

WEAU Committee Charters

COMMITTEE:	PWO
MEETING SIZE:	Open
MEMBERSHIP:	Chairperson, PWO-Elect and members appointed by the President.
CHARGE:	The Committee shall encourage and promote the proper and safe use of recycled water by influencing policies, codes and legislation governing its use.
REPORT:	A report should be submitted to the President at or prior to the Annual Meeting which summarizes programs and membership results for the year. Recommendations for the coming year, including committee membership, should be included in the report. Separate reports to the Board on specific activities or programs are appropriate at times.
Roles/Responsibility:	<p>WEAU PWO Roles, Responsibilities, and Timeline</p> <ul style="list-style-type: none"> • The PWO notifies the PWO Rep Elect about attending the WEAU Board Meetings. The first one the PWO Rep Elect attends is at the annual conference in St. George. The board meeting is held Friday morning. <ul style="list-style-type: none"> ○ Explain that as the rep elect, they are a non-voting board member, and the board has a meeting once a month as determined by the president. ○ Try to schedule a monthly meeting with PWO Rep, Rep-Elect, and Past Rep a week before the Board meeting, to address any needs. <p>As the Rep, you are on several committees:</p> <ul style="list-style-type: none"> • Trainings: PWOs hold 2 to 3 operator trainings every year. They also assist other training committees (pretreatment, collections, biosolids, laboratory, digital water, etc.) with trainings. When PWOs assist with another committee's training, it eliminates one of the PWO trainings. • Annual Conference Committee: Coordinate efforts for activities at the Annual Conference, such as the operators challenge and barbeque, operator track for the conference, assisting YPs with activities, etc. • Mid-Year Conference Committee: Assist with finding presentations for the operator track for the conference and present the national team awards during the lunch program. • Operator Challenge Committee: the PWO Rep assist the Operator Challenge Committee Chair and Co-chair in planning the kick-off meeting and organizing the challenge. The committee was formed in 2012 to assist with PWO responsibilities. • Digested News: PWO Rep submits a message or article for the Quarterly Digested News with the assistance of the PWO elect and Past PWO. Submissions include Operator Challenge results, photos, updates, articles, operator spotlights, announcements, etc. The quiz for the Digested News should be coordinated with the Collection Certification Training and Treatment Certification Training Committee Chairs.

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Budget items categories.

- Conference Council – PWO Operators Challenge
- Member Services—PWO Committee
- Member Services – National Operator Challenge Teams
- Member Services – PWO Golf Tournament
- Technical Services – Pump Training, Wastewater Treatment Training, and Certification & Training.

Remember, all expenses need to be approved by the Board!!! The Board can approve to allow the PWO Rep to purchase items under \$500 without bringing it to the Board for approval.

Tasks

- Email and board meetings are the primary sources of communication among the board.
- After the Annual Conference, unload all the equipment and set it up for the National Team to begin practicing.
- After the Annual Conference, gather trophies/plaques and have the names put on Traveling trophies. WEAU has an account with Trophy Corners.
- National Team.
- June-August PWO Golf Tournament. Past PWO rep is over the Golf Tournament. The current PWO and Operator Challenge Committee Chair assist with the tournament arrangements.
- After the annual conference, the PWO Rep arranges teams for Nationals. Have a kick-off meeting in mid-May, WEAU will buy the lunch. Have registration forms at the kick-off meeting to complete and submit by June 1st.
 - WEAU sends two teams to Nationals. The first team is the All-star Team, and the second team is the 1st-place team from the Operator's Challenge. The 1st place team will need to have permission from their management. The All-star team is chosen from the other teams from the annual conference and goes in order of team placement.
 - If the 1st place team doesn't send a whole team, you will need to discuss with the WEAU Board what direction the Board would like to go.
 - The Board pays for the two teams' registration and uniforms for the all-star team. Each person and their entity are responsible for travel/hotel expenses.
 - Give a copy of the All-star team practice schedule for management. **ALWAYS run things past the Managers and get their permission first.**
 - After the teams start practicing, get with them to choose their uniforms so you can get them ordered. The Board must approve the All-star uniform cost to ensure it doesn't exceed the budget. Uniforms need to be ordered 2-3 months before WEFTEC.
 - Pictures of both teams in uniform are sent to WEF before WEFTEC.

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- Coordinate with the Operator Challenge Committee Chair for equipment purchases. All purchases must be approved by the Board.
- Mid-Year Conference. Attend meetings when invited and assist to find presentations.
 - PWO Rep will present National awards to Operator Challenge Team.
- November/December. Next PWO-elect for the ballot. The PWO and PWO elect will work together to find two nominees for the ballot. The name needs to be submitted to the President by January.
- November send out Kick-off meeting for Annual Conference Operator Challenge. PWO will assist with kick-off meeting.
 - December hold Kick-off meeting. At the meeting there should have at least one representative from each team.
 - WEAU does not provide lunch for the kick-off meeting.
 - PWO should have team packets for each team.
 - Team Packet information
 - Individual release forms
 - Team forms
 - T-shirt sizes
 - Team contact information with team captain identified
 - Draw out numbers for teams to assist with scheduling practices
 - Send out team practice schedules
 - Send out trailer loading date and time
- Assist Operator Challenge Committee Chair with organization head judges and judges for each event. Work with managers to get approval.
- February, order T-shirts for operator challenge judges
- The Operator Challenge schedule, teams, and judges in the Digested News, submit by January, and in the conference program with the previous year's results.
- Annual Conference Meetings start in November/December. The chair will send out invites. Plan on attending and assisting with the operator track portion of the program and finding moderators.
- January schedule operator barbeque and activity location.
- In March hold a final question and answer meeting for all teams.
- March/April get RSVPs for the operator barbeque.
- Order plaques for 1st and 2nd place for each event and one for overall. There will be a total of 11 plaques.
- Equipment will need to be maintained throughout practices.
- Have someone work on the Process Test. Have a score sheet made.
- Purchase items for challenge e.g. pipes, blades, clamps, etc. before you leave for St. George.
- March reserve the U-Haul
- April have team help load the trailer for travel and set up everything in St. George. Communicate the date and time with their managers so they



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know.

- Award cash for Operator Challenge. Work with the Treasure. Teams should be awarded the following
 - 1st Overall \$100
 - 2nd Overall \$80
 - 3rd Overall \$70
 - Total of \$250
 - 1st Individual event(s) \$75
 - 2nd Individual event(s) \$50
 - 3rd Individual event(s) \$25
 - 5 Individual events for a Total of \$750
 - Total cash withdrawal is \$1000
 - \$700-\$800 should come from team entry fees. Rest come from Annual Conference PWO/Operator Challenge budget.
 - The cash should be put into envelopes and safely stored until the Banquet.
- Take pictures of each team in their uniform and of each judge.

Updated December 2025