

Resolution #1. Roles and Responsibilities

Approved by the Board of Directors on December 1, 2022

Board of Directors

The Board of Directors is comprised of 17 members, including five Officers, ten Regional Directors each of which represents a Region of the U.S. Environmental Protection Agency, one Director representing the Associate Members (municipal community), and one Director representing the Affiliate Members (business community).

The primary role of the Board of Directors is to ensure the organization pursues the vision and mission of the organization in the most effective, efficient, and sustainable way possible.

Responsibilities of All Directors:

- Participate in meetings of the Board of Directors.
- Participate in Members Meetings. Serve as a member of the Policy Committee or EPA Committee.
- Attend the annual CIFA National Summit on Water Infrastructure and CIFA SRF Workshop.
- Approve the annual budget.
- Respond to CIFA Member questions.

Executive Committee

The Board of Directors has five Officers, including the President, Vice President, Treasurer, Secretary and Immediate Past President, which comprise the Executive Committee.

The primary role of the Executive Committee is to develop and execute strategic direction for the organization and approve policy positions.

Responsibilities of the Executive Committee

- Develop goals for the organization.
- Conduct an annual performance review of the organization based on established goals.
- Represent the organization before Congress, the U.S. Environmental Protection Agency (EPA) and other federal agencies.
- Approve, by majority and after input from the full board, policy position papers and letters.
- Serve as a member of the Nominating Committee.
- Participate in monthly meetings of the Executive Committee.

Responsibilities of the President

- Serve as Chairman of the Board.
- Provide direction to the Executive Director between meetings of the Executive Committee and Board of Directors.
- Run meetings of the Board of Directors and Members.

- Approve the contract for the Executive Director and consultants.
- Approve the IRS Form 990, an annual informational tax return.
- Sign letters on behalf of the organization.
- Convene meetings of the members.

Responsibilities of the Vice President

- Serve as President in the absence of the President.
- Assume the office of President in the event of a vacancy.
- Assume the responsibilities of other Officers in the event of a vacancy.
- Approve invoices and contracts over \$5,000.

Responsibilities of the Treasurer

- Approve contracts more than \$5,000.
- Approve and pay invoices.
- Report, annually, on the finances of the organization to the members.
- Approve the IRS Form 990, an annual informational tax return.
- Draft resolutions and amendments to the bylaws and resolutions pertaining to financial matters.

Responsibilities of the Secretary

- Serve as parliamentarian.
- Prepare minutes of official business, including votes, conducted during meetings of the Board of Directors.
- Prepare minutes of CIFA Members Meetings.
- Draft resolutions and amendments to the bylaws and resolutions.
- Review governance documents annually and recommend additions and revisions as necessary.

Responsibilities of the Past President (ex officio, non-voting)

- Serve as Chair of the Nominating Committee.
- Convene meetings of the Nominating Committee.

Regional, Associate and Affiliate Directors

The primary role of the Regional and Affiliate Directors is to foster engagement of managers and staff of the Clean Water and Drinking Water State Revolving Funds (SRFs) within their respective region or community.

Responsibilities of Directors

- Provide feedback on goals, strategy, policy and operations to the Executive Committee.
- Hosts at least one meeting, in person or online, annually, between May and August, with CIFA Members in their EPA Region or respective community.
- Solicit input from members in their EPA Region about concerns and issues.

- Represent their Region and provide perspectives from their Region in the Board meetings.
- Provide ideas and solicit presenters for the professional development program, including the annual Summit, annual Workshop and online learning courses.
- Identify success stories within their EPA Region.
- Encourage participation in conferences, members meetings, and conferences among membership.

Nominating Committee

The primary role of the Nominating Committee is to recruit talent to leadership roles of the organization.

Responsibilities of the Nominating Committee

- Identify nominees to fill vacancies on the Board of Directors.
- Identify nominees to serve as co-chairs of the Committees.

Policy Committee

The primary role of the Policy Committee is to foster the development of effective federal policy for the SRFs.

Responsibilities of the Advocacy Committee

- Review legislation, regulations and policy impacting the SRFs.
- Recommend policy positions to the Board of Directors.
- Review letters related to policy positions.
- Participate in monthly meetings.

EPA Committee

The primary role of the EPA Committee is to foster communication, coordination and collaboration with the U.S. EPA.

Responsibilities of the EPA Committee

- Work on issues related to the development and implementation of EPA policies.
- Recommend policy positions to the Board of Directors.
- Review letters related to EPA issues.
- Participate in monthly meetings.

Finance Committee

The primary role of the Finance Committee is to foster a greater understanding about the financial markets to CIFA members and policymakers.

Responsibilities of the Finance Committee

- Develop educational materials and opportunities, such as webinars, about leveraging and financial policy.
- Participate in quarterly or periodic meetings.

Professional Development Committee

The primary role of the Professional Development Committee is to develop a comprehensive strategy for creation and implementation of a robust and relevant professional development program.

Responsibilities of the EPA Committee

- Develops learning experiences, online or in-person, based on needs and requests from the SRF community.
- Participates in monthly meetings.