

Committee Guidance Document

for the

WATER ENVIRONMENT ASSOCIATION of Texas



**Water Environment
Association of Texas**

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Committee Guidance Quick Guide Links

- Leadership Manual
- Knowledge Committees
<https://www.weat.org/committees#knowledge>
- Delivery Committees
<https://www.weat.org/committees#delivery>
- Stakeholder Committees
<https://www.weat.org/committees#stakeholder>
- Management Committee
<https://www.weat.org/committees#management>
- Joining a Committee
- Committee Application Form
<https://www.weat.org/committees/join/committees>
- WEAT Organizational Chart
- Committee Reports
- Texas Water Conference Program Chair Guide
- Technical Abstract Scoring
- Texas WET Magazine Article Guide
- Specialty Conference Guide
- Specialty Webinars Guide
- WEF
www.wef.org
- WEF Technical Committees

<http://wefcom.wef.org/communities/technicalcommittees>

Collaboration with other Organizations

- Texas Section of the American Water Works Association: www.tawwa.org
- Texas Water Conference: www.txwater.org
- Texas Association of Clean Water Agencies: www.TACWA.org
- Water Reuse Texas: www.watereuse.org/sections/watereuse-texas/
- Texas Water Conservation Association: www.twca.org
- Texas Water Recycling Association: www.txwra.org
- Texas Rural Water Association: www.trwa.org
- Texas Alliance of Groundwater Districts: www.texasgroundwater.org

I. Purpose and Mission of a Committee

A committee's mission should be adopted when the committee is formed, and reviewed every four years. The mission provides focus for the committee and ensures that committee activities are consistent with the WEAT Strategic Plan. The committee mission can be modified, upon approval of the WEAT Board, as activities of the committee change.

II. Committee Types and Leadership Manual

The WEAT Leadership Manual describes the WEAT leadership protocol and can be found at the following link: **LINK FORTHCOMING**

WEAT committees are appointed as deemed necessary by the WEAT President with the approval of the WEAT Board. Committees undertake long-term assignments and carry out the work of WEAT. WEAT Committee information can be found at the following link: <https://www.weat.org/committees>

There are four main categories of committees:

- **Knowledge Committees** <https://www.weat.org/committees#knowledge>
Committees dedicated to the advancement of the various facets of the water environment profession.
- **Delivery Committees** <https://www.weat.org/committees#delivery>
Committees responsible for and assisting in providing services to WEAT's membership and other industry professionals.
- **Stakeholder Committees** <https://www.weat.org/committees#stakeholder>
Committees interfacing with segments of the population targeted for communication about the importance of water environment initiatives and profession.
- **Management Committees** <https://www.weat.org/committees#management>
Committees assisting in the governance of WEAT communicating directly with Management Review Committee

The WEAT website is maintained to include the current listing of committees, contact information for each committee chair and current committee report.

III. Forming a Committee

1. **Established Committee** – an established committee that has been dormant (without a chair/vice-chair and members) can be re-established by appointment or proposal request of the WEAT President and confirmed by the WEAT Board.

2. **Ad-hoc Committee** – An ad-hoc committee is formed by appointment of the WEAT President and upon the approval of the WEAT Board. These committees undertake specific assignments, and are discharged when their task is completed or at the end of the appointing President's term of office, unless re-appointed by his or her successor in office. Ad-hoc or other special committees that wish to be considered for standing committee status must submit for approval by the WEAT Board to become an established committee.
3. **New Committees** - The formation of a new committee begins with a need for WEAT to become involved in an area of interest. This need may arise from within an existing committee or the WEAT membership at large. The procedures for proposing a new WEAT established committee includes:
 - a. Prepare a written proposal to be presented to the Board to include the following:
 - i. Purpose and need for the committee,
 - ii. Committee mission describing the scope of the work to be done by the proposed committee,
 - iii. Three-year plan for the activities of the committee,
 - iv. Proposed roster - include chair, vice-chair, and interested members, and
 - v. Proposed budget (if necessary for the proposed committee).

IV. Joining a Committee

To join committees with open membership, contact the committee chair as listed on the WEAT website <https://www.weat.org/committees>

Potential committee members are asked to fill out the committee application form and submit this to WEAT staff. <https://www.weat.org/committees/join/committees>

WEAT staff will then submit the completed form to the appropriate Committee Chair(s). New members to WEAT have an opportunity when they join to select the committees they would like to be involved in.

WEAT Committee members must be WEAT members. WEAT Staff will audit committee members to confirm active WEAT membership twice per year. Committee Chairs will work with committee members and WEAT Staff to renew lapsed members.

The membership of some committees is defined in the WEAT Bylaws. The committees which do not have open membership are as follows:

- Management Review
- Nominating
- Texas Water Planning Committees

V. *Committee Structure*

WEAT committee structure can be found at the following link: **LINK IS FORTHCOMING**

- **Members** – Committee member term is subject to maintaining WEAT membership and active committee involvement. Committee involvement and sub-committee leadership will be offered to all committee members by the committee Chair/Co-Chairs as opportunities become available.
- **Chairs/Co-Chairs/Vice Chair** - The term of service for committee chairs, vice chairs and subcommittee chairs is subject to approval by the WEAT President and Board. To the extent possible, at least one year of service as a committee member is required before being appointed as chair, vice-chair or subcommittee chair. Each committee may make recommendations to the President for its new Chair (or Co-Chairs), prior to the annual meeting. New chairs will be appointed at the annual meeting with approval by the WEAT Board. Each committee can determine if it will operate with a Chair and Vice-Chair or Co-Chairs.
- **Subcommittees**
 - Purpose - A subcommittee is a group of committee members appointed by a committee chair to manage specific activities or tasks of the committee. The committee chair, with the consensus of the committee, will establish specific goals for the subcommittee.
 - Focus - A subcommittee may be tasked with completing a specific project, such as the development of a publication or undertaking projects relating to a specific area of interest. The need for continuation of a subcommittee should be reviewed each year by the committee chair.
 - Leadership - Each subcommittee should have a chair, appointed by and responsible to the committee chair. The subcommittee chair may recommend the appointment of a subcommittee vice-chair. Subcommittee chair/vice-chair must be active members of the committee.
 - Members - Subcommittee members work with the subcommittee chair to complete subcommittee assigned tasks. All subcommittee members must be active members of the committee. Subcommittee appointments may be made by the committee chair at the recommendation of the subcommittee chair or on a volunteer basis. The subcommittee chair should monitor the membership of the subcommittee based on the expertise needed and the size of the subcommittee.

VI. *Committee Involvement*

- **Communication** – Committee leadership (Chair/Co-Chair/Vice-Chair) shall communicate committee related information and events through email, conference calls and meetings. This can include WEAT webinar events, specialty and annual conference communications and legislative activities related to the committee mission.

- **Active Membership** - Active participation by all committee members shall be encouraged by committee leadership through opportunities to participate in committee projects and activities. Continued participation and membership in a committee shall be based upon active member participation. Committee chairs/co-chairs shall monitor membership participation on an annual basis. Members that have not been actively involved in committee activities within the previous year should be contacted by committee leadership to inquire if membership is still desired and where the member would like to participate.
- **Non-Active Member Evaluation** - If a committee member has not been actively involved in committee activities within a year or more, committee leadership may elect to inform the committee member that they are being removed from the committee roster. Non-active members are eligible to re-apply to join the committee after a period of inactivity, subject to approval by the committee leadership and membership.

VII. Committee Responsibilities

Committee Reports

Quarterly and annual reports shall be submitted by each committee. Templates reports can be found at the following links:

Quarterly Report: https://www.weat.org/cms_assets/Images/Slides/2018QuarterlyCommitteeReport-PDF.pdf

Annual Report: **LINK IS FORTHCOMING**

A quarterly report should be submitted for inclusion in the board packet for each WEAT board meeting held throughout the year. WEAT staff will notify committee chairs of quarterly report deadlines. Topics to be addressed in the quarterly report include:

- Projects Planned for current year. Examples: Specialty Conference, Workshop, Webinar, Texas WET Article, Technical Program Abstract Review/Selection, Legislative Support, etc. If information available, identify timing and lead.
- Project planned for next year.
- List of committee members with contact information.

An annual report should be submitted for inclusion in the board packet for the annual Texas Water Board meeting. Topics to be addressed in the annual report include:

- Committee Mission
- Reviewing and revising goals for the current year

- Establishing new goals for the subsequent two-year period
- Projects Planned for current year. Examples: Specialty Conference, Workshop, Texas WET Article, etc. If information available, identify timing and lead.
- List of meetings held in the previous year.
- Accomplishments. Records progress made on previous year's goals.
- Projects planned for next year.
- List of committee members with contact information.

Budgets

The WEAT budget is approved by the WEAT Board annually. Committee activities with budget impact must be submitted to be included in the development of the annual WEAT budget, as requested annually by the WEAT treasurer and WEAT staff.

Meetings

WEAT cannot not provide financial support for travel to and participation in committee meetings, therefore, committee meeting attendance requirements are kept to a minimum. A meeting of each WEAT committee should be held during the annual Texas Water conference. The meeting should be scheduled when the most committee members are able to participate, avoiding conference conflicts such as opening session. Requests for meeting space at Texas Water should be coordinated through the WEAT staff in advance of the conference. WEAT staff will communicate with all committee members regarding meeting space availability. Informal locations to hold meetings are also acceptable, such as a public space in the conference hotel, convention facility or restaurants.

Additional meetings are encouraged throughout the year through voice, online and/or video conference or by other appropriate means. The WEAT Conference Call service is available to all committees to use in scheduling committee conference calls. WEAT committee chairs or subcommittee chairs should coordinate all conference calls utilizing the WEAT conference call service, with advance approval from WEAT staff to avoid schedule conflicts.

Meeting agenda should be prepared to include relevant discussion/action topics, the amount of time allocated to each discussion topic (when appropriate), and who on the committee is to lead each discussion topic. Background materials should be provided to committee members in advance of the meeting.

WEAT committee meetings are open to members and non-members. If appropriate for the committee, business shall be conducted using Roberts Rules of Order: <http://www.robertsrules.org>

Minutes are the official record of a meeting. Items which may be included in the minutes:

- ***Date, time, and place of meeting;***

- ***Members present and absent and non-members in attendance;***
- ***Decisions reached with follow-up action items and deadlines, with responsible persons designated;***
- ***Summary of the meeting discussion; and***
- ***Information on the next meeting date, time and location (if known).***

Communications

It will often be necessary for WEAT committees to interact/coordinate with one another. This interaction should occur directly between the appropriate committee chairs.

Examples of expected committee interaction are as follows:

- The Specialty Conference Committee will often interact with various Knowledge Committees in the execution of a specialty conference;
- The Government Affairs Committee may interact with various Knowledge Committees for comments when the legislature or rule making process is active.
- The Government Affairs Committee, working with the Public Communication and Outreach Committee may request position papers from Knowledge Committees as needed for legislative and other government interaction needs.
- The Publications Committee will interact with various Knowledge Committees to provide articles for the Texas WET publication.
- The Texas Water Technical Program Committee will interact with knowledge committees to obtain rankings of abstracts for the annual Texas Water conference.
- The Awards Committee will interact with various committees and Section Representatives to seek input in awards nominations.

Proposals to the WEAT Board

A WEAT Committee may submit proposals for consideration by the WEAT Board at any of the four Board meetings held annually. The proposals should include information on the proposed item(s) for consideration and how it is in support of the WEAT mission and the committee's focus.

Promotion of Committee Activities

WEAT committee chairs are encouraged to provide committee members with a yearly calendar of proposed committee work. This can be communicated as a function of the preparation and submission of committee quarterly and annual reports.

WEAT committees are encouraged to submit committee activity news for publication in the Texas WET magazine, Texas WET e-Newsletter, WEAT email blasts and other WEAT communications as appropriate. WEAT staff will publish publication deadlines annually as well as distribute reminders to WEAT committee chairs.

VIII. Committee Roles

Each committee has a role in supporting the WEAT mission and responsibilities to the WEAT organization. These responsibilities can include:

Annual Texas Water Conference LINK IS FORTHCOMING

Committees responsible for a technical session at the annual Texas Water Conference are to review submitted abstracts for their respective session and provide scoring and ranking to the Texas Water Program Committee. The abstract ranking is used to develop the program for the technical session reviewed. The abstract program chair guide can be found at the following link: **LINK IS FORTHCOMING**

In addition to the abstract review and scoring process to develop the session technical program, committees are asked to identify volunteers to moderate the technical session the committee is responsible for. Each half-day session should have two co-moderators to manage speakers and attendees throughout the session. Co-moderator contact information is provided to the Technical Program chair.

Texas WET Magazine Articles

<https://www.weat.org/texas-wet>

Committees identified to contribute articles in designated Texas WET magazine issues are to solicit article topics and authors in accordance with the Texas WET magazine publication deadlines established and distributed by WEAT staff annually. To ensure that issues are printed and distributed on-time, it is recommended that topics and articles be identified/ confirmed a minimum of two months prior to the deadline for article submission. The link above can be referenced as a guidance for all Texas WET magazine articles.

A committee activities article is encouraged for submission by the committee chair or committee member designated by the chair in issues of Texas WET magazine that include an article related to the committee's focus.

Specialty Conferences

LINK IS FORTHCOMING

Committees are encouraged to hold specialty conferences centered around the committees focus. Specialty conferences can be developed by one committee or jointly with other committees with complementing or similar focus. All specialty conferences should be coordinated with WEAT staff one-year in advance of the conference proposed dates. WEAT staff will review the proposed conference

dates to confirm there are no conflicts with other previously planned WEAT specialty conferences. Specialty conferences cannot be held in conflict of the annual Texas Water Conference and must be completed a minimum of six-weeks prior to the annual conference.

Initial specialty conference planning includes conference focus/topics, location/venue and dates/duration. The details of the conference should be coordinated with WEAT staff to ensure that the proposed conference venue and dates/times are available and can accommodate the specialty conference program and attendees.

The technical program can be developed through a call for abstracts, developed by the committee and distributed by WEAT staff through WEAT publications and email blasts to WEAT members. Invited speakers can also be used for the technical program as needed to fulfill a technical area need that is not addressed through a call for abstracts.

Specialty conferences should be advertised through WEAT publications in accordance with the WEAT Conference Planning Guide: **LINK IS FORTHCOMING** [f](#)

Advertisements can include save the date email blasts, magazine conference program and registration advertising and other WEAT publication advertising.

WEAT staff will submit to TCEQ for Continuing Education Credit hours based upon each conference program for operators who attend WEAT specialty conferences. Criteria for submission to TCEQ is included in the WEAT Conference Planning guide (see link above).

Conference sponsor and exhibitor advertisements should be developed and coordinated with WEAT staff, with opportunities advertised six-months prior to the conference dates. Sponsors and exhibitors are not required for all specialty conferences, but encouraged where feasible to offset specialty conference costs and expenses, as well as keep attendee costs minimized. The WEAT Conference Planning Guide (see link) can be referenced for all specialty conference planning.

Specialty Webinars

LINK IS FORTHCOMING

Committees are encouraged to hold webinars on topics included in the committees focus. Webinar programs can be developed by one committee or jointly with other committees with complementing or similar focus. All webinars should be coordinated with WEAT staff one-year in advance of the proposed dates. WEAT staff will review the proposed webinar dates to confirm there are no conflicts with other previously planned WEAT webinars.

The webinar program can be developed through the identification of invited speakers on specified webinar topics. The webinar program and confirmation of speaker availability should be provided to WEAT staff in accordance with the WEAT Webinar Planning Guide: **LINK IS FORTHCOMING**

Webinars should be advertised through WEAT publications prior to the webinar date to promote advance online registration. Online registration for webinars will close 24-hours prior to the webinar. A designated webinar moderator should be designated prior to the webinar date to coordinate speakers throughout the webinar, provide speaker biographical information, coordinate submitted questions and provide general webinar overview protocol to attendees. The WEAT Webinar Planning Guide (see link) can be referenced for all specialty conference planning.

WEAT staff will submit to TCEQ for Continuing Education Credit hours based upon each webinar program for operators who attend WEAT specialty conferences. Criteria for submission to TCEQ is included in the WEAT Conference Planning guide (see link above).

Legislative Support and Assistance

WEAT Committees are asked to assist WEAT staff and the Government Affairs committee in support of legislative items within the committee's focus. Support can include providing technical information or publications on related topics for pending legislative action WEAT is following.

Texas Commission on Environmental Quality (TCEQ) Initiatives

WEAT Committees are asked to assist WEAT staff and other WEAT committees in which TCEQ proposes new initiatives or revisions to existing published rules. Support can include commenting on proposed initiatives of rule changes, attending TCEQ meetings and providing technical revisions to TCEQ publications for public comment.

Water Environment Federation (WEF)

www.wef.org

Committees are asked to support WEF activities related to the committee focus. This can include coordinating with other WEF member association committees and WEF committees. Committee chairs should coordinate with WEF committees of like focus to ensure receipt of WEF committee publications (email/online). Committee chairs are encouraged to distribute WEF communications related to the committee focus to committee members.

Collaboration with Other Organizations

WEAT committees may collaborate with other organizations through information sharing and collaboration as related to the committee's focus. Committees should submit a proposal to the WEAT board prior to coordinating with other organizations in webinar or specialty conference planning to ensure the proposed action is in line with the WEAT mission. Links to other organizations websites are included below:

- Texas Section of the American Water Works Association: www.tawwa.org
- Texas Water Conference: www.txwater.org

- Texas Association of Clean Water Agencies: www.TACWA.org
- Water Reuse Texas: www.watereuse.org/sections/watereuse-texas
- Texas Water Conservation Association: www.twca.org
- Texas Water Recycling Association: www.txwra.org
- Texas Rural Water Association: www.trwa.org
- Texas Alliance of Groundwater Districts: www.texasgroundwater.org