



## **MWEA BOARD OF DIRECTOR NOMINATIONS**

**Applications are now being accepted for the MWEA Board of Directors  
Submittal deadline is Thursday, December 15, 2022.**

Each year your Nominations Committee solicits and seeks members for leadership positions on our MWEA Board of Directors (BOD).

For 2023-2024, the three positions to be filled include:

**Vice President: Four-year term (VP, President Elect, President and Past President)**

- Shall assume the duties of the President in his/her absence when the President Elect is unavailable.
- Shall serve as parliamentarian of the Board of Directors' meetings.
- Chair the Annual Conference Time & Place Committee.
- Chair the Strategic Planning Committee.
- Vice Chair of the Annual Conference Coordination & Technical Program Committee

**Secretary: Three-year term**

- Serve as chair of the Bylaws Committee.
- Counsel the Board of Directors as to points of order and the requirements provided by the Bylaws.
- Assure the accurate development of minutes for all Board meetings (including the Annual Business Meeting) and distribution of minutes to the Board.
- Assure the accurate development of meeting summaries at Executive Committee meetings and distribution to the Board.
- At the Annual Business Meeting, conduct a vote of Association members on any proposed changes to the Bylaws, and conduct other Annual Business Meeting activities as related to the office of Secretary or as may be directed by the President.
- Perform such other duties provided in the Bylaws, the Statements of Policy, or as may be assigned by the Board.

**Federation Delegate: Three-year term**

- Shall act as a representative of MWEA to the Water Environment Federation (WEF) [House of Delegates](#).
- The more senior serving Federation Delegate shall serve as host to the WEF representative during Annual Conference
- The more senior serving Federation Delegate shall serve as Chairperson of the "sunset review" task force.
- Shall serve as a member of the MWEA Awards Committee.

If you have experience, skills, and a desire to step up to a leadership position in our Association, please consider completing the application. The application is due on or before December 15, 2022.

If you have questions about the challenges of being an MWEA leader; Board of Directors member, need additional information or wish to discuss this opportunity to make a difference in our water profession and Association, please contact Joel Davenport, Past President and Nominations Chair or Cheryl Vosburg, MWEA Executive Director.



On behalf of the Michigan Water Environment Association, thank you so much for your interest in board service. We know that those with an interest in being a leadership volunteer have many choices. In our community, there are an array of remarkable organizations engaged in the important work of making our world a better place. We are humbled knowing that you are interested in us. A MWEA leader requires traditional qualities and skills of organization, communication and vision and also needs to be able to make the necessary commitment of time. Being an MWEA leader is an opportunity to make a difference and leave an imprint in Michigan's water environment.

The following application offers us an opportunity to know more about you, your skills, attributes and what you would bring to our board. It also gives you a sense of what matters to us in any board candidate. The goal of our process is to determine if we are a good fit for each other – your level of commitment and ability to deliver on our expectations so that we are confident that you can help us to increase the scope and impact of our work. On the other side, we want to know what motivates you and how you think about our organization so that we can help to create an excellent board experience for you.

Thank you again for your interest in our work and for taking the time to complete this application with thought and care. We look forward to reviewing it with that same level of thought and care and to continuing our conversations.

There are certain expectations and requirements of BOD members. By completing and signing this application you acknowledge and agree to make every effort to comply with the expectations and requirements outlined in our governing documents, SOPs and position description.

Board of Directors Members are expected:

- Maintain membership in good standing
- To read and be familiar with the Constitution and By-Laws and Statements of Policy (SOP)
- To attend Board of Directors meetings
- To be on time and prepared for meetings
- To fulfill their Constitutional and SOP obligations, position description duties and Board of Director assignments
- To sign a Conflict-of-Interest Policy
- To submit reports in a timely fashion
- To attend major functions of the MWEA including but not limited to Annual Conference, Leadership Chair Retreat, and Joint Expo
- To be active in the water environment field and support and promote MWEA
- To be a WEF member

In completing this application, please feel free to expand the response fields as needed and/or attach additional information including auto biographical to your application. Remember, members of the Nominations Committee may not know you so additional information is often very helpful in the selection process.



## **MWEA Call for Board of Directors Application**

Board of Directors Position(s) applying for:

- ☐ Vice President (4-year term: Vice President, President Elect, President, Past President)
- ☐ Secretary (3-year term)
- ☐ Federation Delegate (3-year term)

### **ABOUT YOU**

Name: \_\_\_\_\_

Employer/Company: \_\_\_\_\_

Current Position/Title: \_\_\_\_\_

Email address: \_\_\_\_\_

Work #: (\_\_\_\_\_)\_\_\_\_\_ Cell #:(\_\_\_\_\_)\_\_\_\_\_

WEF or MWEA Member #:\_\_\_\_\_ Year joined WEF/MWEA:\_\_\_\_\_

List year (s) and position(s) held on WEF Committees:

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List year(s) and position(s) held on MWEA Committees or Board of Directors:

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Name other volunteer organization(s) in which you participate and any leadership positions you have/are holding. \_\_\_\_\_

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What would you consider your most important professional and/or WEF/MWEA accomplishment(s) which qualifies you to be on the MWEA BOD and when did this occur?

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Why do you want to be an MWEA BOD member and what excites you about the work of MWEA?

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What do you see as 1-2 challenges and 1-2 opportunities for us in the next few years?

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Are you willing to accept a position other than the one for which you have applied? ☐ Yes ☐ No

Are you familiar with the description for the position of which you are applying? ☐ Yes ☐ No

Are you prepared and can you commit to 3 or more years of MWEA involvement? ☐ Yes ☐ No

Any comments on the position description and term of the BOD position for which you are applying?

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Have you discussed your interest in the MWEA BOD position with your employer? ☐ Yes ☐ No

Do they understand and support the time commitment involved? ☐ Yes ☐ No

Please describe your employer's response/comment regarding your applying for this MWEA BOD position and the time commitment required? \_\_\_\_\_

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## ATTRIBUTES

A board is more than a collection of individuals. It is an entity that governs, approves strategy and engages in robust discussion and debate on relevant issues. It must act as a single entity. As such, the personality traits you bring to the board will help us to ensure that we have a diversity of personality styles and traits that, when added to our current board members, will enhance the ability of the board members to work together as a governing BODY. (Select all that apply)

- |  |   |
|--|---|
| <input type="checkbox"/> Collaborative                           | <input type="checkbox"/> Manages time well                      |
| <input type="checkbox"/> Respectful of varying points of view    | <input type="checkbox"/> Optimistic                             |
| <input type="checkbox"/> Willing and able to lead a discussion   | <input type="checkbox"/> Responsive                             |
| <input type="checkbox"/> Facilitative style                      | <input type="checkbox"/> Strong work ethic                      |
| <input type="checkbox"/> Enthusiastic                            | <input type="checkbox"/> Good sense of humor                    |
| <input type="checkbox"/> Comfortable speaking in front of groups | <input type="checkbox"/> Asks tough questions with respect      |
|  | <input type="checkbox"/> Embraces diversity, equity & inclusion |

## SKILLS/EXPERTISE

Please mark the skills and expertise you will bring to us that will strengthen our board and enhance the ability of MWEA to deliver on its mission.

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|--|---|---|
| <input type="checkbox"/> Public Relations                  | <input type="checkbox"/> Financial Investment Management                  | <input type="checkbox"/> Public Policy/Advocacy |
| <input type="checkbox"/> Legal Expertise                   | <input type="checkbox"/> Reading/Understanding budgets and balance sheets | <input type="checkbox"/> Accounting             |
| <input type="checkbox"/> Event Planning                    | <input type="checkbox"/> Public Speaking                                  | <input type="checkbox"/> Strategic Planning     |
| <input type="checkbox"/> Social Media                      | <input type="checkbox"/> HR/Administration                                | <input type="checkbox"/> Web Design             |
| <input type="checkbox"/> Fundraising                       | <input type="checkbox"/> Marketing  | <input type="checkbox"/> Information Technology |
| <input type="checkbox"/> Grant Writing                     | <input type="checkbox"/> Facilities                                       | <input type="checkbox"/> Real Estate            |
| <input type="checkbox"/> Professional Nonprofit Experience |   | <input type="checkbox"/> Other: _____           |
|  |   | <input type="checkbox"/> Other: _____           |

## RESUME

Please attach your most recent resume and / or professional bio, and any other supplemental information you consider would be important or valuable in evaluating your application.

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*Your Signature*

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*Today's Date*

It is preferred that this form be submitted electronically to our MWEA office at [mwea@mi-wea.org](mailto:mwea@mi-wea.org)

on or before the deadline of December 15, 2022.