

PROGRAM COMMITTEE

STRUCTURE:

The MWEA President-elect selects the Committee Chair. The Committee Chair is encouraged to appoint a Vice-chair to assist in Committee leadership. The Committee is comprised of all members who have indicated their interest in serving on the Committee and have been confirmed by the Committee Chair.

DUTIES:

1. The Chair is to assemble the Committee into action by contacting the members from the previous year, those who signed up on the committee roster at the Annual Meeting, and other Association members who may be interested in serving on the Committee. A list of Committee members is to be submitted to the President before the first Executive meeting following the Annual Meeting.
2. Strive to stimulate interest in the Missouri Water Environment Association and its activities within any and all areas of endeavor consistent with the Association's stated policies and objectives.
3. Responsible for developing a meaningful and stimulating technical program for the Annual Meeting of the Association, guided by the theme and wishes of the president and the Executive Committee and the needs of the membership and the community. Collect attendance and quality information during the conference for each presentation and provide such information to the subsequent chairman for his use in developing the program for the following year.
4. Working in coordination with the AWWA Program Chair, secure all papers and speakers for the technical program, either by direct solicitation, a call for papers, or other appropriate means, cooperating to the fullest extent possible with all other committees which may be in a position to suggest or provide program topics, including Education, Government Affairs, Industrial Wastes, Collection Systems, Safety, the Newsletter and Public Relations, Student Activities, and any special committee or liaison.
5. Select timely subject matter. Look at people outside of Association membership with special qualifications to present or preside over any special session.
6. Notify both selected and not-selected speakers who submitted abstracts.
7. Coordination submittal of the technical program to the MDNR for continuing education approval.
8. Solicit moderators and assistant moderators for each session.
9. Provide that one member of the committee, preferably the Chair, shall be a direct liaison to and a member of the Local Arrangements Committee, close coordination between the two being essential.
10. Provide the Local Arrangements Committee with all requests for visual aids, other special speaker needs, and any other information necessary to that committee's preparation for the Annual Meeting.

(Program Committee)

11. Prepare a written annual report briefly summarizing the committee's activities for presentation to the Executive Committee at its meeting held on the day preceding the Association's Annual Meeting.
12. Suggest necessary changes to the Operations Manual that pertain to the Committee, so that the Manual accurately reflects the Committee's structure and function.
13. Submit at least one article to the Newsletter Committee annually.
14. The Chair, Vice-Chair, or an appointed representative of the committee shall attend one or more Executive Committee Meetings a year. Submit committee updates for each Executive Committee Meeting.
15. Submit a budget to the Treasurer prior to the first Executive Committee Meeting following the Annual Meeting.