

## **Colorado Professionals in Onsite Wastewater Board of Directors Duties**

**All terms are for 3 years.**

**Board meeting are held once a month. All board members are encouraged to participate in at least one committee as well. The meeting intervals of the committees varies.**

**President** – The President provides the agenda for and conducts the monthly board meetings. The president's objective is to help the organization meet the goals of the CPOW strategic plan. A specific task for the president outlined in the strategic plan is to create a presentation about CPOW for stakeholders.

**President-Elect** – President Elect serves the first year as President Elect, the second year as President and the third year as Past-President. The board typically sends the President-Elect to attend the National Onsite Wastewater Recycling Association (NOWRA) conference and the NOWRA Fly-In legislative event to represent CPOW nationally. The President-Elect assists the President to help the organization meet the goals of the CPOW strategic plan. Specific tasks for the President-elect outlined in the strategic plan are to identify incentives to increase committee participation and to conduct more outreach to membership.

**Past President** – The past president provides support to help the organization meet the goals of the CPOW strategic plan. A specific task for the Past President outlined in the strategic plan is to guide the board in hiring a lobbyist to represent CPOW and the interest of its membership at the state legislative level.

**Secretary** -- The Secretary provides support to help the organization meet the goals of the CPOW strategic plan.

**Treasurer** - The Treasurer provides support to help the organization meet the goals of the CPOW strategic plan. The Treasurer reviews and presents the financials for the organization at each board meeting and at the Annual Membership Meeting. The Treasurer leads the Audit Committee to complete a yearly financial review for the organization. A specific task for the Treasurer outlined in the strategic plan is identify eligible requirements for OWTS funding.

**Regulatory Sector Representative** - The Regulatory Sector Representative provides support to help the organization meet the goals of the CPOW strategic plan. The Regulatory Sector Representative provides an update pertaining to the regulatory sector at each board meeting and represents the sectors interest. A specific task for the Regulatory Sector Representative outlined in the strategic plan is to collaborate with CEHA on a quarterly basis.

**Contractor/Installer Sector Representative** - The Contractor/Installer Sector Representative provides support to help the organization meet the goals of the CPOW strategic plan. The Contractor/Installer Sector Representative provides an update pertaining to the contractor/installer sector at each board meeting and represents the sectors interest.

**Designer/Engineer Sector Representative** - The Designer/Engineer Sector Representative provides support to help the organization meet the goals of the CPOW strategic plan. The Designer/Engineer Sector Representative provides an update pertaining to the designer/engineer sector at each board meeting and represents the sectors interest.

**Maintenance Sector Representative** - The Maintenance Sector Representative provides support to help the organization meet the goals of the CPOW strategic plan. The Maintenance Sector Representative provides an update pertaining to the maintenance sector at each board meeting and represents the sectors interest.

**Academic Sector Representative** - The Academic Sector Representative provides support to help the organization meet the goals of the CPOW strategic plan. The Academic Sector Representative provides an update pertaining to the academic sector at each board meeting and represents the sectors interest. Specific task for the Academic Sector Representative outlined in the strategic plan are to increase outreach to students by contacting student organizations and establish a relationship with contacts from research networks within academia. The Academic Sector Representative should also promote internship/apprenticeship opportunities among universities, community colleges and vocational schools.

**Manufacturer Sector Representative** - The Manufacturer Sector Representative provides support to help the organization meet the goals of the CPOW strategic plan. The Manufacturer Sector Representative provides an update pertaining to the manufacturer sector at each board meeting and represents the sectors interest.

**Membership Chair** – The Membership Chair promotes the growth of CPOW Membership. Specific task for the Membership Chair outlined in the strategic plan include sending CPOW informational packets to all onsite wastewater regulatory agencies, conducting outreach to non-members, identifying exclusive membership access perks, identify and contact stakeholders as well as develop marketing material for stakeholders. The membership chair is also tasked with soliciting input from the membership for events that CPOW should exhibit at or attend.