

LABORATORY TRAINING COMMITTEE
(Standing Committee of the California Water Environment Association CWEA)

STANDING RULES

1.0 **MISSION STATEMENT**

- 1.1 The purpose of the Laboratory Training Committee is to develop and conduct educational programs to enhance the skills and knowledge of wastewater laboratory personnel of all levels.

2.0 **OBJECTIVES**

- 2.1 Plan and conduct laboratory training programs at the Annual Conference.
2.2 To develop and implement other such seminars or meetings to help promote the purpose of the committee.
2.3 Responsible for reviewing Laboratory of the Year award nominations and selecting the award recipient.
2.4 Responsible for setting up the laboratory portion of the Operator's Challenge.
2.5 Coordinate with the TCP Committee regarding revising and updating the Laboratory Analyst Study Guide.

3.0 **MEMBERSHIP**

- 3.1 The membership of the committee shall be a Chair, Vice - Chair from the South, Vice - Chair from the North, Secretary/Treasurer and participating members.
3.2 The Association President shall appoint the Chair and Vice Chairs of the Committee within thirty days after the annual business meeting. The Association President may appoint a replacement to the Committee Chair or Vice-Chair in a case when they cannot fulfill their term. The Committee shall submit to the Association President-elect by the first of March the name of the nominee to serve as chair and vice chair of the Committee. The Chair nominee is normally selected from the Vice Chair opposite the region of the immediate past Chair (i.e. if the out going Chair is from the North the newly appointed Chair nominee will be the Vice Chair from the South or vice-versa). The Chair shall serve a two year term upon appointment to the position.
3.3 The Chair shall appoint the aforementioned committee members (excluding participating members) within thirty (30) days after the annual business meeting. In the event a Committee Chair cannot fulfill his/her complete term, the Vice Chairs would normally move up the hierarchy in the manner prescribed in 3.2 above.

- 3.4 Members of the committee must have active membership in the California Water Environment Association.
- 3.5 No Chair shall serve more than two years.
- 3.6 The Chair shall have the right to attend meetings of the Board with full privilege of discussion on matters involving the work of their committee.

4.0 DUTIES AND FUNCTIONS

4.1 Chair

- 4.11 General supervision of the affairs of the committee
- 4.12 Preside over committee meetings.
- 4.13 Appoint subcommittees as required
- 4.14 Appoint committee members to committee positions not currently filled.
- 4.15 Submit a committee report to the Board and the Bulletin.
- 4.16 Set up the laboratory section of the Operator's Challenge at the Annual Conference.
- 4.17 Submit a budget to the Board.
- 4.18 Work with the Water Environment Federation's laboratory Committee when applicable.

4.2 Vice - Chair

- 4.21 Serve as acting Chair at committee meetings and Association meetings when the Chair is unable to attend.
- 4.22 Attend sub-committee meetings as directed.
- 4.23 Help set up the laboratory portion of the Operator's Challenge if the conference is in the Vice-Chair's section.
- 4.24 Chairs the nomination committee to select the Laboratory Person of the Year. If the Vice - Chair is nominated, the Chair will head the nominations committee.

4.3 Secretary/Treasurer

- 4.25 Ensure Laboratory Committee maintains a balanced budget and any imbalances be reported to the Committee as soon as possible.
- 4.26 Responsible for budget forecasting.
- 4.27 Practice generally accepted accounting practices as they relate to non-profits.

- 4.28 Maintain and report meeting minutes.
- 4.29 Edit and oversee the publication of the Analyst's Notebook.

5.0 OPERATING PROCEDURES

- 5.1 The committee shall comply with all procedural requirements established from time to time by the Board.
- 5.2 The committee shall hold a meeting once a year at the Annual Conference.
- 5.3 The committee shall pursue activities such as meetings, seminars, conferences, publications and newsletters that would promote activities and training related to the mission of the committee.
- 5.4 the committee shall coordinate with the Annual, Northern, and Southern Regional Conference program committees to facilitate training program for laboratory personnel.

6.0 BOARD LIAISON

- 6.1 The Association President shall appoint a Board Liaison to the Committee within thirty (30) days following the annual business meeting.
- 6.2 The Board Liaison shall attend when possible all committee meetings and serve as a representative of the Board.

7.0 AMENDMENTS

- 7.1 Amendments to these Standing Rules may be proposed by a majority of the committee. All proposed amendments shall be referred to the Association Constitution and Bylaws Committee for certification as to being in harmony with the Constitution and Bylaws of the Association. Amendments to the Standing Rules shall be considered adopted with the approval of the Board.

ACCEPTANCE BY COMMITTEE: _____ DATE: 10/04/2018

CHAIR

APPROVED BY CWEA: _____ DATE: 10/19/18

PRESIDENT

ATTESTED: _____ DATE: 10/25/2018

EXECUTIVE DIRECTOR