

Arkansas Water & Wastewater Managers' Association (AWWMA) Objectives:

- The advancement and up-grading of the water and wastewater managers of Arkansas in personal achievement in the water and wastewater profession.
- The advancement and promotion of higher standards of qualification in the water and wastewater management field.
- The study, promotion and encouragement of improved water and wastewater management practices in Arkansas.
- The promotion of good public affairs in community understanding, acceptance and support of water and wastewater operations.
- The stimulation of interest in the importance of water resources conservation.
- To encourage participation and support of American Water Works Association (AWWA), Water Environment Federation (WEF), the State and District meetings of the Arkansas Water Works and Water Environment Association (AWW & WEA), and other relevant Activities.

EXECUTIVE DIRECTOR JOB DESCRIPTION OVERVIEW:

The AWWMA Executive Director provides support to the Officers and effective day-to-day leadership to fulfill the Association's objectives and successfully execute the organization's strategic plan. The Executive Director is charged with overseeing many of the day-to-day operations of the AWWMA, at the direction of the Board of Directors and working in close cooperation with the Officers. The Executive Director is responsible for developing and implementing annual and long-term strategic plans (in conjunction with the Board) to help grow and strengthen the organization's ability to have a positive impact. Responsibilities include program and organizational development, public relations, staff and financial management.

MAJOR POSITION OBJECTIVES

1. **Board of Directors Engagement:** Provide support, assistance and leadership development to strengthen the AWWMA Board and Committees. The Executive Director is the principle liaison to the Board of Directors and all Board Committees. The Executive Director works under the direction of the Board of Directors and may receive additional duties and assignments as needed from the Board.
2. **Communication, Public Relations and Networking:** Serve as the primary organizational spokesperson and contact with appropriate media outlets, agencies and the public; support collaborations with other organizations, tribes, state and federal agencies, and state and local governments. Develop information materials regarding AWWMA for internal and external use. Cultivate and nurture relationships with appropriate organizations and agencies. Coordinate AWWMA attendance/participation at relevant conferences and exhibits. Routinely attend meetings pertinent to the objectives of the AWWMA and make presentations as appropriate to facilitate

accomplishing those objectives. It is expected that the Executive Director will attend the majority of the meetings of the Arkansas Legislative committees that routinely address water and wastewater related issues, as well as be a resource for those committees and the Legislature in general while the Legislature is in session.

3. **Volunteer Recruitment and Membership Development:** Build membership engagement, oversee successful membership campaigns and develop the capacity of members.
4. **Program Development and Project Management:** Assist in developing annual program plans and budget, contribute to their implementation, and oversee delivery of program tasks. Coordinate with the Officers to plan and organize AWWMA sponsored events, including at a minimum the annual Spring Workshop and the Annual Conference.
5. **Water-Wastewater Industry Participation:** General knowledge of water-wastewater management. Familiarity with the Clean Water Act and other federal and state protection/restoration laws and regulations. Develop working relationship with specific Arkansas State agencies responsible for water and wastewater, including at a minimum the Arkansas Department of Health (ADH), the Arkansas Rural Water Association (ARWA), the Arkansas Pollution Control and Ecology Commission (APCEC), and the Arkansas Department of Environmental Quality (ADEQ), and engage with these agencies on a frequent basis. It is expected that the Executive Director will attend most routine public meetings of the ADH and the APCEC.
6. **Administrative, Staff and Financial Management:** Devise/revise appropriate organizational structure to create an effective operations system; provide strategic direction and coordination among all Committees and programs. Assist Officers to coordinate and execute AWWMA membership and informational mailings. Assist officers to oversee billing for the AWWMA. Coordinate publication and distribution of information through email, postal mail, the AWWMA website, and other appropriate outlets. Assist the officers with leadership, integration and implementation of organizational monetary collections of fees/dues/assessments as approved by the Board of Directors. It is expected that the Executive Director will provide updates to the membership through various means on a routine basis but that a monthly update of pertinent activities will be provided via the AWWMA website at a minimum.