

MN AWWA

Young Professionals Committee

Guidance Document



Updated October 2008

The mission of the MN AWWA YPC is to:

- ◆ Encourage young professionals to become actively involved with AWWA regionally and nationally;
- ◆ Provide an environment where young professionals can meet and exchange ideas;
- ◆ Facilitate opportunities to learn and grow professionally by sponsoring local seminars, technical tours and career development programs;
- ◆ Encourage community involvement through volunteering and mentoring.

I. Purpose

- A. The Young Professionals Committee (YPC) will facilitate interaction among young professionals in the drinking water industry and promote YP regional and national involvement with AWWA.

- B. A Young Professional is defined as someone with/who:
 - 1. Less than 15 years experience in the drinking water industry;
 - 2. An employee of a utility, regulatory agency, consulting firm, manufacturer, distributor, agent, or other supplier employee;
 - 3. Student or faculty member of a university or college water supply engineering or public works program;
 - 4. AWWA considers all its members to be water industry professionals.

II. Goals

- A. YPC has established the following goals:
 - 1. Host drinking water industrial and municipal facility tours;
 - 2. Encourage participation at the annual AWWA MN Section Conference;
 - 3. Annually complete a community service project;
 - 4. Host social events including a social at the AWWA MN Section Annual Conference.

III. Elections/Succession/Appointment of Officers

- A. The members will elect a new Chair Elect by closed ballot at the annual fall meeting (typically held at the MN Section AWWA Annual Conference).
- B. The Chair Elect shall be elected by a majority vote of committee members in attendance.
- C. Upon expiration of the term of YPC Chair, the Chair shall accede to the office of Past Chair, and the Chair Elect shall accede to the office of Chair.

IV. Terms of Office

- A. The Chair, Chair Elect and Past Chair shall serve one (1) year terms. These terms shall commence at the first YPC meeting following the MN AWWA Annual Conference at which they were elected or accede to office.

V. Vacancies in Office Positions

- A. A vacancy exists in the event an officer no longer qualifies as a member of the Section per Article 4.1 of these bylaws, incapacity or resignation of any YPC officer.
- B. The YPC shall fill a vacancy in the office of Chair, Chair Elect or Past Chair for the remainder of the term in accordance with the policies and procedures of the YPC.

VI. General Meetings and Tentative Agendas:

- A. Four general meetings will be held annually (typically in March, July, September and December). Tentative agendas are shown below.

- B. Meetings held outside of conferences will generally be over the lunch hour at locations in the Twin Cities metro area.
- C. Tentative meeting agendas:
1. Winter Meeting (December)
 - a) Introduction/Attendance
 - b) Reports
 - (1) Treasurer report (income/expenses since last meeting, budget remaining)
 - (2) Reports by YPC liaisons to other Section Committees
 - (3) YP Sub-Committee Reports
 - c) Unfinished Business
 - d) New business
 - e) Announcements

 2. Spring Meeting (March) Annual MRWA Conference (St. Cloud, MN)
 - a) Introduction/Attendance
 - b) Reports
 - (1) Treasurer report (income/expenses since last meeting, budget remaining)
 - (2) Reports by YPC liaisons to other Section Committees
 - (3) YP Sub-Committee Reports
 - c) Unfinished Business
 - d) New business
 - (1) Discuss budget for upcoming year
 - (2) Discuss goals for upcoming year
 - e) Announcements

 3. Summer Meeting (July)
 - a) Introduction/Attendance
 - b) Reports
 - (1) Treasurer report (income/expenses since last meeting, budget remaining)
 - (2) Reports by YPC liaisons to other Section Committees
 - (3) YP Sub-Committee Reports
 - c) Unfinished Business
 - d) New business
 - (1) Nominations for upcoming election (Chair Elect)
 - (2) Commit to budget for upcoming year
 - (3) Commit to goals for upcoming year
 - e) Announcements

4. Fall Meeting (September) Annual MN AWWA Conference
 - a) Introduction/Attendance
 - b) Report
 - (1) Treasurer report (income/expenses since last meeting, budget remaining)
 - (2) Reports by YPC liaisons to other Section Committees
 - (3) YP Sub- Committee Reports
 - c) Unfinished Business
 - d) New business
 - (1) Election for Chair Elect
 - e) Announcements

VII. Elected Positions and Committee Members Duties and Responsibilities

A. YPC Chair

1. Involved in all actions of the YPC. YPC Chair does not have voting privileges within the Governing Board of Directors.
2. The YPC Chair shall serve a one (1) year term. The term shall begin at the first YPC meeting following election at the annual Section conference, YPC meeting. The YPC Chair can not serve more than one term.
3. General Duties and Responsibilities:
 - a) Prepare the agenda and facility quarterly meetings.
 - b) Become familiar with and educate the Committee on Section bylaws, polices and procedures and AWWA governing documents.
 - c) Provide assistance to the Chair Elect in developing the Committee budget of estimated income and planned expenditures for fiscal year.
 - d) Review and approve any budget adjustments due to major unplanned expenditures that may arise.
 - e) Submit the final YPC budget for the following year to the MN Section Treasurer by August 1.
 - f) Represent the YPC during Administrative Council meetings and as requested at Governing Board meetings.
 - g) Timely submittals of YPC reports to the Administrative Council Chair and the Breeze.
 - h) Perform other duties that may be assigned by the Administrative Council Chair.
 - i) Identify other Young Professionals as potential candidates to fill vacancies for committees, district vacancies and Governing Board vacancies in the Section.

B. YPC Past Chair

1. Performs Secretary and Treasurer duties and provides guidance and support to the YPC Chair as needed.

2. The Past Chair shall serve a one (1) year term. The term shall begin at the first YPC meeting following election at the annual Section conference YPC meeting. The Past Chair shall not serve more than one term.
3. General Duties and Responsibilities:
 - a) Complete meeting minutes and forward to the Chair for review and distribution.
 - b) Perform Treasurer duties including:
 - (1) Distribute expense reports to committee members for expenses incurred.
 - (2) Accept completed expense reports from committee members and submit them to the MN Section Treasurer.
 - (3) Provide continuous monitoring of year to date expenses in relation to the line items provided in the annual budget.
 - c) Provide assistance to YPC Chair Elect in developing the YPC budget of estimated income and planned expenditures for fiscal year.
 - d) Provide assistance, guidance or support to the committee Chair as necessary.
 - e) Annually updates Guidance Document.

C. YPC Chair Elect

1. Provide guidance and support to the YPC Chair.
2. The YP Chair Elect shall serve a one (1) year term. The term shall begin at the first YPC meeting following the election at the annual Section conference YPC meeting. The YPC Chair Elect shall not serve more than one term.
3. General Duties and Responsibilities:
 - a) Development of the YPC budget for the estimated income and planned expenditures for the fiscal year in which they will act as the Chair.
 - b) Works with the YPC Chair to understand the duties and responsibilities necessary to act as the YPC Chair the following year.
 - c) Provide assistance, guidance and support to the YPC Chair as necessary.

D. Committee Member

1. Participate in all actions of the YPC.
2. General Duties and Responsibilities:
 - a) Attend quarterly meetings, committee social events and facility tours. Encourage participation on sub-committee level - Membership, Social, Outreach, Fresh Ideas.
 - b) Timely completion of tasks as assigned by YPC Chair.
 - c) Identify other Young Professionals as potential Committee members and encourage them to join.
 - d) Assist YPC communication with other section Committees by becoming a member of another Committee and acting as the YPC liaison.
 - e) Promote YP involvement in MN Section AWWA and National AWWA.
 - f) Promote YPC at Operator training, AWWA MN Section events and other association meetings outside of AWWA.

E. YP Sub-Committees

1. The YPC Chair may create or eliminate sub-committees as necessary to accomplish goals of the YPC. The YPC Chair shall be responsible for appointing sub-committee chairs to lead each group. The YPC Chair shall provide guidance and support to each sub-committee. The following sub-committees have been established:
 - a) YP Membership Committee – This group will explore membership for both MN Section AWWA and the YPC. This sub-committee shall be responsible for attracting both AWWA members and non-members to the MN Section AWWA and to the YPC.
 - b) YP Social Committee – This group will organize social events within the YPC. This sub-committee shall be responsible for planning and organizing social events with YPC members as well as mixers with MN Section AWWA members.
 - c) YP Outreach Committee – This group will plan and organize community involvement through volunteering and mentoring. This sub-committee is responsible for planning and organizing events as directed by the YPC.
 - d) YP Fresh Ideas Committee - This group was formed to organize a “Fresh Ideas” program within the MN Section AWWA. This sub-committee shall be responsible for organizing and administering a “Fresh Ideas” program as directed by the YPC and National AWWA.
 - e) YP Tournament Committee – This group will plan and organize an annual poker tournament. This sub-committee is responsible for planning and organizing the event.