

# **NYSAWWA Board of Governors Application Materials**

## Desired Skills and Expertise

The Nominating Committee of the New York Section American Water Works Association is seeking individuals to serve on the Board of Governors with the following skills and experience. The Nominating Committee (five most recent Section Past Chairs) is committed to developing a diverse and balanced Board of Governors that supports the Section Office in advancing the mission and strategic priorities of the section and the association.

### Issue Area Expertise

- Knowledge of the water industry issues and trends
- The American Water Works Association, its vision and mission.
- The mission and vision of the New York Section
- The organizational structure of the New York Section and its committees
- The funding mechanism that supports the New York Section activities

### Competencies and Skills

- Highly credible and respected in area of expertise
- Governance experience; successful track record of serving on non-profit boards, or at the Section committee level
- Strategic thinking, planning and execution
- Financial acumen including basic budgeting and ability to understand financial statements
- A commitment and ability to reach out to industry contacts to recruit new partners and/or to advance the goals of the New York Section American Water Works Association
- A commitment to diversity and inclusion
- Forward thinking; an ability to notice key trends and proactively position the Section and its programming based on those insights
- Commitment to service and acting in the best interests of the NYSAWWA

## Statements of Responsibilities

The Board of Governors plays an essential role in shaping and advancing the mission and strategic priorities of the New York Section. Board members are expected to actively contribute their leadership, expertise, time and talents in meeting the association and section objectives. The Board of Governors meet the highest personal and professional standards and reflect diversity of the community we serve. The Board of Governors is the governing body of the section and will execute its business in accordance with its governing documents.

Anyone who joins the NYSAWWA board will become a Trustee. All Trustees serve a three year term, with the possibility of extending their commitment another two years. To advance to the Chair position – Trustees must have served at least two years on the board or a third year or less removed Trustee. Trustees that extended their commitment another two years are not eligible for the Chair track. The time requirements for these positions depend on your level of interest and commitment. Most individuals serving in Trustee positions find that their duties require as little as one day per month plus two days per quarter to attend the Board meetings. The Vice Chair, Chair and Past Chair typically require about two days per month plus the Board meetings, and demands of the Chair position can require one to two days per week at times. Certainly, it is possible to invest more time than that, depending on your personal schedule and interest.

### Responsibilities

- Belief in the purpose, mission and approach of the American Water Works Association and a commitment to act responsibly and prudently as a steward of the New York Section
- Acceptance of legal, fiduciary and ethical responsibilities to ensure the section does the best work possible in pursuit of its goals
- Attendance at four board meetings, including a strategic planning meeting and possible phone conferences if needed
- Maintain independence and objectivity in conducting the section business. Avoid the appearance of conflict of interest, by disclosing any potential conflicts to the Board of Governors in a timely manner.
- Stay informed about the association and the sections activities, including reviewing financial statements, asking relevant questions and requesting information as appropriate; be willing to actively participate in making decisions and taking responsibility for them.

### Expectations

- You will be a member in good standing with the American Water Works Association either through an individual membership, utility membership or service provider membership.
- As a Trustee you will be asked to liaison specific section committees during your term in office. It is vital that you stay engaged with these committees, ensure they are on track to meet their annual training objectives and that they have succession plans in place. If you cannot attend these committee meetings in person it is recommended that you call in via conference call.
- Active participation in signature events convened by the section.
- Active participation during and between board meetings, including resource development, support of policy, programming and special events.
- Serve as champion for the work and mission of the American Water Works Association and the New York Section

- Work with the Executive Director and other Trustees in good faith as partners toward achievement of the section's goals, mindful that the role of the board is governance, policy and strategic direction.
- Pay all personal expenses related to attendance at board meetings and events, unless otherwise noted.

## Application Details

Thank you for your interest in serving on the Board of Governors for the New York Section American Water Works Association. The Board of Governors oversees the overall execution of the section's mission. Principally, the Board manages organizational finances, governance issues and sets long term priorities for programs. Board members have an important fiduciary responsibility consistent with the American Water Works Association's status as a 501(c)(3) nonprofit organization. Candidates are urged to make the New York Section one of their top priorities for their voluntary leadership activities. Trustee positions require a time and energy commitment of approximately 2-4 hours a month and full attendance at the four Board of Governors meetings a year and additional travel expectations that will be noted once serving on the board.

Interested candidates should review the Board Official Documents page on the section website - <https://nysawwa.org/about/Governing-Documents>. We also encourage interested candidates to contact our Executive Director, Jenny Ingrao, with additional questions regarding priorities and needs. Her contact information is: [jenny@nysawwa.org](mailto:jenny@nysawwa.org) she can also be reached by calling 716-665-0616.

### To Apply:

If you have been asked by a member of the Section Nominating Committee to run for Trustee please return the Application Form, Questionnaire, resume, CV or bio, AND letter of support from employer, to NYSAWWA Executive Director, Jenny Ingrao, via email at [jenny@nysawwa.org](mailto:jenny@nysawwa.org) by October 1. As mentioned earlier, being an effective Trustee requires a time commitment. It is important that your supervisor is aware of this which is why we require their letter of support.

## Application Form

Board Position: ☐ Trustee or ☐ Treasurer/Assistant Treasurer

Date: \_\_\_\_\_

### Personal Information

Name: \_\_\_\_\_ Informal Name: \_\_\_\_\_  
*only used if appropriate*

Home Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

College(s): \_\_\_\_\_ Degree: \_\_\_\_\_

Membership in civic organizations (Lions, Kiwanis, etc.): \_\_\_\_\_

### Business Information

Company: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Year you started working at the above: \_\_\_\_\_

### AWWA Membership Information

Year joined AWWA: \_\_\_\_\_

Involvement at the Section or Association Level:

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Membership in other professional organizations: \_\_\_\_\_

Professional awards or honors received. Give year and identify awarding organization:

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*Please attach any additional biography information if necessary.*

*Return to Jenny Ingrao, Executive Director  
E – [jenny@nysawwa.org](mailto:jenny@nysawwa.org)*

## Potential Board Member Questionnaire

Thank you for your interest in joining the NYSAWWA Board of Governors. In an effort to learn more about you, we ask that you please complete this questionnaire and return it to NYSAWWA Executive Director, Jenny Ingrao, via email at [jenny@nysawwa.org](mailto:jenny@nysawwa.org).

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

Why do you have an interest in joining the NYSAWWA Board of Governors?

What specific talents, skills, expertise, and experience do you believe you can share with the

NYSAWWA Board of Governors?

What professional or personal constraints on your time or service might you anticipate?

What do you hope to achieve while on the NYSAWWA Board of Governors?

Is there anything else you would like to share about yourself?