

MS CHAPTER A&WMA BOARD DESCRIPTION

Business Year = Calendar Year

The Executive Board consists of elected officers and directors (i.e., Chair, Vice-Chair, Past-Chair, Treasurer, Secretary and three Directors).

Chair

- Term – 3 years total including Vice-Chair, Chair, and Past-Chair
- Preside at all meetings of the Board and call special meetings as needed.
- Appoint membership and chair for all standing and temporary committees.
- Appoint someone in absence of the Treasurer to sign checks or make financial transactions on behalf of the Chapter, as directed by the Board.
- Oversee planning and execution the Southern Section Annual Conference when hosted by the Mississippi Chapter (i.e., every fourth year – 2025, 2029,...).
- Review Annual Report prior to submittal.
- Complete and submit IRS and MS SOS filings.

Vice-Chair

- Term – 3 years total including Vice-Chair, Chair, and Past-Chair
- Preside at meetings and other functions in the absence of the Chair.
- Serve as Chair of the Nominating Committee.

Past-Chair

- Term – 3 years total including Vice-Chair, Chair, and Past-Chair
- Advise and assist the Chair throughout the year, as needed.
- Coordinate Board transition/kickoff meeting in January.

Secretary

- Term – 2 years
- Keep a record of the minutes of all meetings and post to StarChapter.
- Conduct correspondence for the Chapter, preferably through StarChapter.
- Send notice of general business and Board meetings.
- Prepare the Annual Report for national A&WMA.

Treasurer

- Term – 2 years
- Receive moneys and deposit or invest them as directed by the Board.
- Maintain complete and accurate records of all financial transactions.
- Provide financial reports at the Board meetings, or as requested.
- Submit records, as needed, for an audit or the Annual Report.
- Check the PO Box for mail at least monthly or more frequently if payments are expected.

Directors

- Term - 2 years
- Attend monthly Board meetings.
- Attend annual Southern Section Conference, when hosted by the MS Chapter.
- Find one or more sponsors, exhibitors, or speakers for the Southern Section Conference or for the annual Air Workshop or Breakfast with the Regulators or webinar.
- Recruit new members and at least one person who may replace you.

COMMITTEE CHAIRS (Chairs are appointed and are non-voting Board members)

MEMBERSHIP COMMITTEE CHAIR

- Attend monthly Board meetings.
- Welcome new members to your State chapter.
- Reach out to lapsed members to encourage them to renew.
- Contact Student Chapters in your state to see what support they need.
- Use the StarChapter platform to send emails and update the membership roll.

PROGRAM COMMITTEE CHAIR

- Attend monthly Board meetings.
- Secure speakers for annual events and webinars.
- Draft a program for technical meetings (i.e., Air Workshop and Breakfast with the Regulators)

PUBLICATIONS COMMITTEE CHAIR

- Use the StarChapter platform to create meeting events, update information, etc.
- Create flyers for events.
- Update “X” account.
- Create and update a LinkedIn account.

YOUNG PROFESSIONAL (YP) CHAIR

- Coordinate at least one event per year to encourage networking among YPs (35 and under).
- Contact and arrange for at least one event or attend one meeting of the student chapters (if active).

SCHOLARSHIP CHAIR

- Update, publish, and distribute application form for graduate student scholarship.
- Serve as point of contact to collect and organize the applications to present to the Selection Committee.
- Notify scholarship recipient and either invite the recipient to receive the award at an in-person event (e.g., Southern Section Conference) or have the Treasurer mail the check.

SCIENCE & ENGINEERING FAIR CHAIR

- Provide the Justice Manning Award for Environmental Excellence to one project at each Science and Engineering Fair at the regional and state level.
- Obtain dates/locations/websites for each regional and state fair.
- Find an A&WMA member to attend each to or ask the regional fair contact to make a special award on behalf of A&WMA.
- Update the judging rubric, cover letter, certificates, etc., as needed.
- For selections made by the region on behalf of A&WMA, mail a cover letter, certificate, and award (e.g., gift card) to the recipient.