

KWVOA Expectations of the Chapters SOP

1. Each Chapter must conduct a minimum of two separate six-hour training events each year. (Clarification: A multiple day event will count only as one of the required two events. Example: A two-day twelve hour class only satisfies one of the two events required.)
2. Training must be approved by the Certification Boards one month prior to the training event. Failure to comply with this requirement will result in State Board cancellation of the upcoming training. Mailing of the training announcement should occur at least three weeks prior to the event.
3. Documentation of attendance must be provided to Division of Compliance Assistance within no more than thirty days after date of the training event or sooner if the training is held in June.
4. All documentation related to Chapter classes, including but not limited to, the "Application for Approval of Courses for Continuing Education Credit", Application addendums, State approval letter(s), class roster with attendee signatures, stamp cards and copy of the "TCH Activity Report" submitted to the State to document the training hours earned by each operator, must be maintained for two years after the renewal date in which the hours could have been applied. These may be maintained as hard copies or scanned to disk.
5. Actively solicit Chapter award nominations for each of the following categories and award such based on the procedures found in the Awards SOP:

Eugene Nicholas Award – promotes operator training and education

J.C. Chambers Award – individual wastewater award

Earl T. Mitchell Award – individual water award

Water Plant Award

Wastewater Plant Award

The Chapter's recommendations for each award should be submitted in writing to the KWVOA State Vice-Chairman by January 1st of each year, along with the initial application and any information collected by the Chapter. Any award nominations submitted via the website, will be forwarded to the Chapter Vice-President by the Member Services.

6. The Chapter must ensure that it is properly represented at all State Board meetings as required. The Drinking Water and Wastewater Representatives must coordinate their availability and a proxy established if neither can be present. The name of the proxy shall be provided to the State Chairman prior to the meeting date. State Board decisions should be shared with the Chapter officers in a timely manner.
7. Chapter elections shall be held as specified in the KWWOA Bylaws. Solicit KWWOA members to run for election to ensure the efficient operation of the Chapter. Publicize upcoming elections to the membership. Upon election of new officers, assist with the training of those officers (reference KWWOA SOPs located on the website) prior to stepping down and ensure the transfer of Chapter records in a timely manner. Upon conclusion of the election, provide to the KWWOA Member Services Director, the effective date and contact information (name, address, email address and phone numbers) for all new officers.
8. All funds received by the Chapter must be safeguarded and documented in the proper manner. Membership applications received by the Chapter shall be forwarded immediately to the state KWWOA office with the initial payment to allow for proper documentation of the membership. All invoices submitted to the Chapter, including those of the State Board, shall be paid within 30 days. Document income and expenses and provide a year-end financial report to the State Treasurer for tax purposes, with the specified format and timeframe requested.
9. Provide to the Member Services Director by November 1, information on all Chapter training classes and events for the upcoming year. All relevant information should be forwarded for each event, including but not limited to:

Training Classes

- Class date,
- Location, including building name and full address,
- Number and type of training hours to be offered, including topic if known,
- Cost for members and nonmembers,
- Any days lunch will be provided, if applicable, and
- If a room block has been set up, the name, full address and phone number for the hotel, the date the room block will expire and the cost of the sleeping room.

Golf Scrambles

- Date of the scramble,
- Name of the golf course and the full address,
- Registration and Tee time,
- Cost per individual and what it includes, and
- Sponsorship cost and what each provides to the vendor.

Holiday Events

- Date,
- Location and the full address,
- What time the event starts and what is included (i.e. Chapter meeting, meal, dance, prizes, etc.), and
- Cost for the member and guest.

Exhibit Shows

- Date,
- Location and the full address,
- Set up and take down time for the booth,
- Price of the booth and what is included (i.e. booth size, table size, 2 chairs, signage and wastebasket),
- Number of booths the site can accommodate, and
- If electric is available and the cost if not included in the original price.