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**SAMPLE NOMINATION LETTER**

**DUE December 17, 2021**

Send by mail or email

**ARVIND AKELA | CWEA PRESIDENT**California Water Environment Association  
7677 Oakport Street, Suite 1030  
Oakland, CA 94621  
[vthornton@cwea.org](mailto:vthornton@cwea.org)

Dear Arvind:

I am a member in good standing with **CWEA** and I hereby nominate:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ who is a member in good standing with **CWEA** and WEF for the position of (check one):

* Vice President from the South (will be President in third year of four-year service);
* Director at-large from the North (three-year term);
* Director at-large from the South (Treasurer in third year of three-year term);
* Water Environment Federation Delegate Director from the South (three-year term, serving April 2022 to October 2025, voting privilege begins October 2022).

A brief bio of the nominee is attached. I have informed the nominee of this nomination and the requirement to complete the questionnaire and provide a photo by **December 17, 2021**.

Thank you for your consideration of this candidate.

Regards,

Name

**CWEA** Member/Leadership Position

|  |  |
| --- | --- |
| Name | |
| Title | |
| Employer | |
| Street Address | |
| City, State, Zip  **NOMINEE FOR CWEA STATE BOARD OF DIRECTORS** | |
| Phone | Email |
| **Personal Interest** | |
| Why are you interested in being nominated for CWEA Board of Directors? Commitment and Support (Please review the job descriptions in the Board Bylaws) | |
| What do you feel are the most critical duties of this position, and how will you perform them? | |
| Fulfilling the requirements of the position takes a significant amount of time. Discuss your personal time commitment to this position. | |
| Do you have the support of your employer to fulfill the economic and time commitments of this position? | |
| What do you expect of other board members and staff to ensure your experience on the board is satisfying? | |
| **FUTURE OF THE ASSOCIATION Please review more about CWEA at** [**https://www.cwea.org/about-cwea/**](https://www.cwea.org/about-cwea/)**.** | |
| If elected to this position, what would you do to assist CWEA’s function and purpose? | |
| What areas of the Association can be improved? What abilities do you bring to assist in these improvements? | |
| What do you feel the Board has defined to be the future direction of CWEA? Do you have other suggestions for objectives that you would like to see considered? | |
| **ATTRIBUTES YOU BRING TO THE BOARD** | |
| CWEA looks for the following attributes in CWEA Board members. Please briefly tell us about experiences you have had that demonstrate the following attributes: | |
| Your ability to think strategically and analytically and to effectively communicate your thoughts and the reasons for them. | |
| Your possession of earned respect of key stakeholder groups and members. | |
| Your ability to work well with others as a member of a collaborative group with group decision-making authority and an understanding of the fiduciary duties of loyalty, care, and obedience. | |
| Your understanding of the differences between “oversight” and “supervision” as a Board member. | |
| Your reputation for emotional maturity, personal integrity, and honesty. | |
| Your familiarity with the body of knowledge/subject areas for which CWEA is responsible and within which decisions and choices will have to be made. | |
| **Personal History/Involvement with CWEA** | |
| Please attach a resume of CWEA leadership positions/activities along with a digital photo. | |

Complete and return by **December 17, 2021** to:

**ARVIND AKELA | CWEA PRESIDENT**c/o **CWEA**  
7677 Oakport Street, Suite 1030Oakland, CA 94621[vthornton@cwea.org](mailto:vthornton@cwea.org)

**DUTIES of the Board of Directors (Section 11 of the CWEA Constitution)**

11.6. Duties of the Board

11.6.1. Shall be the representative of the Association and shall manage its affairs and establish policies subject to the conditions and limitations prescribed in the Constitution.

11.6.2. Shall receive all Committee reports and take appropriate action on recommendations made in these reports where required.

11.6.3. Shall direct investments and care of the funds of the Association.

11.6.4. Shall make funds available for regular operation of the Association and for specific purpose. The Board, individually and collectively, shall not incur any unauthorized liability on behalf of the Association.

**Job Descriptions for the Board of Directors**

As part of service on the board, each director is a member of a board committee. Details of the assignment of board committee membership and the responsibility of each board position can be found in the Board Bylaws. A copy of the bylaws can be obtained by contacting Victoria Thornton at the CWEA office or online at:

<https://cweawebstorage1.blob.core.windows.net/cwea-website/governance/constitution/Bylaws.pdf>