

Introduction

This Section Resource Guide has been developed to help Section volunteers work together efficiently toward accomplishing the mission and realizing the vision of the Pacific Northwest Clean Water Association (Association). It contains policies and procedures established by the Association's Board of Directors and the Leadership Development Committee (LDC).

The Section Resource Guide is divided into two parts. Part One deals with information about WEF and PNCWA, and is information common to all Sections. Part Two deals with information that is specific to each Section. The LDC will keep the "master copy" of the Resource Guide and will be responsible for incorporating updates to Part One as needed. Each Section will be responsible for incorporating updates to Part Two as needed. In addition, the LDC will ensure that new Section Presidents are provided with the Resource Guide. All those affiliated with local Section activities and operations are expected to become familiar with this guide and to abide by the Association's policies, procedures, and guidelines.

Some of the procedures outlined in this guide are specific policies and must be followed as written to ensure the integrity of the Association's financial management, legal or nonprofit status. Other procedures allow for varied approaches to achieving the objectives. The intent is to ensure consistent practices, while allowing flexibility for efficiency and cost effectiveness.