

## MWWA Executive Director – Job Duties and Responsibilities

### 1. Office Administration:

- Perform reception duties, greet visitors, answer telephone inquiries
- Office equipment acquisition and upkeep
- Maintain office stock supplies
- Handle incoming and outgoing mail
- Knowledge of Word, Excel, Access, Power Point, digital projectors, digital cameras and other standard office equipment
- Maintain archive of past Association records in an orderly fashion

### 2. Administrative Support:

- Schedule Board of Directors meetings
- Preparation of agendas and minutes for BOD meetings
- Take minutes at Board and Committee meetings
- Maintain filing system
- Keep Chair, Committee heads and Board members informed and up to date on general and specific situations
- Keep Board members apprised of upcoming report deadlines for WCW and Western Canada Water magazine
- Liaison between the Association and WCW, government departments including MB Conservation, MB Water Stewardship, and other agencies such as the Assoc of MB Municipalities, MB Firsts Nations Water & Wastewater and Red River College

### 3. Accounts Administration:

- Prepare customer Invoices
- Process invoices and payments
- Responsible for Bank deposits
- Administration of GIC accounts on a yearly basis
- assist in preparation of GST remittances on a yearly basis
- Backup and archive accounting system as necessary
- ensure that yearly Income Tax report is filed
- work with the accountant to ensure that a reporting system is in place to keep the Executive and the Board current on the finances of the association
- Has signing authority on Bank accounts (along with Board members)

### 4. Annual Conference:

- Responsible for ensuring that Conference Registrations go out in a timely fashion.
- Maintain Trade Show and Delegate registration listings and reports
- Take meeting minutes and ensure distribution of same to committee
- Prepare Agenda and handouts for Annual General Meeting
- preparation of Agenda for Banquet and Awards presentations
- Ensure that all Award plaques and presenter's gifts have been ordered in a timely fashion
- Preparation of Conference packages for delegates and Trade Show in conjunction with committee
- Invoice and receipt of all monies received for Conference delegates and Trade Show suppliers
- Preparation of all documents for Conference including brochures, name tags, lists of speakers, etc,
- Research cost and availability and order promotional products for Conference

- Preparation of information for Moderators of Technical Sessions
- Distribution of Conference information by mail and or email, which would include photocopying and collating documents for distribution
- ensure that Sponsor information is sent out in timely fashion
- Assist Committee members with set up of schedule for Technical Papers, with Trade Show preparation, registrations for Exam challenges, set up of Tours, etc
- liaison between providers for Conference (such as Display and entertainment companies), the Suppliers, Speakers and the Committee members
- Preparation for monthly meetings leading up to Conference, booking of meeting sites, assisting with Budget preparation and Conference scheduling
- Administer registration during Conference, apprise volunteers of their duties
- Make bookings and negotiate agreements with facility providers on behalf of the Association
- Ensure that Audit information is available for audit at the Annual Conference

#### 5. Workshops and Training:

- Procure qualified trainers/instructors for workshops
- Take meeting minutes and ensure distribution of same
- Contact with applicable Government departments to ensure their participation at workshops
- Research, book sites and sign contracts for training sessions
- Maintain registration invoicing and receipt of monies for workshops
- Distribution of training information by mail and/or email, which would include photocopying and collating documents for distribution
- Provide attendance lists, name badges and CEU certificates where applicable.
- Complete Income and Expense statements for workshops
- Compile data received from Operator Surveys for review by the Board
- Ensure payment of accounts for workshops

#### 6. Membership Services:

- Responsible for registration and invoicing for annual Golf tournament
- Liaise with golf course for facility, meals, etc.
- Take meeting minutes and ensure distribution of same, if required
- Ensure that golf tournament sponsorship information is sent out
- receive payments, set up prizes on day of tournament, prepare program Agenda for awarding of prizes
- Ensure that volunteers are in place for tournament special events ie: ticket sales, etc.

#### 7. Payroll Administration:

- Ensure payroll is completed as required
- Ensure that remittances to Government of Canada are paid on a quarterly basis

#### 8. Marketing/Public Relations:

- Keep membership brochures updated and available
- Take meeting minutes and ensure distribution of same
- Produce Emails to members to keep them apprised of upcoming events
- Design promotional materials for workshops, Conference, Trade Show
- Issue letters or brochures to attract new members to the Association
- Promotion of the Association at Trade Shows and/or Conferences
- Maintain and stock Display unit for Trade Shows, as well as ensure that unit is transported to site/s

9. Office Procedures Manual:

- Responsible for preparation of an Office procedures manual
- Ensure that said manual is kept up to date

10. Website Administration:

- Responsible for all updates to the MWWA Website and for website maintenance

11. Insurance Administration:

- Ensure Association General Liability Insurance premium is paid, coordinate claims
- Ensure Association Officers and Directors Insurance is paid, coordinate claims as required

12. Budget:

- Preparation of yearly budget for the association in consultation with Finance Committee
- Administers an annual budget of over \$250,000.00

13. Human Resources:

- Remit payroll deductions to the Government of Canada on a monthly basis
- Maintain personnel files of MWWA staff
- Maintain information on administration of Benefit Plan, and ensure that all claims are processed
- Maintain personnel file of resumes that have been submitted
- responsible for preparation of job descriptions, advertising & set up of interviews when hiring staff.

14. Other duties:

- Preparation of Association Power Point presentations as requested
- Responsible for objectives outlined in Strategic Plan
- Make recommendations for, and implement of procedures and practices
- Work with MWWA Committees to plan and co-ordinate special events
- Work with WCW staff at Registration for WCW Conference
- Assist all committees with required functions

15. Supervisory and Training

- supervision of volunteers
- training volunteers for their roles at various MWWA events

16. Other:

- responsible for overall upkeep and maintenance of MWWA office
- liase with building owner re: Storage unit at 9 Saskatchewan Ave. W. (Basement Rm. 1)
- ensure payment is made to building owner for storage unit - \$210.00 per month (Post-dated cheques on a yearly basis forwarded on January 1<sup>st</sup> of each year).