

Municipal Service and Suppliers Association

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The **Municipal Service and Suppliers** was formed in Banff March 8, 1995 to support the efforts of associations such as the Western Canada Water and Wastewater Association.

Membership in the association is comprised of persons interested in furthering the objectives of the association and consists of suppliers, manufacturers, consultants, and contractors and anyone whose application for admission as a member has received the approval of the board of directors.

An executive of four directors manages the properties and business of the MSSA. The annual general membership meeting is held the Annual Western Canada Water (WCW) conference.

Objectives are:

1. To support the knowledge and advance of technology in the design, construction, operation, and management of water quality systems and facilities
2. To increase the knowledge and understanding of the earth's water environment, and encourage and promote action necessary for it's enhancement
3. To strengthen and build alliances with organizations incorporating members of all professions dedicated to the preservation and enhancement of water quality and resources
4. Serve the international community of water environment professionals

MSSA is a Constituent Organization of WCW and sits on their board of directors.

Website: www.wcmssa.net

Chair

The Association Chair presides at all general and special meetings of the Association. The Chair succeeds from the position of Chair-Elect, and moves to the office of Past-Chair at the conclusion of the term of office as Chair, which happens at the Annual MSSA Board meeting held in conjunction with the WCW Annual Conference

Duties

1. Chair all general and special meetings of the Association and all Association Board of Directors meetings.
2. Supervise the Board of Directors and all other Association activities.
3. Manage and conduct Association affairs according to the Association's Bylaws, ensuring that all members of the Governing Board do the same.
4. Establish Board agenda and communicate routinely with Board liaisons.
5. Schedule and chair meetings of the Finance Committee to review the financial status and policies of the Association.
6. Report to the Association members, reviewing the activities of the Association during the year, via WCW magazine
7. Act as ex-officio member of all committees.
8. Act as official representative of the Association.
9. Review the activities of the Executive Director
10. Monitor committee progress.
11. Give direction to Executive Director on assignments and reports as required by the Board.
12. Serve as Board liaison for Finance Committee (if active)
13. Serve as the MSSA representative on the WCW Board of Directors
14. Serve on the WCW Conference Planning committee as Trade Show Subcommittee Chair and facilitate the dispersing of sponsorship funds for that event.
15. Participate in Provincial Council meetings and promote PC efforts in province of residence
16. Represent MSSA at the Provincial Association Conference in province of residence and facilitate the dispersing of sponsorship funds for that event.

Meetings

17. Attend all MSSA Board meetings.
 - 17.1 Annual Meeting (at WCW Conference, September/October)
 - 17.2 Spring (at MWWA or AWWOA Conference)
18. Attend WCW Board meetings, as representative of the MSSA
 - 18.1 Strategic/Budget Planning Meeting (January/February)
 - 18.2 Spring Board Meeting (April/May)
 - 18.3 Annual Meeting (at Conference, September/October)
19. Attend Provincial Council meetings in province of residence, as a representative of the MSSA.
20. Attend Conference Planning Committee meetings in province of residence, as a representative of the MSSA.

Chair Elect

The Chair-Elect assists the Chair and acts in the absence of the Chair together with such duties as may be assigned by the Chair of the Board of Officers and trustees. The Chair elect succeeds from the Vice-Chair position and succeeds to the Chair position at the conclusion of the term of office of the Chair.

Duties

1. Become familiar with the duties of the Chair.
2. Assist in establishing Board agendas and other tasks assigned by the Chair.
3. Plan any special assignments to committees.
4. Develop objectives for implementation in the upcoming year as Chair.
5. Update and maintain MSSA Guidance Manual at the beginning of the term.
6. Participate with all Board members in recruiting new members.
7. Serve as Board liaison to select committees – refer to Board Liaison Policy.
8. Participate in Provincial Council Meetings and promote PC efforts in province of residence.
9. Represent MSSA at the Provincial Association Conference in province of residence and facilitate the dispersing of sponsorship funds for that event.

Meetings

10. Attend all MSSA Board meetings.
 - 10.1 Annual Meeting (at WCW Conference, September/October)
 - 10.2 Spring (at MWWA or AWWOA Conference)
11. Attend the WCW Board meeting held in conjunction with the WCW Annual Conference prior to taking the Chair position to facilitate WCW Board orientation.
12. Attend Provincial Council meetings in province of residence, as a representative of the MSSA.
13. Attend Conference Planning Committee meetings in province of residence, as a representative of the MSSA.

Vice Chair

The Vice Chair assists the Chair-Elect and Chair in the performance of their duties and acts in the absence of the Chair-Elect and Chair, together with such duties as may be assigned by the Chair of the Board of Officers and Trustees. The Vice-Chair is an elected position and succeeds to the office of Chair-Elect position at the conclusion of the term of the Chair-Elect.

Duties

1. Assist in establishing Board Agenda and other tasks as assigned by the Chair.
2. Participate with all Board Members in recruiting new members.
3. Participate in Provincial Council meetings and promote PC efforts in province of residence.
4. Serve as Board liaison to select committees – refer to Board Liaison Policy.

Meetings

5. Attend all MSSA Board meetings.
 - 5.1 Annual Meeting (at WCW Conference, September/October)
 - 5.2 Spring (at MWWA or AWWOA Conference)
6. Attend Provincial Council meetings in province of residence, as a representative of the MSSA.
7. Attend Conference Planning Committee meetings in province of residence, as a representative of the MSSA.

Past Chair

The office of Past Chair is held by the most recent Chair of the Association available to serve. The Past Chair takes part in the action of the Board of Officers and Trustees.

Duties

1. Advise and counsel Chair.
2. Assist Chair in proper transition of duties and programs.
3. Perform such duties as may be assigned by the Chair.
4. Participate with all Board Members in recruiting new members
5. Chair the Awards and Nominations Committees.
6. Represent MSSA at the Provincial Association Conference in province of residence and facilitate the dispersing of sponsorship funds for that event.

Meetings

7. Attend all MSSA Board meetings.
 - 7.1 Annual Meeting (at WCW Conference, September/October)
 - 7.2 Spring (at MWWA or AWWOA Conference)
8. Attend Provincial Council meetings in province of residence, as a representative of the MSSA.

WCW Director

The WCW Director serves as the representative for the association to the Western Canada Water and Wastewater Association. This is an elected position.

Duties

1. Serve as the MSSA representative on the WCW Board of Directors
2. Become familiar with MSSA organization and Governing Documents.
3. Coordinate MSSA input of WCW strategic and implementation plans.
4. Communicate routinely with MSSA officers regarding WCW issues.

Meetings

5. Attend all MSSA Board meeting
6. Attend WCW Board meetings, as representative of the MSSA
 - 6.1 Strategic/Budget Planning Meeting (January/February)
 - 6.2 Spring Board Meeting (April/May)
 - 6.3 Annual Meeting (at Conference, September/October)
7. Attend Provincial Council meetings in province of residence, as a representative of the MSSA

Term of Office

8. The term shall be three years unless otherwise approved by the Board.

Treasurer

The Treasurer serves as the fiscal officer of the Association and is responsible for the financial tracking and reporting of the Association. This is an elected position.

Duties

1. Ensure that a financial audit of the Association is performed each year.
2. Present an annual report to the Association of all monies received, expended, and on hand.
3. Present a financial report to the Association at each meeting.
4. Prepare and submit the annual Association budget.
5. Together with the Association Executive Director, ensure that all Association bills are paid and financial obligations are met.
6. Serve on Finance Committee, and ensure Finance Policy is reviewed and updated annually.

Term of Office

7. The term shall be three years unless otherwise approved by the Board.

Executive Director

The Executive Director is responsible for the administrative functions of the Association, as directed by the Board. This position is filled by appointment by the Board.

DUTIES

1. Attend all meetings of the Association.
2. Work with Chair and Chair-Elect to schedule Board meetings for coming year.
3. Support Association Chair in the preparation of meeting agendas, and distribute agenda and meeting material to all Board members in advance of meetings
4. Prepare meeting minutes.
5. Maintain copies of the latest amended Association bylaws, contracts to which the Association is a signatory, and the minutes of the Board meetings.
6. Maintain membership records.
7. Supply appropriate plaques, pins, or other awards to be presented at the annual Association meeting.
8. Distribute registration materials for WCW Annual Conference to Association membership.
9. Together with the Treasurer, pay all Association bills and obligations.
10. Direct the purchasing of Association stationary and supplies. Contract for all services, including printing and mailing.

MEETINGS

11. Attend all MSSA Board meetings.
 - 11.1 Annual Meeting (at WCW Conference, September/October)
 - 11.2 Spring (at MWWA or AWWOA Conference)

Finance Committee

The Finance Committee develops and reviews financial policies for the Association as required and coordinates the budget process. The Committee may also recommend financial policies to the Board and may offer advice to the Association Board on financial matters as requested.

The Committee shall consist of the Chair, Chair-Elect, the Treasurer, and at least one member at large. The Chair shall serve as the Chair of the Committee. Members at large shall be appointed by the Board to serve a three-year term.

DUTIES

The Committee shall develop, maintain and update the following policies:

- Expense Policy
- Investment Policy; and
- Budget Policy.

The Committee shall coordinate the preparation of the annual budget in accordance with the Association's Budget Policy. The budget process shall be as follows:

- Request and receive budget requests from the various committees in advance of the annual meeting;
- Prepare a draft budget, incorporating the budget requests, for presentation to the Board at the annual meeting;

COMMITTEE MEETINGS

1. The Committee shall have at least one face-to-face meeting each year at the Annual Conference to finalize the draft budget. The Vice-Chair shall also attend this meeting, as this individual will be joining the Committee at the annual meeting.
2. Other meetings shall be at the call of the Committee Chair and shall be handled by conference call when possible.

TERM OF APPOINTMENT

3. Members at large shall be appointed by the Board to serve a three-year term.

Awards Committee

The MSSA Awards committee has the following duties:

1. Nominate individuals to annually receive MSSA Awards presented at the WCW conference.
The recipients of these awards must be selected 2 months prior to the annual conference and names forwarded to the Executive Director for preparation of plaques and pins.
2. The MSSA has suggested the establishment of their own awards and award structure. The Awards Committee may choose to establish new awards and criteria for individuals in Western Canada. These would only be recognized by the MSSA, and will have to be new criteria that do not compete with the WCW awards.

Membership in the Awards Committee should consist of one individual from each of the three provinces. The individual must be familiar with wastewater professionals in their home province, and be able to nominate worthy candidates for awards. The term of the Awards Committee should be three years, with overlapping of members so that the committee does not completely transition every 3 years.

Membership Committee

The purpose of the committee is promote MSSA memberships across all areas and interests associated with the water and wastewater industry, and promote and urge continued membership among present members.

This committee will consist of a Chair, and at least four additional members. The members should represent all areas of the Association, with at least one member from each of the five major Cities (or in the vicinity of the five major Cities) in the Association.

Duties

1. Recruit new members, and retain current members, to increase Association membership, and secure additional funds from Association. The Committee will focus on all categories of members.
2. Maintain contact and follow up with members delinquent in their membership status.
3. Coordinate with the Association office to obtain regular updates of members newly joined, renewed, or recently delinquent.
4. Prepare, review and report on surveys used through membership development activities. These will include general membership surveys, seminar, conference and other follow up surveys, and any other methods employed to solicit member and non-member feedback.
5. Members of the Committee are encouraged to submit seminar topics and speakers for Conferences, Seminars or networking events.
6. Prepare and submit to the Board via the Board liaison:
 - Annual report
 - Proposed Committee Budget for upcoming year (prior to annual meeting)
 - Committee work plan for the upcoming year (prior to mid-year meeting)

Meetings

Meet throughout the year, at least once in person (at the annual conference) to discuss recruiting and retention plans and activities.

Use teleconferencing or other means to facilitate meetings.

Committee Chair to attend the annual Association meeting, and other Board meetings as requested by the Board.

Office Contact Information

Office contact information for:

- Western Canada Water & Wastewater Association (WCW)
- Municipal Service and Suppliers Association (MSSA)
- Western Canada Section American Water Works Association (WCS AWWA)
- Western Canada - Water Environment Association (WCWEA)

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