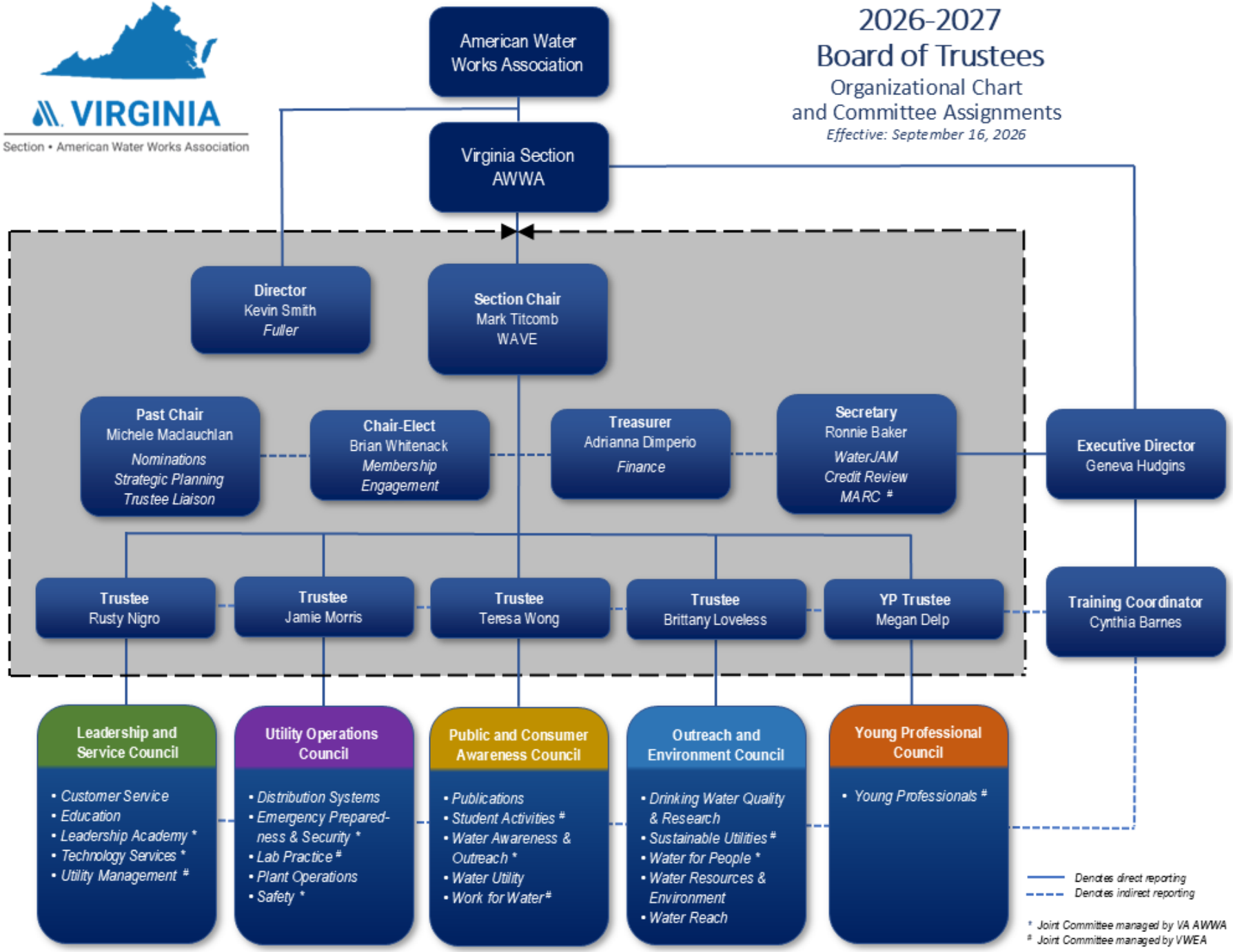
- **Mission:** Leading, educating, and assisting Virginia's water community in the advancement of public health, safety, quality of life, and environmental stewardship

VIRGINIA
Section • American Water Works Association

2026-2027 Board of Trustees

Organizational Chart and Committee Assignments

Effective: September 16, 2026



2024 STRATEGIC PLAN

American Water Works Association VirginiaSection

VISION: To be Virginia's leading association dedicated to the promotion of safe and sustainable water

MISSION: Leading, educating, and assisting Virginia's water community in the advancement of public health, safety, quality of life, and environmental stewardship

Membership Engagement and Recruitment

Build a vibrant, sustaining, and inclusive membership

- Enhance the value of membership experience
- Retain and actively grow our membership
- Increase member engagement
- Advance a culture of diversity and inclusion

Education and Professional Development

Promote member education and professional growth

- Develop a variety of high-quality program offerings to meet the diverse needs of our membership, considering subject matter, accessibility, affordability, and format
- Structure programs to meet members' educational requirements for certification and licensure
- Incorporate networking opportunities into events and training programs
- Increase and promote professional development through involvement on both Section and Association committees
- Provide opportunities for members to strengthen their leadership, management and interpersonal skills

Water Policy

To engage public officials on water policy and promote the value of water

- Collaborate with state regulatory agencies, the Association, and other organizations to influence the regulatory process
- Take an active role in shaping state legislation that impacts the water sector
- Educate decision-makers on the value of water, water systems, and water issues
- Advocate for the continuance of affordable and equitable funding for all water utilities

Public and Consumer Awareness

Educate and inspire the public on the value of clean and reliable water

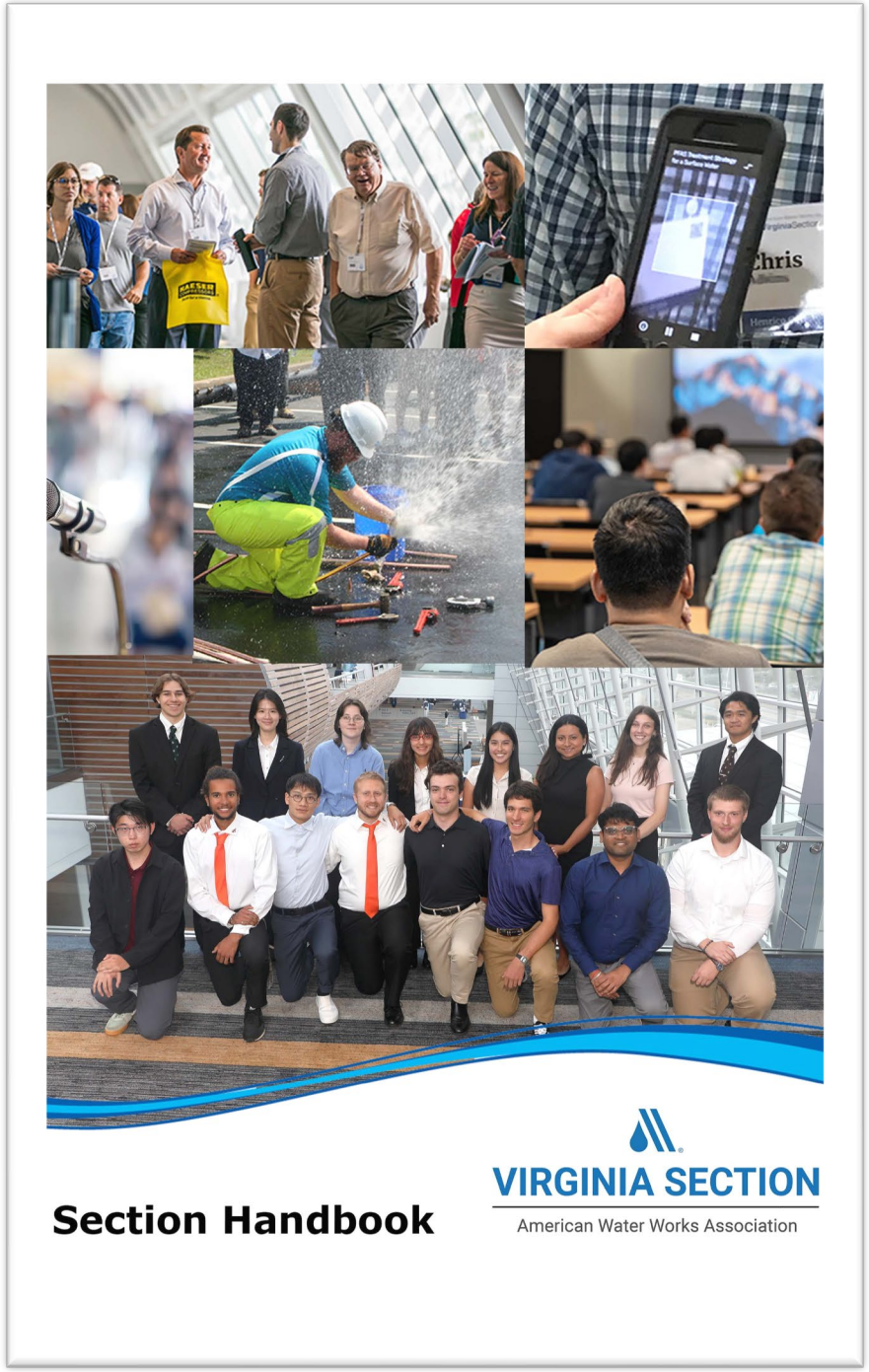
- Provide educational resources on the value of water and the elements involved in source protection, treatment, and delivery to our members and the water community
- Provide clear, credible information about the water sector, water issues/availability, and compelling need for investment in water infrastructure for future generations
- Promote careers in the water sector

Organizational Stewardship

Strengthen the organization through effective leadership and business practices

- Adapt organizational structure, volunteer opportunities and succession planning to meet the changing needs of our members, staff and Section
- Ensure the financial sustainability of the Section through fiscal responsibility and initiative
- Ensure the safe use of technology to protect the organization and its data while improving efficiency and value
- Pursue strategic collaborative opportunities to maximize the overall organization mission

VIRGINIA



Section Handbook

- **Summarizes the policies, procedures, and practices** related to the Virginia Section
- **Each committee has a page** in the handbook that outlines its committee goals and objectives
- It is a **great resource** for all things Virginia Section!

Joint Committees

Strengthen Collaboration Between Associations

- Use your **managing association's resources and support.**
- Promote equity in leadership roles, content, and presentations.
- **Invite both board reps** to committee meetings.
- Include your assigned staff liaison on all meeting invites and emails.
- **Share communications** (ads, announcements, articles) with both organizations.
- Store admin documents (roster, budget, minutes) in the managing association's cloud tools.

VIRGINIA SECTION • AWWA

VWEA EST. 1947 Virginia Water Environment Association



Roles and Responsibilities

- Chairs
- Vice Chairs



Committee Chair

- Lead and coordinate committee activities
- Hold regular meetings (monthly or as needed)
- Participate in section leadership events
- Respond promptly to emails and requests on behalf of the committee
- Submit annual budget
- Recruit and support project champions
- Foster engagement and enthusiasm among members
- Mentor the Vice Chair for leadership succession
- Maintain AWWA membership during your term



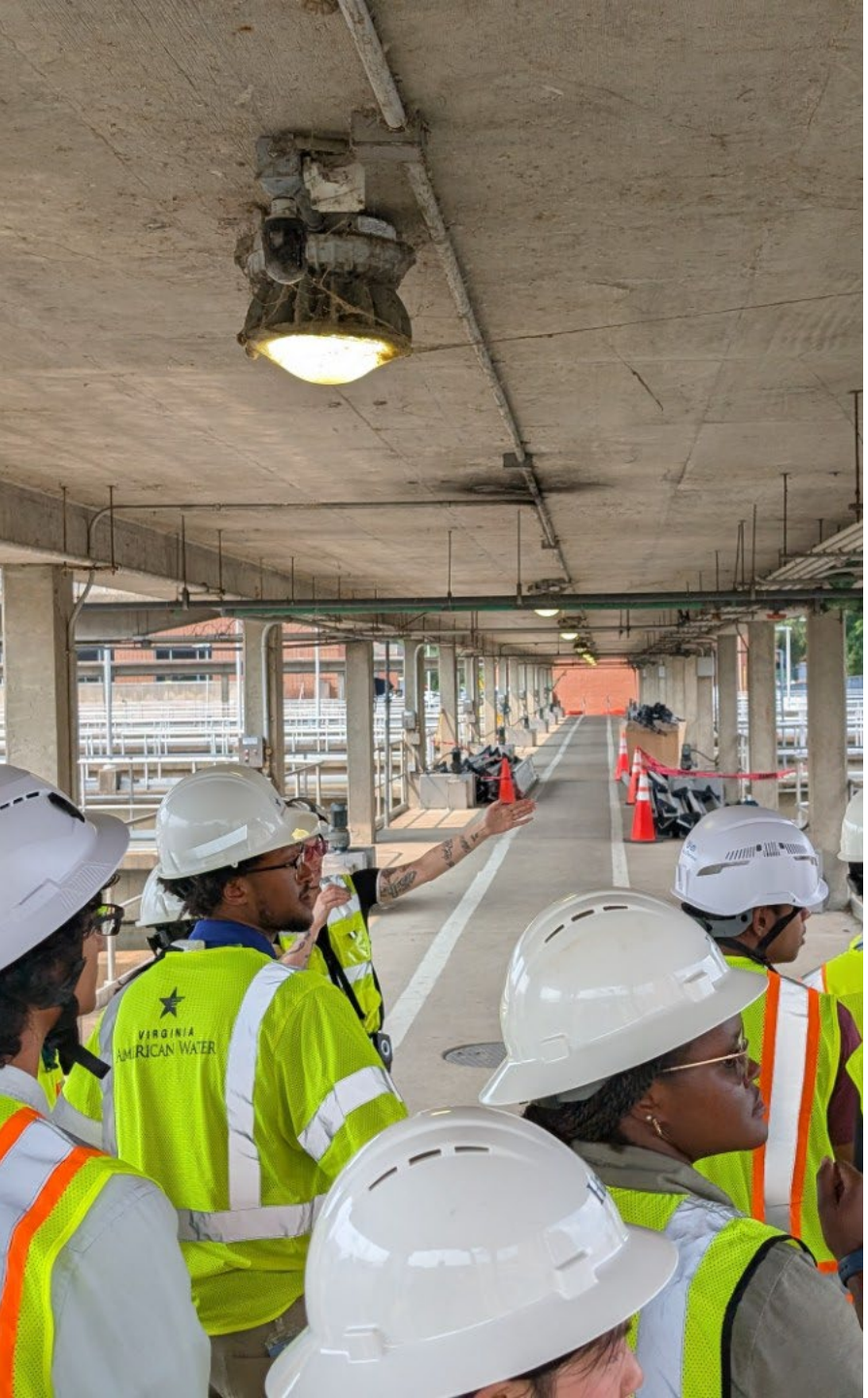
Committee Chair

- Welcome and onboard new members
- Encourage article contributions to *wE-Splash* and *Tap into Virginia*
- Keep the committee webpage current
- Submit quarterly Board Reports online
- Maintain an up-to-date roster



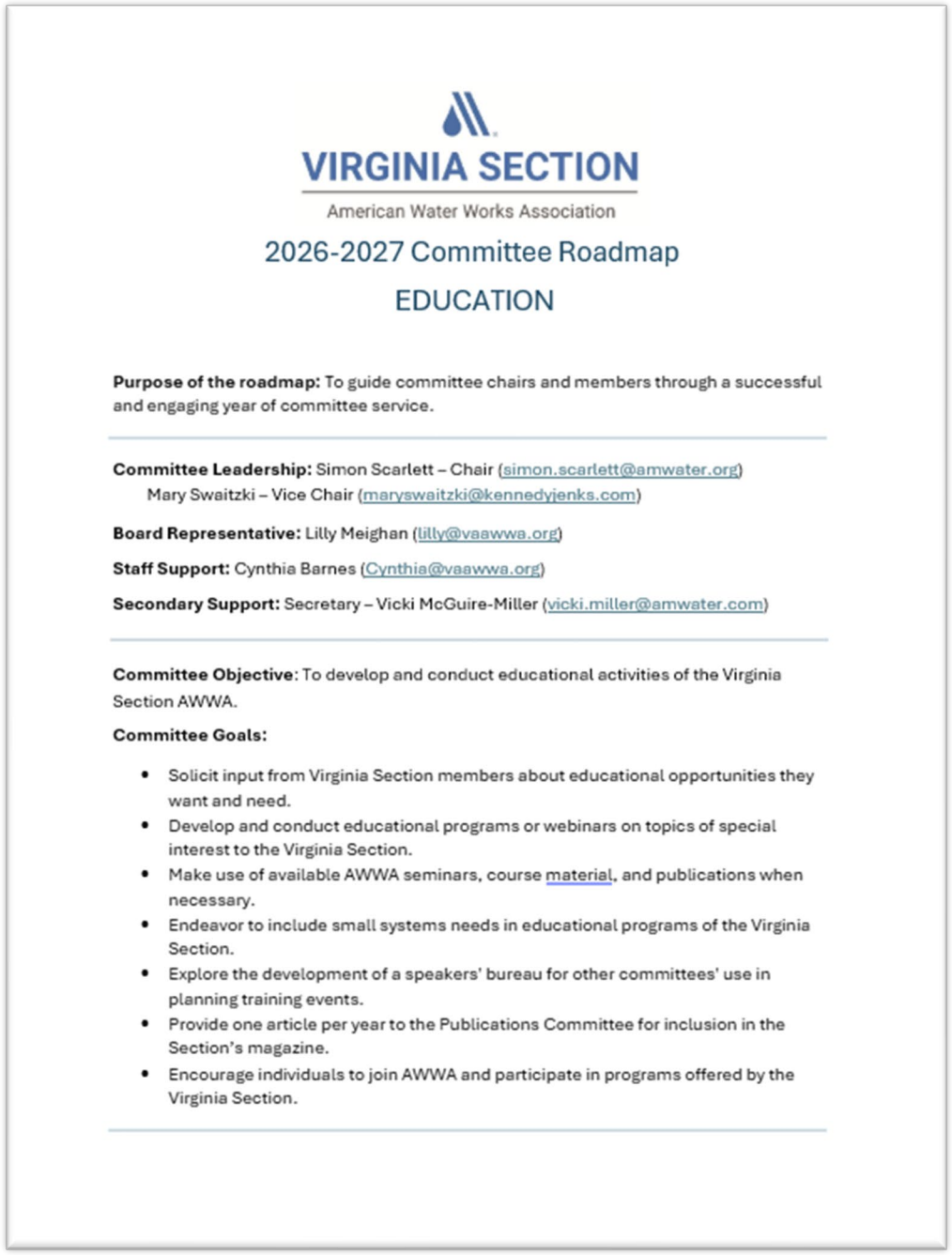
Committee Vice Chair

- Step in for the Chair when needed
- Support Chair communications with members
- Attend leadership meetings
- Promote engagement and enthusiasm
- Respond promptly to emails and requests
- Maintain AWWA membership during your term
- Prepare for Chair role with guidance from Chair, Trustee, and staff
- Familiarize yourself with available resources (files, software, etc.)



Committee Roles

- Additional Roles
  - Feel free to develop sub-roles on the committee to assist with tasks and activities.
  - Example:
    - **Secretary** to take meeting minutes
    - **Regional lead** to organize local events around the state
    - **Operations Manager** to keep roster and files updated
- Subcommittees/Workstream
  - If necessary, create subcommittees (also called focus groups or workstreams) to break up the workload.



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American Water Works Association

2026-2027 Committee Roadmap

EDUCATION

Purpose of the roadmap: To guide committee chairs and members through a successful and engaging year of committee service.

Committee Leadership: Simon Scarlett – Chair (simon.scarlett@amwater.org)
Mary Swaitzki – Vice Chair (maryswaitzki@kennedyjenks.com)

Board Representative: Lilly Meighan (lilly@vaawwa.org)

Staff Support: Cynthia Barnes (Cynthia@vaawwa.org)

Secondary Support: Secretary – Vicki McGuire-Miller (vicki.miller@amwater.com)

Committee Objective: To develop and conduct educational activities of the Virginia Section AWWA.

Committee Goals:

- Solicit input from Virginia Section members about educational opportunities they want and need.
- Develop and conduct educational programs or webinars on topics of special interest to the Virginia Section.
- Make use of available AWWA seminars, course material, and publications when necessary.
- Endeavor to include small systems needs in educational programs of the Virginia Section.
- Explore the development of a speakers' bureau for other committees' use in planning training events.
- Provide one article per year to the Publications Committee for inclusion in the Section's magazine.
- Encourage individuals to join AWWA and participate in programs offered by the Virginia Section.

Committee Roadmap

- *Brand new* this year!
- Working with your board trustees, staff and committee members, create a roadmap for the year that takes you where you want to go.

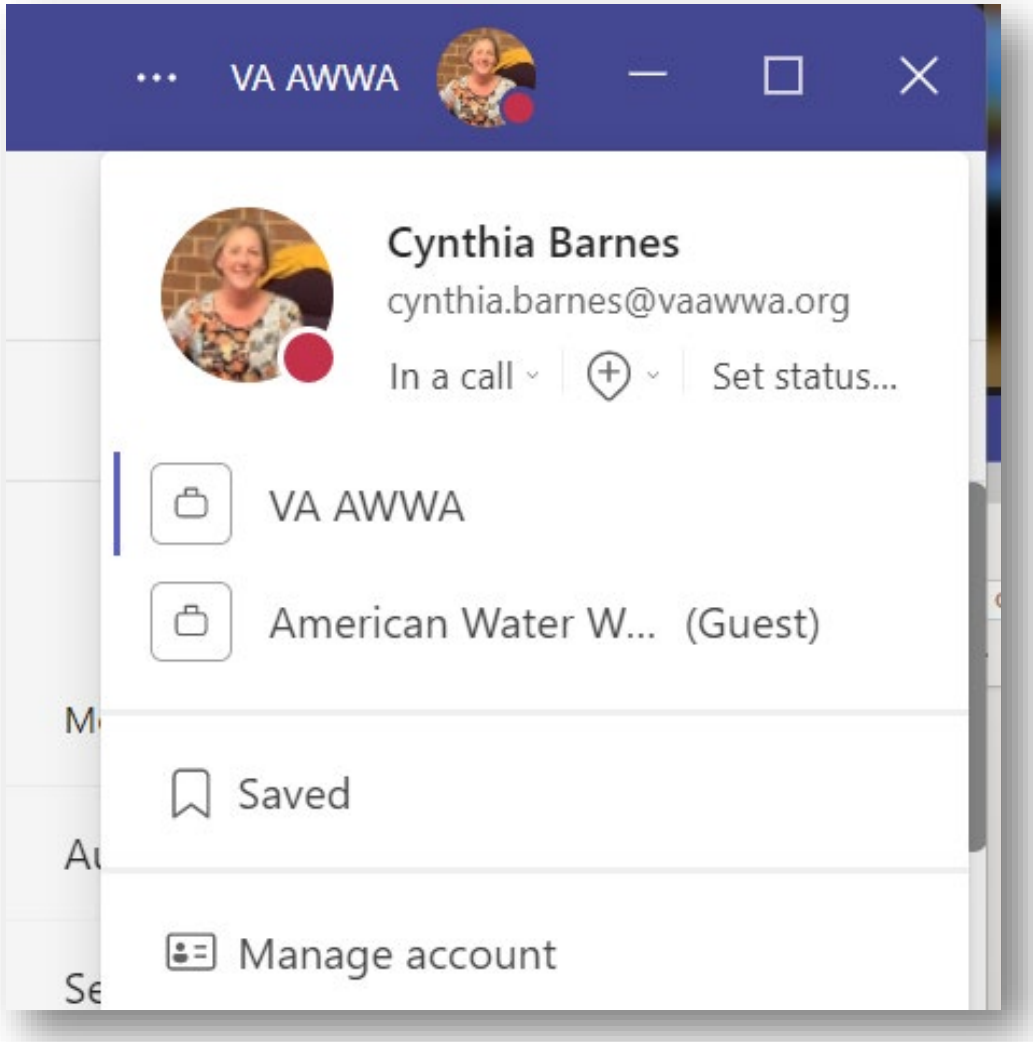
Organizing Your Committee

- Microsoft Teams
- Committee Rosters
- Scheduling Meetings
- Engaging your Committee Members
- Board Reports



Microsoft Teams

- **Central location** for all files associated with your committee providing a history and resource
- You may use Teams at work or home
  - The VA AWWA account does not have all the same features you may use at work because you are "guests“
  - For example, not for setting meetings or making calls
- **You do not want to be logged into your VA AWWA account all the time**



Microsoft Teams

A great repository for your files

- **Central location** for all files associated with your committee
  - Meeting agendas and minutes
  - Event planning documents (contracts, task lists, notes, etc.)
  - Roster
  - Photos
  - Board Reports
  - Budget

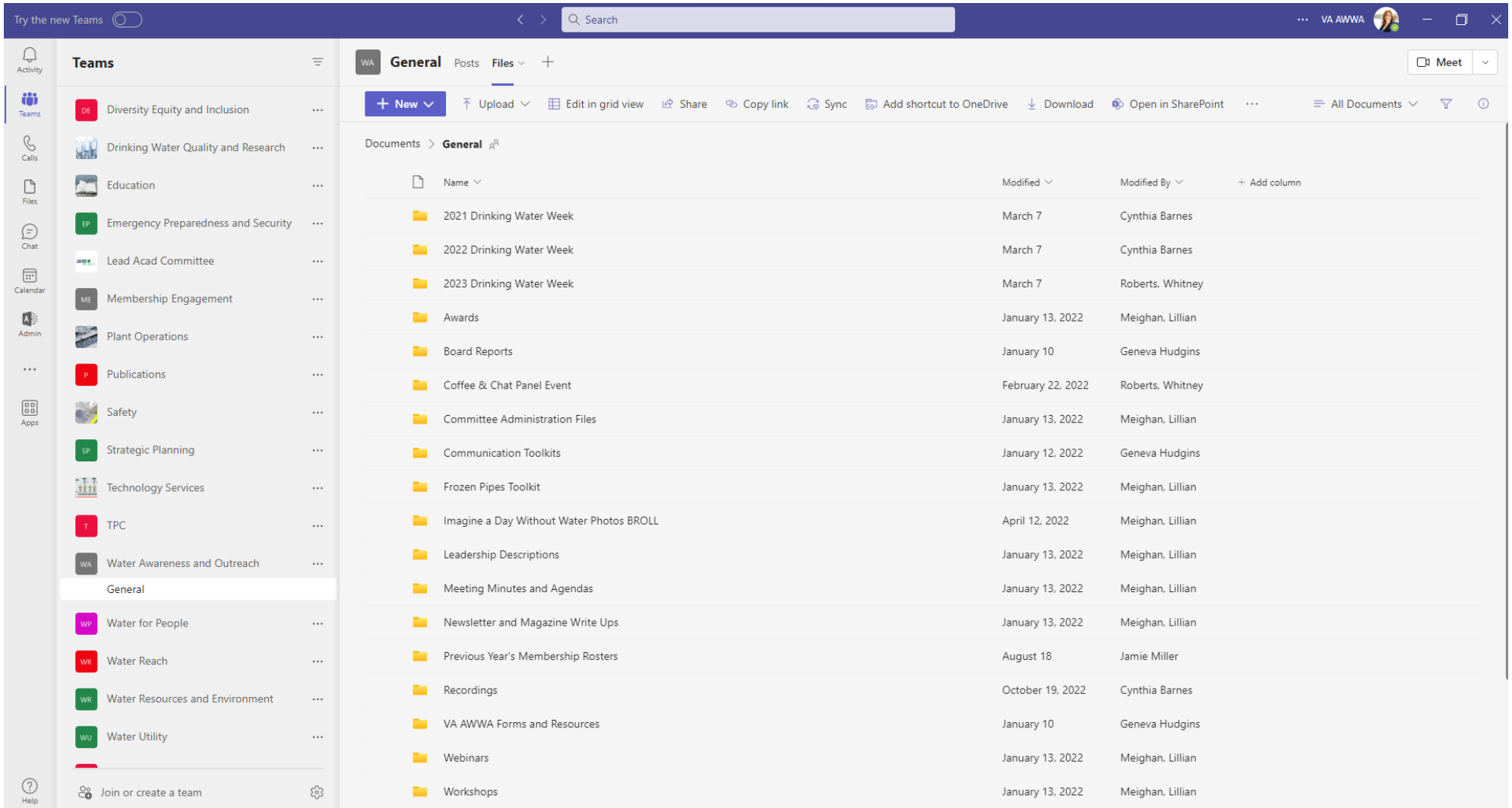
Also on Teams: Files **SHARED TO YOU** from us

- Virginia Section AWWA Forms and Resources
  - Policies
  - Job Descriptions
  - Strategic Plan
  - Event Planning Spreadsheet
  - Financial forms
  - CPE information



Microsoft Teams

Archives, collaborations, & more!



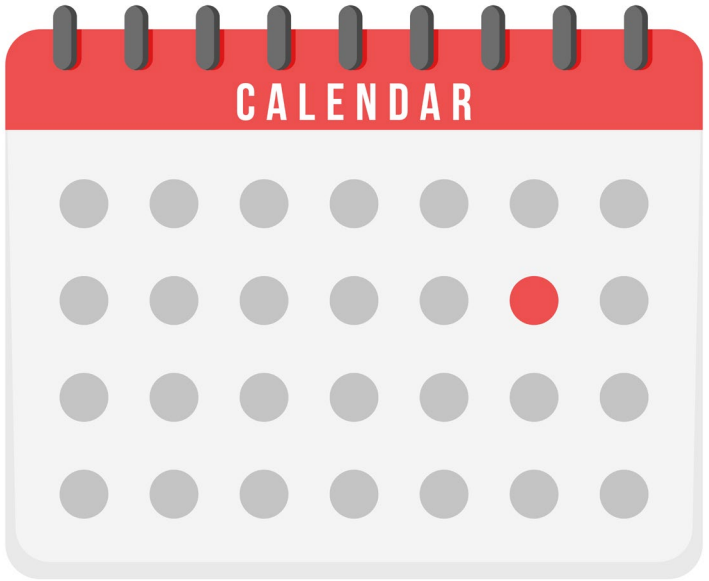
Rosters

- Keep an **active list** of your committee members on your roster
- If someone isn't active, feel free to reach out to them and confirm their commitment
- **Association membership is a requirement** of committee involvement. Please ask staff to verify membership before adding to your roster or inviting to meetings.
- Make sure to let staff know about new members so they can be added to Teams



Scheduling Meetings

- Can be scheduled via the Chair's email/calendar
- **Make your meetings valuable.**
  - Create an agenda that volunteers want to participate in.
  - Stay on the agenda and minimize rabbit trails
  - Don't have a meeting, just to meet
  - Start and end on time
- Use online meetings for "report outs" and in-person meetings for strategic planning
- Make sure to **include time for networking**



Be a Good Host

- **Welcome new people**
- Be aware of diversity regarding your members, event planning, speakers, etc.
- Introduce current members when the size/ familiarity of the group is appropriate
- Assign roles to keep people engaged and encourage future leadership
- Be present. Consider **"cameras on"**



Value Their Time

- Volunteers want to make a difference.
- Tasks need to have clear objectives and deadlines.
- **Set expectations, define goals.**
- Make sure they have what they need to be successful.
- Pencil in your timeline for the year.
- Plan for awards, events, and **assign roles!**



You don’t have to do it alone!

1

TRUSTEE

Contact your trustee at any time if you have any questions or need assistance

2

STAFF

Staff is always available to assist you with anything you might need.

3

PAST CHAIRS

Many past chairs stay on the committee after their term is complete. They are a wealth of information.

4

BOARD

Each board member has served on/lead a committee at some point. They are all available to you as a resource.



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Questions?



Next Steps

1. Turn in your 3rd quarter board report (if you haven't already)
2. Attend **Joint Leadership Retreat October 22nd** Cultural Arts Center in Glen Allen
3. Begin thinking about your 2027 Budget **due early November**
4. Keep up all the great work you have been doing!
5. Reach out if you have any questions at any time!

THANK YOU for all you do to help make us successful!