

## ISAWWA Education Committee

### Summary of Committee Tasks and Volunteer Opportunities

Task or Position	Number of Volunteers	Specific Tasks	Frequency and Duration	Report to
Committee Chair	1	Oversee the coordination of all committee activities, report on committee activities at Board meetings, schedule monthly committee conference calls, ensure that training catalogs are ready for publication, recruit additional committee members, find a Northern and southern vice-chair, assign volunteers to sub-committee as needed, prepare Splash articles, update budget and schedule a strategic planning meeting annually. Update this document as needed.	Ongoing. No set duration	Board, Executive Director, Education Coordinator
Northern Vice-Chair	1	Assist Committee Chair in scheduling and running conference call meetings, working with Executive Director, Education Coordinator and the rest of the committee on establishing goals and activities, and ultimately be available to take over as Chair when the current Chair vacates the position.	Ongoing. No set duration	Committee Chair, Education Coordinator
Southern Vice-Chair	1	Assist Committee Chair in scheduling and running conference call meetings, working with Executive Director, Education Coordinator and the rest of the committee on establishing goals and activities, and ultimately be available to take over as Chair when the current Chair vacates the position.	Ongoing. No set duration	Committee Chair, Education Coordinator
Webinar Sub Committee Chair	1	Assist Education Coordinator and the Committee Chair in scheduling and running all Webinar Seminars with the goal of 2 per month. Evaluate topics and attendance to develop ideas to improve both.	Ongoing. No set duration	Committee Chair, Education Coordinator
Meeting Recorder	1 per meeting	Take notes at conference call meetings, type them, and email to all committee members with a copy to Executive Director. This task can rotate to a different person at each meeting.	Once per month. 30-60 minutes per meeting	Committee, Executive Director
Committee Members	All	Attend and/or participate in Monthly Committee meetings which are usually conducted by conference call to reduce the amount of travel required. Conference calls cover whatever events/activities we are in the process of planning - development of training catalog, plan and organize Operators Pre-conference, tours, and/or activities for the annual Section conference. Conference call are scheduled for the second Wednesday of the month at 11:00 am	Once per month. 30-60 minutes per meeting	N/A
Committee Members	All	Develop numerous seminar and webinar topics and solicit the volunteer presentation of industry professionals. Seminars to be held throughout the year in two to three state locations. This is accomplished by topic ideas generated from the Committee Members and Water Industry Professionals. Committee members then volunteer to find and work with presenters and develop the topic content, seminar date and seminar locations.	Ongoing. No set duration	N/A
Committee Members	All	Monitor attendance and assist the Education Coordinator with the distribution of Contact Hours. This is done by volunteer of the committee members. The monitor of the seminar or webinar receives free attendance of the seminar and obtains Contact Hours.	Ongoing. No set duration	N/A
Committee Members	All	Develop the Operator's Preconference to be held at the start of the annual conference. This is done in the same manner as the seminars. Committee members and water industry professionals provide topics for the Preconference presentations and develop them with presenters.	Ongoing. No set duration	N/A
Committee Members	All	Review of Presentations for applicable educational content.	Ongoing. No set duration	N/A
Committee Members	All	Create an article for Splash that highlights an Educational event or Topic.	1 hour once per month	Committee Chair, Chair of Splash
Committee Members	All	Staff Booth in Exhibit Hall of Conference	2 hours per shift	Committee Chair, Education Coordinator
Update ISAWWA internet portal	1	Add information such as upcoming meeting information, past meeting minutes, events, committee goals and strategies, etc. to the Section website	Once per month or for every event; 30-60 minutes	Education Coordinator