Date: August 24, 2018

To: CWEA Local Section Presidents & VPs; CWEA Committee Chairs, Co-Chairs, & Vice Chairs; CWEA Past Presidents; CWEA State Board of Directors

I am pleased to announce the opening of nominations for the following 2019 CWEA State Board of Directors’ positions:

1. Vice President from the North (will be President in year 3 of 4-year service);

2. Director at-large from the South (3-year term);

3. Director at-large from the North (serves as Treasurer in year 3 of 3-year term);

4. Water Environment Federation Delegate Director from the North (3-year term starting October 2019; attendance at CWEA board meetings starts immediately after April 2019 election).

I am sure you know interested and qualified candidates who should be considered by the Executive Committee. Several documents are attached to help you nominate candidates. These include:

- A sample nomination letter for you to use to nominate a candidate by December 17, 2018;

- The questionnaire for candidates to submit with a picture in .jpg, .gif format by December 17, 2018;

- A copy of the August 2018 CWEA E-Bulletin article explaining the nomination process;

- A copy of the portion of the CWEA Constitution explaining the duties all board members are expected to perform and a link for the CWEA Board Bylaws which detail each positions responsibility and the board committee assignments.

The nominator must be a CWEA Active, Association, or Professional Wastewater Operations member. CWEA Local Sections and Committees may also nominate candidates. All candidates must be members of both CWEA and the Water Environment Federation.
Nominations, including a brief biography of the candidate, the nominee’s completed questionnaire and photo, should be submitted by December 17, 2018 to my attention at:

Connie Leonard, President
California Water Environment Association
7677 Oakport Street, Suite 600
Oakland, CA 94621
e-mail: vthornton@cwea.org

Please notify the candidate you are nominating so they have sufficient time to complete the attached questionnaire (including the biography/resume and picture). Occasionally, candidates include endorsements from other members, agencies, local sections, and committees. These are not required and, when received, are used by the Committee as additional information about the candidates’ participation in CWEA.

Candidates will be selected by the Executive Committee based on their responses to the questionnaire, their resume, and, for VP nominees, a phone interview. The Executive Committee also considers the balance of representation on the full board and competencies needed to help build the organization’s future.

Once again, thank you for your help.

Sincerely,

Connie Leonard
CWEA President

Attachments
SAMPLE NOMINATION LETTER

DUE December 17, 2018

Send by mail, fax, email

Connie Leonard, President
California Water Environment Association
7677 Oakport Street, Suite 600
Oakland, CA 94621
FAX: 510.382.7810
E-mail: vthornton@cwea.org

Dear Connie:

I am a member in good standing with CWEA and I hereby nominate:

_________________________________ who is a member in good standing with CWEA and WEF for the position of (check one):

O Vice President from the North (will be President in third year of four-year service);
O Director at-large from the South (three-year term);
O Director at-large from the North (Treasurer in third year of three-year term);
O Water Environment Federation Delegate Director from the North (three-year term, serving April 2019 to October 2022, voting privilege begins October 2019).

A brief bio of the nominee is attached. I have informed the nominee of this nomination and the requirement to complete the questionnaire and provide a photo by December 17, 2018.

Thank you for your consideration of this candidate.

Regards,

Name
CWEA Member/Leadership Position
NOMINEE FOR CWEA STATE BOARD OF DIRECTORS
QUESTIONNAIRE
Nominee must complete and return along with a photo of yourself
by December 17, 2018
{Answers will published so CWEA Members can read them.}

Name:
Title:
Employer:
Mailing Address:

Phone:
Email:

Personal Interest
1. Why are you interested in being nominated for CWEA Board of Directors?

Commitment and Support (Please review the job descriptions in the Board Bylaws)
2. What do you feel are the most critical duties of this position, and how will you perform
them?
3. Fulfilling the requirements of the position takes a significant amount of time. Discuss
your personal time commitment to this position.
4. Do you have the support of your employer to fulfill the economic and time commitments
of this position?
5. What do you expect of other board members and staff to ensure your experience on the
board is satisfying?

Future of the Association
Please review CWEA’s Strategic Plan & Strategy Map at:
https://CWEA.org/strategy
Check out our most Dashboard at:
6. If elected to this position, what would you do to assist CWEA’s function and purpose?
7. What areas of the Association can be improved? What abilities do you bring to assist in
these improvements?
8. What do you feel the Board has defined to be the future direction of CWEA? Do you have
other suggestions for objectives that you would like to see considered?
Attributes you bring to the Board

9. CWEA looks for the following attributes in CWEA Board members. Please briefly tell us about experiences you have had that demonstrate the following attributes:

1. Your ability to think strategically and analytically and to effectively communicate your thoughts and the reasons for them.
2. Your possession of earned respect of key stakeholder groups and members.
3. Your ability to work well with others as a member of a collaborative group with group decision-making authority and an understanding of the fiduciary duties of loyalty, care, and obedience.
4. Your understanding of the differences between “oversight” and “supervision” as a Board member
5. Your reputation for emotional maturity, personal integrity, and honesty.
6. Your familiarity with the body of knowledge/subject areas for which CWEA is responsible and within which decisions and choices will have to be made.

Personal History/Involvement with CWEA

10. Please attach a resume of CWEA leadership positions and activities along with a digital photo.

Complete and return by December 17, 2018 to:

Connie Leonard, CWEA President
C/o CWEA
7677 Oakport Street, Suite 600
Oakland, CA 94621
FAX: 510.382.7810
E-mail: vthornton@cwea.org
DUTIES of the Board of Directors (Section 11 of the CWEA Constitution)

11.6. Duties of the Board

11.6.1. Shall be the representative of the Association and shall manage its affairs and establish policies subject to the conditions and limitations prescribed in the Constitution.

11.6.2. Shall receive all Committee reports and take appropriate action on recommendations made in these reports where required.

11.6.3. Shall direct investments and care of the funds of the Association.

11.6.4. Shall make funds available for regular operation of the Association and for specific purpose. The Board, individually and collectively, shall not incur any unauthorized liability on behalf of the Association.

Job Descriptions for the Board of Directors

As part of service on the board, each director is a member of a board committee. Details of the assignment of board committee membership and the responsibility of each board position can be found in the Board Bylaws. A copy of the bylaws can be obtained by contacting Victoria Thornton at the CWEA office or online at: