

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
- **October 16 – Financials/Contracts**
  - Budgets/finances
  - Reimbursements
  - Contract Requirements
  - Committee Leadership Resources
- **October 30 – Events/Marketing**
  - Event Planning
  - Marketing/Advertising/Branding
  - Credit Review Process

Today’s Agenda

- Budgets/Finances
  - Annual Budget
  - Monthly financial reports
- Reimbursements
- Contract Requirements
- Board Reports
- Committee Leadership Resources
- Who to ask for help
- YOUR QUESTIONS!!



Budgets

$20

Per person if you plan to have a committee meeting in person and provide lunch

5%

Is the amount that needs to be considered for the credit card processing fees

25%

Is the profit margin that Net Income Generating Committees are asked to generate

Budget Submittal

Committee Name:	**Fun but Educational Committee**
Prepared by:	**John Smith**
Email address:	Jsmith@anywhere.com
Budget Year:	**2027**
Date Prepared:	**10/24/2026**

VIRGINIA

Color Codes:

Enter your budget items/values

Pre-populated/Auto calculation cells - Please do not alt

Spacer cells to remain blank

ITEM NO.	MAIN ITEMS	SUBITEMS	Rate ($)	No. of Items	Total	Item/Event Income Subtotal	Item/Event Expense Subtotal
1	Committee Meeting Lunches		$ 20.00	16	$ 320.00		$ 320.00
2	Annual Conference - June 11 - 13						
		Member Rate - $125	$ 118.75	65	$ 7,718.75		
		Non-Member Rate - $160	$ 152.00	15	$ 2,280.00		
		Exhibitors - $300	$ 285.00	4	$ 1,140.00		
		Sponsorships - $500	$ 475.00	2	$ 950.00		
		Total Income for Event #1				$ 12,088.75	
		Hotel/Food/Beverage	$ 6,500.00	1	$ 6,500.00		
		A/V charges	$ 600.00	1	$ 600.00		
		Complimentary Speaker Registrations	$ 125.00	8	$ 1,000.00		
		Thank you gifts	$ 20.00	8	$ 160.00		
		Total Expense for Event #1					$ 8,260.00
3	Update of Committee display		$ 350.00	1	$ 350.00		
4					$ -		
5					$ -		
6					$ -		
7					$ -		$ 350.00
GRAND TOTALS						$ 12,088.75	$ 8,930.00
					Total Net Income Generated		$ 3,159
Actual Committee Proceeds (%) equals Total Net Income divided by Total Income. The target for each committee is 25%					Actual Committee Proceeds (%)		26.13%

What category is my committee in?

Net Income Generating Committees		
VA AWWA Committees	**Joint Committees - VA AWWA Managed**	**Joint Committees - VWEA Managed**
Education	Leadership Academy[1]	Lab Practices[1]
Distribution	Safety [1]	Utility Management[1]
Plant Operations		
Customer Service		
Drinking Water Quality and Research		
Water Resources		
Publications		
Member Service Committees		
VA AWWA Committees	**Joint Committees - VA AWWA Managed**	**Joint Committees - VWEA Managed**
Water Utility	Technology Services[1]	Student Activities[2]
Credit Review	Emergency Preparedness and Security[1]	Sustainable Utilities[1]
Strategic Planning	Water For People[3]	Work for Water[1]
Membership Engagement	WAVE[2]	Young Professionals[2]
Water Awareness and Outreach		
Water Reach		

Budget Timeline

Step 1 – Draft Committee Budget	Who: Committee Leadership/Trustee When: November 6th
Step 2 – Section Budget Approved	Who: Board When: December 7th
Step 3 – Budget Effective	Who: Everyone When: January 1 – December 31

Monthly Financial Reports

- Email from QuickBooks on the 15th of each month
- Will need to **enable editing** to review actual numbers, otherwise is appears as all “0”
- **Please review for accuracy**

	Total			
	Actual	Budget	over Budget	% of Budget
Revenue				
SAFETY			0.00	
SEMINAR	3,684.70	4,750.00	-1,065.30	77.57%
Total SAFETY	$ 3,684.70	$ 4,750.00	-$ 1,065.30	77.57%
Total Revenue	$ 3,684.70	$ 4,750.00	-$ 1,065.30	77.57%
Gross Profit	$ 3,684.70	$ 4,750.00	-$ 1,065.30	77.57%
Expenditures				
SAFETYx			0.00	
MEETINGS		450.00	-450.00	0.00%
PROFIT SPLIT (TO VWEA)		1,187.50	-1,187.50	0.00%
SEMINAR EXPENSE			0.00	
FOOD/BEVERAGES	1,125.47	1,250.00	-124.53	90.04%
Total SEMINAR EXPENSE	$ 1,125.47	$ 1,250.00	-$ 124.53	90.04%
TRAVEL EXPENSES	44.23	500.00	-455.77	8.85%
Total SAFETYx	$ 1,169.70	$ 3,387.50	-$ 2,217.80	34.53%
Total Expenditures	$ 1,169.70	$ 3,387.50	-$ 2,217.80	34.53%
Net Operating Revenue	$ 2,515.00	$ 1,362.50	$ 1,152.50	184.59%
Net Revenue	$ 2,515.00	$ 1,362.50	$ 1,152.50	184.59%

Invoice Payments

- 2 Types of Requests
  - **Direct reimbursement** to a committee member
  - **Payments to vendors**
- Information needed to complete the Payment Request
  - **Who:** Needs to be paid (might be you)
  - **What:** Committee/category
  - **Where:** Address to mail the check
  - **When:** Invoice/receipt date
  - **How** much money needs to be paid
  - **How** soon does it need to be paid

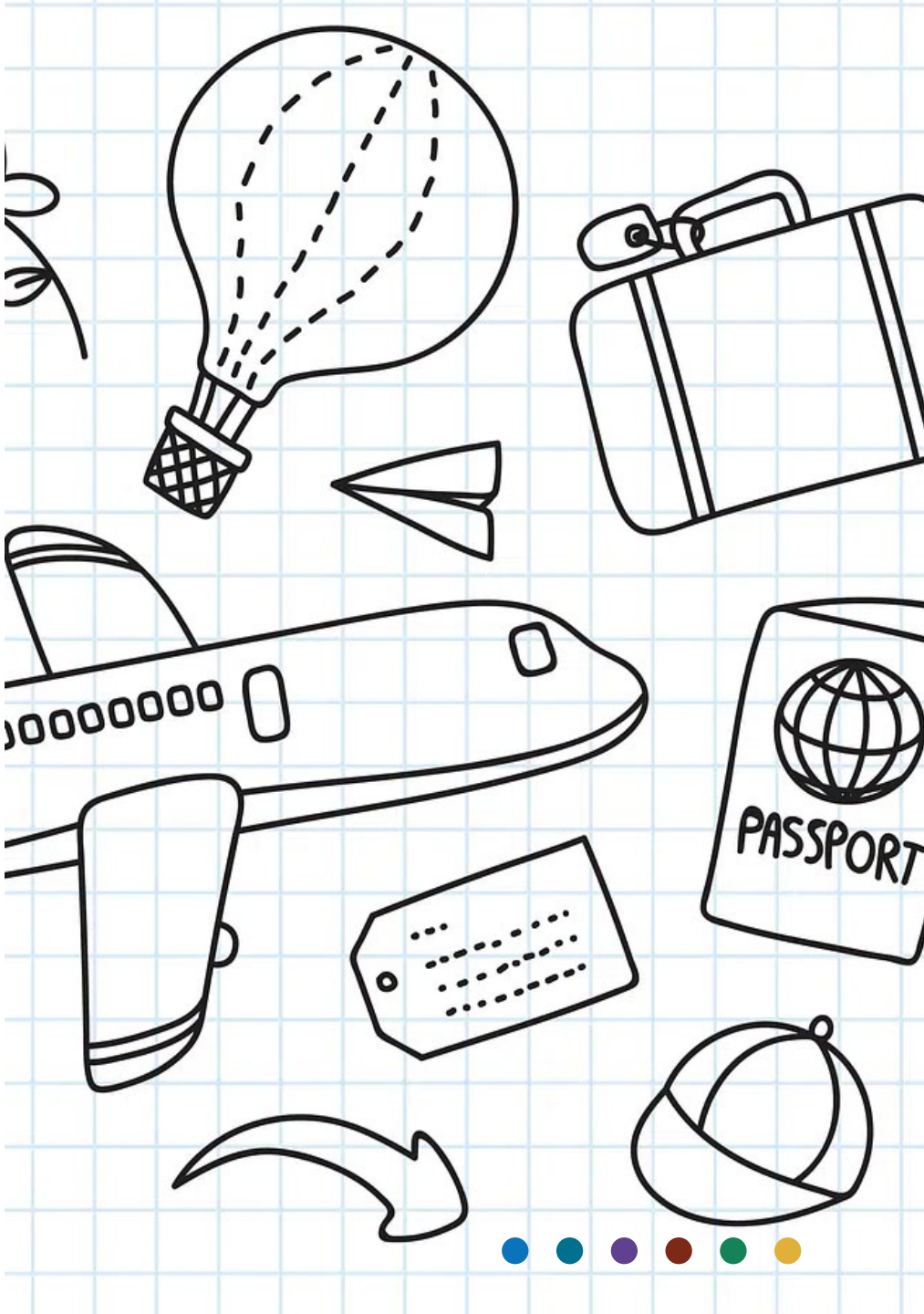


Reimbursement forms and links available on the leadership resources page
https://www.vaawwa.org/page/committee-leadership-resources

Travel Reimbursements

- Important things to remember
  - There is a **Travel Reimbursement Form that needs to be completed**
  - There is a separate online form to submit travel reimbursements
  - We reimburse for actual expenses, not per diem
  - **Copies of receipts are required** (not originals)

Reimbursement forms and links available on leadership resources page
https://www.vaawwa.org/page/committee-leadership-resources



Contracts

- **Get contracts early!**
- Make sure all the dates are correct
- Ensure the correct name and address are on the contract. **All contracts need to show the Virginia Section AWWA name and address**
- Consult the committee budget to make sure the contract expenses are covered
- All contracts require a cancellation agreement and an impossibility agreement
- The committee is responsible for the details of the contract (make sure it includes exactly what you need)



Contracts

- The Section Secretary is responsible for the terms and conditions of the contract
- Once the contract is ready, email it to staff for final review and forwarding to the Section Secretary
- **The signatory must be the Virginia Section AWWA Secretary**
- The acceptance date needs enough time for the committee to review, and then for the secretary to review and sign



Board Reports

Current Activities

What has been happening on your committee over the last three months?

Financial Impact

Have you spent any money or had any income over the past three months?

Future Activities

What do you plan to do over the next three months?

Request for help

Do you have any questions or need help from the board?



https://vaawwa.typeform.com/boardreport



Committee Leadership Resources

- Complete **Board Reports**
- Submit **Invoice Payment** Requests
- Submit to the **Magazine/Newsletter**
- Continuing Education Credits
- **Event Planning** Resources
- Organizational Information/Resources
- Miscellaneous Resources

Committee Leadership Resources



Thank you for being a committee leader! We appreciate your willingness to serve and support the Virginia Section by leading your committee. The information contained on this page will help you plan your next event, submit your board report, submit a payment reimbursement request, or a wide variety of other tasks. If you have any questions or need assistance, don't hesitate to reach out to your Board Trustee or staff for help.

Board Report



VIRGINIA SECTION

American Water Works Association

Questions?

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.



Next Steps

1. There is still time to join us at the **Joint Leadership Retreat on October 22nd** at the Cultural Arts Center in Glen Allen
2. Set up a meeting with Geneva/Board Representative to talk about your budget
3. Turn in your **2027 Budget Due November 6th**
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!