



NEW ENGLAND WATER ENVIRONMENT ASSOCIATION

**NEWWEA**  
**WORKING FOR WATER QUALITY**

# Officer and Committee Chair Onboarding

Presented by:

John Digiacomio, Vice Chair

NEWWEA Assessment and Development  
Committee

# NEWEA Background

What is NEWEA?



- A) A technical resource
- B) An organization with over 2,100 members
- C) An organization started over 90 years ago
- D) Educational to our members and the general public
- E) Advocates for the water environment
- F) All of the Above

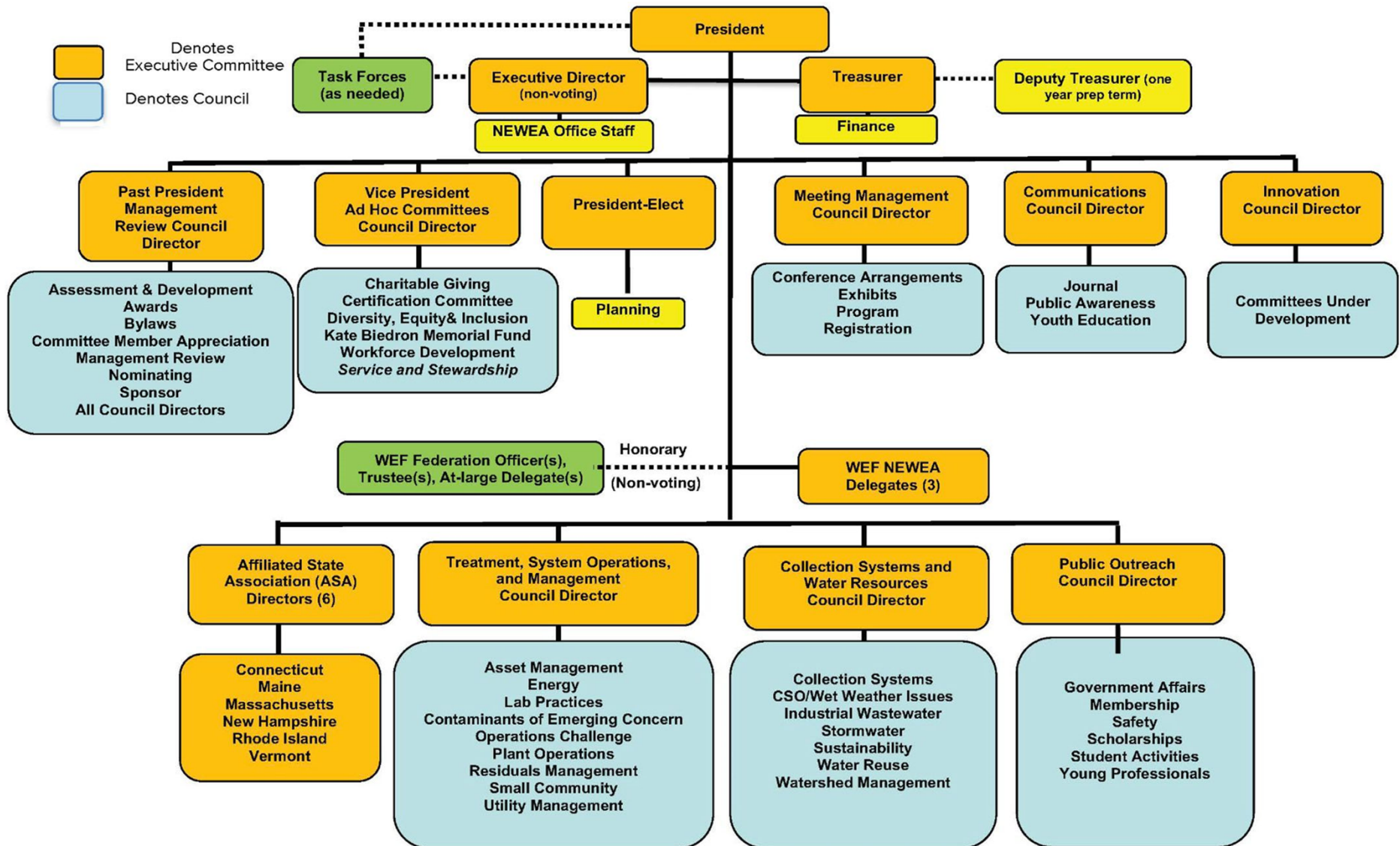
# NEWEA Background

Answer: F – All of the Above

While NEWEA prides itself on all of those accomplishments, the one that is the most important is B. It is the most important because without our 2,100+ dedicated members, we wouldn't be able to do the amazing work we do.



# NEWEA Organizational Chart



# Volunteering

- 42+ committees (Management, Technical, Ad Hoc Committees)
- Very good participation in our committees, especially the technical committees (i.e. Collection Systems, Stormwater, CSO/Wet Weather).
- Some of the methods that have been successful on recruiting members:
  - ✓ Committee Fair at our Annual Conference
  - ✓ Social Media
  - ✓ Word of Mouth/Direct Engagement from Existing members
- Committees pride themselves on getting their members involved in any way possible (abstract reviews, specialty conference planning, white papers).
  - ✓ Keeps them engaged and invested in Committee
  - ✓ Helps them learn about committee at their pace
- Once committee members have been active and are taking more of a role in the committee, what is next?



**WHERE  
DO WE GO  
FROM HERE?**

# Taking the Next Step

- Some of the most common questions/comments we hear from members is:
  - ✓ “How do I take that next step in NEWEA?”
  - ✓ “I don’t know what to do as a Committee Officer”
  - ✓ “What does the Executive Committee Do? I’m not qualified enough to be an officer and I don’t know the first thing about how NEWEA works from the top.”
- Breaking through that fear and uneasiness is the hardest part for all organizations! The best way to break through is....KNOWLEDGE!

Knowledge is the antidote to fear.

-Ralph Waldo Emerson

# Officer and Committee Chair Onboarding History

- Around the turn of the century (21<sup>st</sup> ☺), a couple State Directors got together to try and figure out what it meant to be a State Director.
- As a few years went on, it became apparent that this was becoming beneficial and other new officers started doing the same thing.
- Around 2005, the SMT started having these sessions on the Sunday morning of our Annual Conference (January). Some years it was organized and other years it was not.
- Assessment & Development Committee was created in 2009 and was handed the responsibility of formalizing the process and expanding it.
- Power Point created in 2012
- Individualized Breakout sessions started in 2013.
- Each year got bigger, better and more organized
- COVID turned it virtual in 2021 (More at end of presentation)

# Training Goals

- Help members understand the NEWEA Organization and how it is run
- Help them understand their roles/responsibilities
- Provide them with the guidance and tools they need to be successful
- Receive feedback and suggestions from our future leaders

*“Success*  
is liking yourself,  
liking what you do,  
and liking how  
you do it.”  
– Maya Angelou





# Important Items Discussed

- Executive Committee/Senior Management Team
  - Who are they? What do they do?
- Committee Meeting Robert's Rules/Parliamentary Procedures
- Budgets (Planning, Monitoring, Specialty Conference Planning)
- Awards
- WEF – What is it? How do we interact with them?
- **SCHEDULE!!**

# Sample Budget Request Form (Excel)

## COMMITTEE BUDGET REQUEST FORM

Specialty Seminars should not be budgeted on this form

FY 2018: - October 1, 2017 to September 30, 2018

PLEASE FILL IN CONTACT  
INFORMATION BELOW:

Committee Name:

Committee Chair:

Telephone Number:

E-mail:

Lunch at Annual  
Conf. or Spring Mtg.  
(@ Hotel) for 15  
people/ \$42.25 per  
person

ITEM	EXPENSES	FY 2018 GENERAL COMMITTEE	FY 2018 ANNUAL CONFERENCE	FY 2018 SPRING MEETING	FY 2018 OTHER	FY 2018 TOTAL	narrative section (Description or more information)
1	Meeting Refreshments *					\$0.00	
1a	Breakfast					\$0.00	
1b	Lunch		\$633.75			\$0.00	
1c	Dinner					\$0.00	
1d	Refreshments					\$0.00	
2	Other (itemize below)					\$0.00	
2a						\$0.00	
2b						\$0.00	
2c						\$0.00	
2d						\$0.00	
2e						\$0.00	
2f						\$0.00	
	TOTAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	

School kits  
Awards  
Equipment

NOTES: Budget requests will be reviewed for approval by the Finance Committee.

For help in review, please provide a detailed description of each Item/Program in the column titled "Narrative"

Travel expenses must be requested separately through NEWEA's "Extraordinary Travel" budget. Requests will be evaluated on a case by case basis.

\* Meals at General Meeting host hotels must be arranged with the Conference Arrangements Chair, using the Committee Meeting Request form (sent prior to each meeting)

# Award Responsibility Matrix



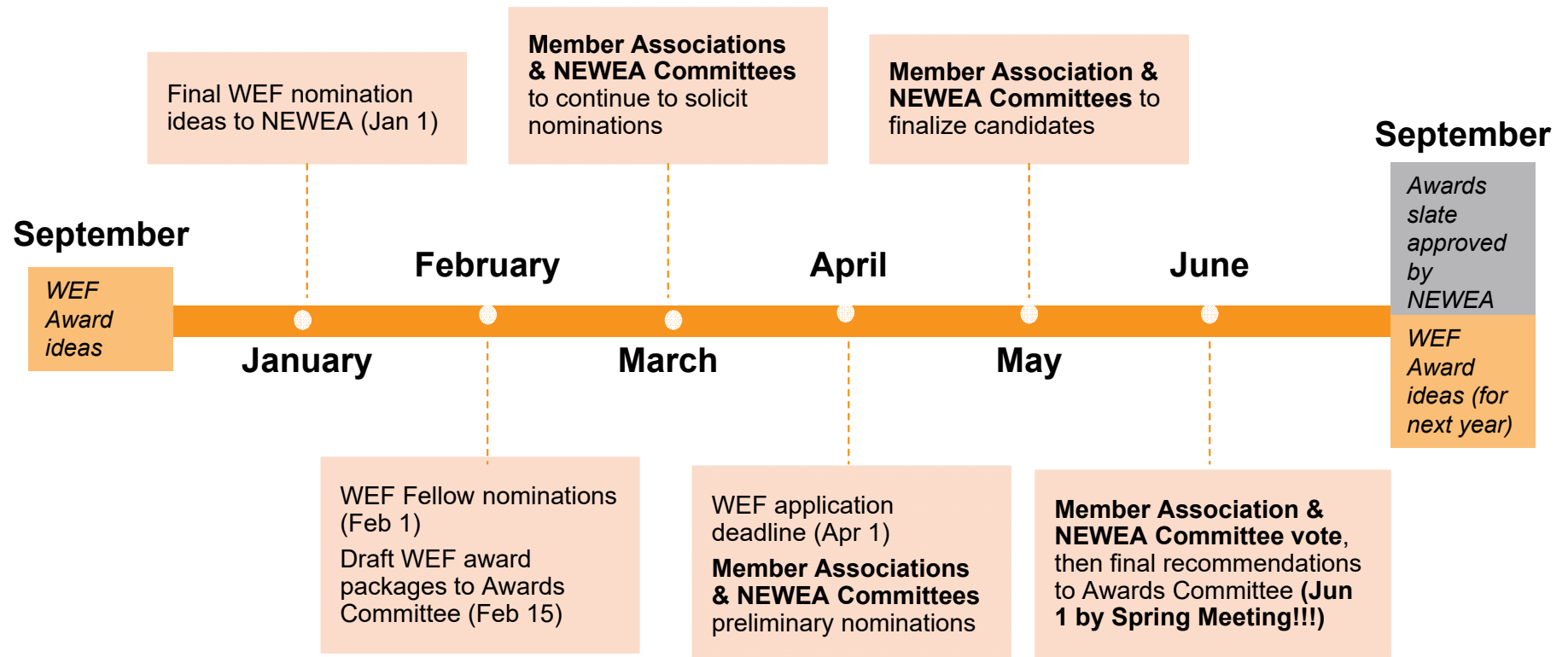
NEWEA Committee	NEWEA Awards	WEF / MA Awards	WEF Awards <sup>2</sup>
<b>Asset Management</b>	Asset Management		
<b>Collection Systems</b>	Courchaine, Golden Manhole <sup>1</sup>		Collection Systems
<b>Laboratory Practices</b>	Lab Analyst, Crystal Crucible <sup>1</sup>		
<b>Plant Operations</b>		William Hatfield	Life <sup>2</sup> , Quarter Century <sup>3</sup>
<b>Public Education</b>	Keough, Public Educator		Public Education & Schlenz Public Education
<b>Safety</b>	Operator Safety	Burke Safety	Member Association Safety
<b>Utility Management</b>	Wastewater Utility		
<b>Young Professionals</b>	Outstanding YP		Outstanding YP
<b>Stormwater</b>	Golden Raindrop <sup>1</sup>		
<b>Energy</b>	Energy Management		
<b>State Member Assoc.</b>	Operator, Pelouin		Life <sup>3</sup> , Quarter Century <sup>3</sup>
<b>Awards Committee</b>	Founders, Cutone, Chase, Committee Service	Arthur Bedell	WEF Fellow, Service

<sup>1</sup> Committee only awards

<sup>2</sup> There are many more WEF Awards (check [www.WEF.org](http://www.WEF.org))

<sup>3</sup> Self-nominating (encourage qualified candidates to apply)

# Award Schedule



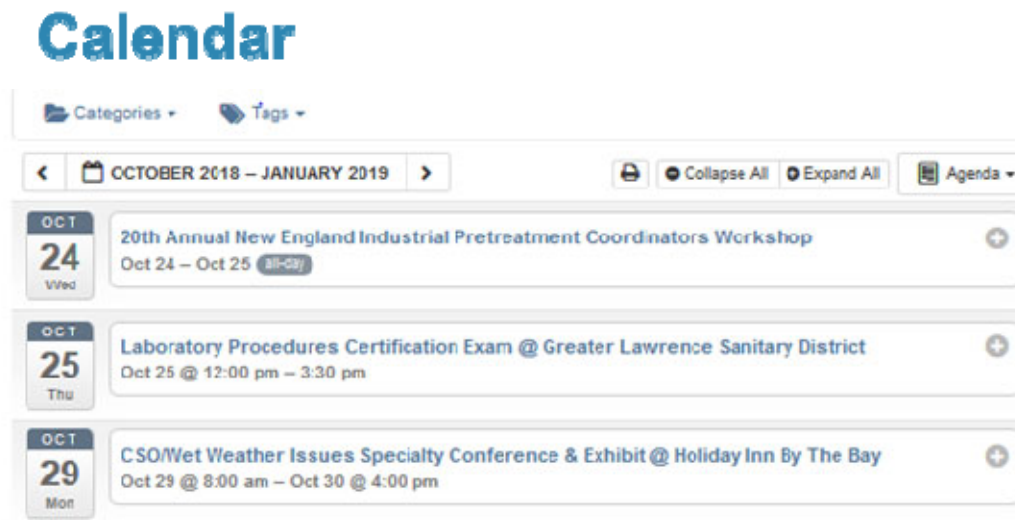
# Communications and Calendar

- Communications Council
  - Public Awareness
  - Youth Education
  - Journal
  - E-Communications
- Social Media
- Website
- NEWEA Staff
- Communications Coordinator
  - Twitter, Facebook, Flickr



# Calendar

- Event Calendar
- Our Famous NEWEA Calendar “Cheat Sheet”
- Both Located on the Resources Center Page for Officers and Chairs (<https://www.newea.org/about-us/executive-committee/committee-resource-center>)



# Cheat Sheet



## NEWEA CHEAT SHEET CALENDAR FOR DIRECTORS AND COMMITTEE CHAIRS

*This Tool is designed to assist you with your duties as a successful NEWEA Chair or Director  
Please refer to the [NEWEA Calendar](#) for specific dates and programming information*

**AC – Annual Conference**

**A&D – Assessment and Development**

**EC – Executive Committee** (President, President Elect, Vice President, Past President, Treasurer, Council Directors, WEF Delegates, and Secretary)

**ECM – Executive Committee Meeting**

**MA – Member Association**

**SM – Spring Meeting**

**SMT – Senior Management Team** (President, President Elect, Vice President, Past President, and Treasurer)

**SMT Monthly Meeting** typically held 1<sup>st</sup> Wed. of the month

### JANUARY

- AC held the last Sun. – Wed. of the month at the Copley Marriott, Boston, MA
- ECM held Sun. of the AC (all chairs and Officers; Incoming and Outgoing)
- New Committee Chair Orientation held in the AM before ECM
- Abstracts for Spring Meeting (SM) due end of the month

### FEBRUARY

- Committee Roster due to NEWEA Office
- Review Committee Charge ([NEWEA Org Manual pg. 27](#))
- Committees with Awards begin Soliciting Nominations and applications; [Applications online](#)
- Journal Spring Edition Submission Deadline 1<sup>st</sup> week of the month ([State Director Reports due](#))

### MARCH

- Strategic Planning Session If held is typically the 1<sup>st</sup> or 2<sup>nd</sup> Mon. and Tues. of the month, location varies, all invited
- Notify Awards Committee of WEF Award Nominees and obtain approval to go forward with WEF Awards packet
- A&D Committee Reviews Begin; [Available Online](#) - Committee Chairs notified by Council Directors



# The Future of Onboarding

- COVID turned the training virtual in 2021.
- Training Session was recorded and will be put on the NEWEA Website. Allows members to view it whenever they want.
- How can it be expanded?
  - Short term Decision: Continue to have the in person overview training and keep virtual version online or go 100% Virtual
  - Create individualized small courses on specific topics (awards, budgeting, conferences, running a meeting)
  - Create a Library Format for Chairs/Officers to be able to access as needed.



# Thank you!

Questions???????

John Digiacomo

NEWEA

Vice Chair, Assessment & Development

[jdigiacomo@natickma.org](mailto:jdigiacomo@natickma.org)

1-508-647-6400, x 2064

