

SAMPLE NOMINATION LETTER

DUE December 16, 2022

Send by mail or email

JEFF TUCKER | CWEA PRESIDENT

California Water Environment Association
7677 Oakport Street, Suite 1030
Oakland, CA 94621
vthornton@cwea.org

Dear Jeff:

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 North (will be President in third year of four-year service).
- ☐ Director at-large from the South (three-year term).
- ☐ Director at-large from the North (Treasurer in third year of three-year term).
- ☐ Water Environment Federation Delegate Director from the North (three-year term, serving April 2023 to October 2026, voting privilege begins October 2023).

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 16, 2022**.

Thank you for your consideration of this candidate.

Regards,

Name

CWEA Member/Leadership Position

NOMINEE FOR CWEA STATE BOARD OF DIRECTORS

Name

Title

Employer

Street Address

City, State, Zip

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 CWEA's Strategic Plan & Strategy Map at: <https://CWEA.org/strategy>
Check out our most recent CWEA Dashboard.

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 16, 2022**, to:

JEFF TUCKER | CWEA PRESIDENT

c/o CWEA

7677 Oakport Street, Suite 1030

Oakland, CA 94621

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>