

UNDERSTANDING OF RESPONSIBILITIES

MANAGEMENT SEMINAR

February 2005

General Understanding: The Management Seminar (Seminar) will be presented to provide an opportunity for managers and supervisors of water and wastewater utilities, other municipal officials involved in public works activities, and consultants providing such services to develop management skills and obtain exposure to new management concepts. The Seminar is intended to provide an educational service at a reasonable cost.

Sponsoring Organizations: The Wisconsin Water Association (WWA), Inc., the Wisconsin Section of the Central States Water Environment Association (Wisconsin Section), and the Wisconsin Department of Natural Resources (WDNR) will co-sponsor the Seminar each year and will officially be recognized as Sponsoring Organizations of the Seminar.

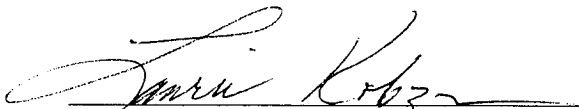
Responsibilities: The following operating responsibilities and methods of operation are agreed upon by the Sponsoring Organizations:


1. The Seminar Planning Committee will consist of a minimum of seven (7) individuals. WWA and the Wisconsin Section will always have at least three members representing their respective groups on this committee. The WDNR will always have at least one representative on this committee. Other committee members (at large members) will be filled by committee vote.
2. Committee members will normally serve three years, with new appointments being made by each organization as soon as practical after conclusion of the Seminar each year. The terms of committee members will be staggered to provide continuity.
3. The chair of the Seminar Planning Committee will alternate between the WWA and Wisconsin Section representatives each year.
4. The Seminar Planning Committee, under the guidance of the Committee Chair, will be responsible for planning all aspects of the Management Seminar. This will include all details of the Seminar, including but not limited to seminar fees, speakers, lunch and or breaks, advertising, registration, etc.
5. Unless otherwise agreed to, the Sponsoring Organization of the Committee Chair will be responsible for the financial coordination of the Seminar. Committee


members will forward all bills to the appropriate individual in the Sponsoring Organization. He/She will keep all financial records of the Seminar, accept registrations, pay all bills, and make a final accounting of the Seminar each year.

6. Any excess funds generated by the Seminar will be split equally between WWA and the Wisconsin Section. Any losses incurred by the Seminar will also be absorbed equally by WWA and the Wisconsin Section.
7. The Seminar will normally be held in mid-August with an exact date set at the first planning meeting for that Seminar.

Signed/Dated


Chair, Wisconsin Water Association


Chair, CSWEA Wisconsin Section


Representative, WDNR