



Narragansett Water Pollution Control Association
P.O. Box 8805, Cranston, RI 02920

www.rinwpca.org

Date: October 21, 2014

To: NWPCA Executive Board

From: Joe LaPlante, Treasurer & CFO

Re: Executive Board Positions

Any NWPCA members might be hesitant to run for an Executive Board Position due to lack of knowledge of what specific Officers and Board members are responsible for. I have prepared a short summary of what Executive Board positions are responsible for. I would hope that this would provide those members, who are contemplating running for a position, a little more information to assist them in their decision.

This information was taken from the NWPCA Bylaws:

Article IV Officers

Section 1. Elected Officers of the Association shall be President, Vice President, Secretary, Treasurer, and six (6) members to serve on the Board of Directors.

Section 1A. All must be members of the Association in good standing. The Board of Directors shall consist of thirteen (13) members. These members shall be elected during general elections with the exception of Certification Board Designee who is appointed by the Governor. The President, Vice President, Secretary, Treasurer, Certification Board Designee, NEWEA State Director, Two (2) Directors of Vendor/Consultant Coordination and immediate past President shall be ex officio members of the Board of Directors.

Article V Duties of Association Officers

Section 1. **President:** Shall be Chief Executive Officer of the Association and shall preside over all meetings of the Association. He/she shall be Chairman of the Board of Directors. He/she shall be a member of all standing committees. He/she shall represent the Association at public affairs, and at functions of other organizations. He/she shall perform other duties that pertain to the office of President. He/she shall have a term of office of one (1) year starting on January 1st of the year

following the December election, and ending December 31st. He/she shall be eligible for no more than three (3) consecutive terms.

Section 2. **Vice President:** Shall report directly to the President. Shall represent the President of the Association and preside over all meetings during the President's absence. Shall oversee all standing and special committees. Term of office same as the President.

Section 3. **Secretary:** Shall be responsible for maintaining the Association charter. Shall keep in books or files a properly prepared copy of the Constitution and By-Laws and any amendments thereto. Shall be responsible for recording all proceedings of each meeting of the Association and Board of Directors. He/she shall attest by his signature all official actions of the Association. He/she shall be required to make a report to the members of the Association at all regular meetings and at such times as the President or Board of Directors request.

Section 4. **Treasurer:** Shall be Chief Financial Officer and shall collect all funds due to the Association and shall deposit same in the official depositories and shall disperse same on order from the Board of Directors of any other authorized auditor. Disbursement of check of the Association will reflect the signature of the Treasurer. He/she shall be required to make a report to the members of the Association at all regular meetings and at such times as the President or Board of Directors request. Treasurer is responsible for filing all nonprofit financial reports, statements and tax information to state and federal agencies.

Section 5. **Certification Board Designee:** Shall represent the Association at all Rhode Island Certification Board meetings. Shall report directly to the President. Shall file/read a report at every regular meeting on matters pertaining to this position. Shall file all reports with the Secretary. Term of office shall be as set forth by law (Chapter 282, Section 42-17.4-1), an Act relating to the Certification of Wastewater Treatment Facility Operators.

Qualifications and Selection Process of Nominees

- a. Applicants for this position shall be an Active member in good standing for a minimum of 5 years.
- b. Applicants shall submit a resume to the Board of Directors for evaluation no later than 60 days prior to date of appointment.
- c. The Board of Directors may select 3 nominees deemed most qualified, and these nominees' names and resumes will be submitted to the Governor for selection.

The following information is not in the By-Laws but I hope will give more information on the duties of an executive board member and the treasurer.

Responsibilities of Nonprofit Board of Directors:

1. Create and review the mission statement and purpose that articulates the organization's goals, means, and primary memberships served.
2. Support and evaluate the President/CEO. Ensures that the chief executive officer has the moral and professional support he or she needs to further the goals of the organization.
3. Ensure effective planning. Board members must actively participate in an overall planning process and assist in implementing and monitoring the plan's goals.
4. Monitor and strengthen programs and services. The board's responsibility is to determine which programs are consistent with the organization's mission and monitor their effectiveness.
5. Ensure adequate financial resources. One of the board's foremost responsibilities is to secure adequate resources for the organization to fulfill its mission. Two board positions have been created to assist in this; **The Vendor/Consultant Coordination Director** positions should be involved in this area and scheduling vendor training/seminars on processes, equipment and industry updates.
6. Protect assets and provide proper financial oversight. The board must assist in developing the annual budget and ensuring that proper financial controls are in place. Approve annual budget and material business decisions; follow all legal and fiduciary responsibilities.
7. Ensure legal and ethical integrity. The board is ultimately responsible for adherence to legal standards and ethical norms.
8. Enhance the association's public standing. The board should clearly articulate the association's mission, accomplishments, and goals to the public and garner support from the membership and community.
9. Board of director member should serve on committees and take on special assignments.
10. Board of directors should participate in all fundraising events.

Additional informational regarding Treasure/CFO:

1. Responsible for all financial transactions and reporting. Issues invoices, writes checks, processes credit card transactions (if applicable) and is responsible for collecting all monies due association from members and vendors.
2. Prepares and reviews annual budget with Board of Directors.
3. Treasurer is a member of every committee due to meeting and fundraising income and expenses.
4. Treasurer must prepare monthly reports and quarterly financial statements and present to the Board of Directors.
5. CFO must present final report accounting report on all fundraising events.

6. Treasurer/CFO is responsible for filing IRS Nonprofit Corporation tax return by the 15th day of the fifth month, May 15. Treasurer has to file the State of RI Annual Corporation Return around May. This can be filed on line with the RI Secretary of State Office.
7. Below is a timeline to assist the Treasurer/Chief Financial Officer in their position:
 - a. Complete by January 31, present budget to Board of Directors, and send invoices out to membership. Update current list of members. Estimated hours- 40 hours.
 - b. February, receive and record all payments from members and vendors. Estimated hours- 20 hours.
 - c. March thru May- Work with Awards Banquet committee regarding meetings, sponsors, award winners, invoices and final report on Awards Banquet. Estimated hours- 20 hours.
 - d. April thru June- Work with Golf Tournament Committee. Prepare invoices, process payments and write checks for expenses. Prepare final report on Golf Tournament. Estimated 30 hours.
 - e. July thru September- Work with Vendor Exhibition/Clambake Committee. Prepare invoices, process payments and write checks for expenses. Assist in the preparation of the Operator Exchange Program and pay expenses for Operator Exchange Program. Prepare final report on Vendor Exhibition/Clambake. Estimated 30 hours.
 - f. October thru December- Work with Entertainment committee regarding December Election of Officers and Xmas Party. Meeting expenses and finalization of the fiscal year. Estimated hours-15 hours
 - g. Many other items might come up during the year but to name a few:
 1. New or renewal of membership invoices and receipts during the year.
 2. Monthly meeting expenses.
 3. Invoice for training seminars, record all income and expenses.
 4. Work with Ops Challenge Team to invoice sponsors and pay expenses.
 5. Responsible for yearly renewal of director and association's liability insurance policy. This starts around April.
 - h. Responsible for two savings account at Pawtucket Credit Union.
 - i. If applicable, responsible for credit card processing and payment of credit card service.