Training Coordination Subcommittee
of the Operations Committee
California Water Environment Association

STANDING RULES

1.0 MISSION STATEMENT

1.1 The Training Coordination Subcommittee, hereinafter referred to as Subcommittee, is a Subcommittee of the Board Operations Standing Committee of the California Water Environment Association, hereinafter referred to as the Association, established by the Board of Directors, hereinafter referred to as the Board. The Subcommittee was created to coordinate training activities throughout the Association, working with Local Section Professional Development Committees and all Committees of CWEA that have training responsibilities or activities; and to develop and produce specialty workshops that provide training in all aspects of the wastewater profession.

2.0 OBJECTIVES

The Subcommittee is responsible for:

2.1 Gathering information about training topics, speakers, locations and success from all Local Section Professional Development Committees and all CWEA Committees responsible for training activities.

2.2 Holding at least one meeting of all Committee Chairs responsible for training activities annually.

2.3 Selecting specialty workshop themes for the requisite number of specialty workshops as directed by the Board’s annual program of work.

2.4 Developing the workshop Programs, including:

   2.4.1 Recruitment of speakers.
   2.4.2 Coordinating with the Chairs of each training Committee, to select training topics and speakers.
   2.4.3 Management of the Program and all topics and speakers.

2.5 Development of a budget for review and approval of the Operations Committee, prior to the publication of any workshop materials, and not less than 3 months prior to any scheduled workshop.

2.6 Identification of preferred regional locations for specialty workshops, with staff then responsible for finding Local Section sponsorship to identify facilities, and staff negotiating contracts where required.

2.7 Coordinating all activities with the Executive Director, as staff is responsible for contracts, pre-registration, supplies, and financial receipts.
2.8 Ensuring that staff produces and distributes appropriate printed materials.

2.9 Ensuring that staff provides Operations Subcommittee with monthly financial accounting, in compliance with CWEA policy.

3.0 MEMBERSHIP

3.1 The membership of the Subcommittee shall be a Chair and two Vice-Chairs, and Chairs of all other CWEA Committees responsible for training activities.

3.2 The President shall appoint the Chair and two Vice-Chairs of the Subcommittee to a term of two years, beginning in April 2002. The Association President may appoint a replacement to the Subcommittee Chair or Vice-Chair in case when he/she cannot fulfill his/her full term, or when performing his/her duties in a manner considered to be unsatisfactory by the Operations Committee Chair or the Board.

3.3 The Chair shall have the right to attend meetings of the Operations Committee and the Board with full privilege of discussion on matters involving the work of their Subcommittee.

4.0 DUTIES AND FUNCTIONS

4.1 Chair

4.11 Direct management of the Subcommittee.

4.12 Preside over Subcommittee meetings.

4.13 Submit a quarterly report to the Executive Director for presentation to the Operations Committee and/or Board. The Subcommittee report will contain activities, recommendations or other information of importance relating to the activities of the Subcommittee or Association.

4.14 Attend Operations Committee and Board meetings whenever possible.

4.15 Work with the Executive Director and Operations Committee Chair to complete and submit workshop budgets in conformance with CWEA budget expectations, for review by the Operations Committee, not less than 3 months prior to any workshop.

4.2 Vice-Chairs

4.21 Serve as acting Chair at Subcommittee meetings and Association meetings when the Chair is unable to attend.

4.22 Shall alternate between North and South; therefore if Chair is from North, the Vice Chair from the South would become the next chair.
5.0 OPERATING PROCEDURES

5.1 The Subcommittee shall comply with all Association policies and procedural requirements established from time to time by the Board.

5.2 The Subcommittee shall hold such meetings as it deems necessary to carry out its function, but at a minimum a meeting of the subcommittee shall be convened at the Annual Conference each year. All interested parties, the Executive Director, Board Liaison and active Subcommittee members shall be notified in writing of the time, place and agenda at least two weeks prior to a Subcommittee meeting.

5.3 Neither the Subcommittee nor its members shall represent or purport to represent any official position or policy statement of the Association without prior approval of the Board.

6.0 BOARD LIAISON

6.1 The individual who is Chair of the Operations Committee shall serve as Board Liaison to the Subcommittee.

6.2 The Board Liaison shall attend when possible all Subcommittee meetings and serve as a representative of the Board to the Subcommittee.

7.0 AMENDMENTS

7.1 Amendments to these Standing Rules may be proposed by a majority of the Subcommittee, or may be proposed by the the Board itself. All proposed amendments shall be referred to the Membership and External Relations Subcommittee for certification as to being in conformance with the Constitution and Bylaws of the Association. Amendments to the Standing Rules shall be considered adopted with the approval of the Board.

ACCEPTANCE BY SUBCOMMITTEE: __________________________  DATE: _______________

CHAIR

APPROVED BY CWEA: ________________________________  DATE: _______________

PRESIDENT

ATTESTED: ____________________________________________  DATE: _______________

EXECUTIVE DIRECTOR