



Water Quality Association *of Wisconsin*

**WE'RE
HIRING!**

Now Hiring for WQAW Administrative Assistant

Statewide association looking for Administrative Assistant to manage board meeting, educational program, newsletter, and annual convention, and additional administrative duties. Additional information is attached.

If interested, please send cover letter, resume & salary requirement to:

Cheryl Lytle: cheryl@capgroupwi.com
with subject line: WQAW Admin

The WQAW Board will review information and respond with further steps.

WQAW Administrative Assistant Services: 2021 & 2022

1. Manage & administer **Board of Director Meetings**
 - 5 hours quarterly
 - **20 hours annually**
2. Administrative management relating to invoicing, record management and database management
 - 1 hour quarterly – some of the time is worked in other areas of this estimate
 - **4 hours annually**
3. Compile and produce quarterly **newsletter**
 - 4 hours per quarter
 - Slight increase in hours due to request for reprints and longer newsletters
 - **16 hours annually**
4. Produce annual membership **directory**
 - **3 hours annually**
5. Management, monitoring and updating the **website & social media** site (Facebook).
 - increase updates due to more educational sessions
 - **4 hours annually**
6. **Annual dues** invoicing including letter from President.
 - Dues Invoice, President's Letter, Directory forms, 2nd & 3rd Mailings
 - **5 hours annually**
7. Organization and arrangement for annual **Convention** including procuring speakers and educational proctor, meet with location plus online registration & promotion of event.
 - 50 hours in advance
 - 16 hours on-site – plus additional assistant
 - **86 hours annually**
8. Assist with basic **Cram Session** including online registration & promotion of event.
 - 4 hours – twice a year
 - **8 hours annually**
9. **WI JPRA Exam**
 - Coordination between WQA, State of WI, and examinees
 - Coordinate location & proctor
 - Multiple 2+ exams per year.
 - 4 hours per exam
 - **10 hours annually**
10. Promote, manage & monitor **Installers Course Webinar** (7 week education program) including online registration & promotion and webinar monitoring.
 - Estimate 16 hours of on-site assistance
 - 4 hours of set-up & promotion
 - 20 hours per session x 2 sessions per year = **40 hours annually**

11. Summarize revenue and expenses and work closely with **Treasurer** on financials
 - 6 hours per packet and 6 – 8 packets per year. Some months have multiple packets – slower months – no packet.
 - Reconcile Bank Account to Treasurer Report
 - **40 hours annually**
 -
12. **Special Projects** – letters requesting donations, reprint articles & prospect members
 - New voluntary assessment and push on prospect members.
 - **20 hours annually**
13. **WQAW Capitol Day** – New event as of 2019. Promote event, organize attendees, speakers, and packets; logistics with host; meetings with legislators.
 - **40 hours annually**

2020 WQAW Task Chart

Status	Task Name	Start Date	Finish Date	Assigned To	Comments
	Color Code	Q1	Q2	Q3	Q4
	The Source Newsletter				
<input checked="" type="checkbox"/>	Volume 1 Est. Mail Date = March 27, 2020 President's Column	1-Mar	8-Mar	Cheryl Sam Baron	Due March 8th
<input checked="" type="checkbox"/>	Board Contributed Article	1-Mar	30-Mar	Dan Meier	Here and re-print is approved.
<input checked="" type="checkbox"/>	Volume 2 Est. Mail Date = June 30, 2020 President's Column	1-Jun	12-Jun	Cheryl Sam Baron	Convention Information Promote the convention - Due March 12
<input checked="" type="checkbox"/>	Board Contributed Article	1-Jun	12-Jun	Don Meredith	Here
<input type="checkbox"/>	Directory Est. Mail Date = June 30, 2020 Assemble Information	1-Jan	12-Jun	Cheryl	To be mailed with Vol 2
<input checked="" type="checkbox"/>	Publish Directory	June	July	Cheryl	Form to be mailed with membership invoice & follow-up with past due dues notices To be mailed with Vol 2
<input type="checkbox"/>	Volume3 Est. Mail Date = August 14, 2020 President's Column	1-Aug	7-Aug	Cheryl Sam Baron	Convention Information Materials due AUGUST 7th
<input type="checkbox"/>	Board Contributed Article	1-Aug	7-Aug		
<input type="checkbox"/>	Volume 4 Est. Mail Date = December 11, 2020 President's Column	1-Nov	20-Nov	Cheryl Sam Baron	Convention Review End of the Year & Look forward to 2021
<input type="checkbox"/>	Board Contributed Article	1-Nov	20-Nov		

2020 WQAW Task Chart

	WQAW Board Meetings	Start Date	Finish Date	Assigned To	Comments
<input checked="" type="checkbox"/>	1st Quarter				Meeting Date: February 18, 2020
<input checked="" type="checkbox"/>	Treasurer's Report			Scott	
<input checked="" type="checkbox"/>	Q1 WQAW Board Meeting	1-Feb	1-Feb	Cheryl	Agenda: Membership; Convention; Education
	2nd Quarter				
<input checked="" type="checkbox"/>	20 Day Notice of Meeting	1-Apr	1-Apr	Cheryl	Meeting Date: May 1, 2020
<input checked="" type="checkbox"/>	Treasurer's Report	1-Apr	1-Apr	Scott	
<input checked="" type="checkbox"/>	Q2 WQAW Board Meeting	9-Apr	9-Apr	Cheryl	Agenda: Lifetime Achievement honoree nominations; Speaker for Convention; Nominations for Election
	3rd Quarter				
<input checked="" type="checkbox"/>	20 Day Notice	1-Jul	1-Aug	Cheryl	Meeting Date: July 17, 2020
<input checked="" type="checkbox"/>	Treasurer's Report	15-Jul	1-Aug	Scott	
<input checked="" type="checkbox"/>	Q3 WQAW Board Meeting	14-Jul	13-Aug	Cheryl	Agenda: Nominate Directors for ballot; Convention final details; ARC \$1500 in membership DATE: September 19, 2020
	Membership Meeting				
<input type="checkbox"/>	30 Day Notice	1-Aug	13-Aug	Cheryl	Announcement & Ballot
<input type="checkbox"/>	Annual Membership Meeting	14-Sep	14-Sep	Cheryl	Agenda: Vote on Officers & Directors; Membership Dues;
	4th Quarter				
<input type="checkbox"/>	20 Day Notice	2-Nov	2-Nov	Cheryl	Meeting Date: Nov / Dec 2020
<input type="checkbox"/>	Treasurer's Report	1-Nov	7-Nov	Scott	
<input type="checkbox"/>	Q4 WQAW Board Meeting	7-Nov	21-Nov	Cheryl	Agenda: Membership Dues;

2020 WQAW Task Chart

	Start Date	Finish Date	Assigned To	Comments
WQAW Membership Dues				
<input type="checkbox"/>	1-Sep	30-Dec	Board of Directors & Membership Meeting	To be discussed at Membership Meeting. Must be approved no later than the Q4 Board Meeting
<input checked="" type="checkbox"/>	1-Jan	15-Jan	Sam Baron	
<input checked="" type="checkbox"/>	1-Jan	30-Jan	Cheryl	First mailing: early March
<input checked="" type="checkbox"/>	1-Jan	30-Jan	Cheryl	Dues amount determined 2/18/20
<input checked="" type="checkbox"/>	1-Mar	15-Mar	Cheryl / Board	2nd Notice emails April 21 - 23, 2020
<input checked="" type="checkbox"/>	1-Apr	15-Apr	Cheryl / Board	Board of Directors to make calls. Send out 3rd and final notice.
WQAW Convention				
<input type="checkbox"/>	1-Apr	31-May	Cheryl	Q2-Newsletter; Constant Contact
<input type="checkbox"/>	1-Jun	31-Jul	Cheryl	Promote: dates, location WQA to assist with search
<input type="checkbox"/>	1-Apr	31-May	Board of Directors	
<input type="checkbox"/>	1-Jun	31-Jul	Cheryl	WI Dept of Safety & Professional Services and WQA
<input type="checkbox"/>	1-Jun	30-Sep	Cheryl	Q3 Newsletter; Constant Contact; Promote: seminars, speakers, and Lifetime Achievement honoree.
<input type="checkbox"/>	17-Sep	30-Sep	Cheryl	
WQA Regent Reports				
<input checked="" type="checkbox"/>	15-Mar	15-Apr	Cheryl	WQA event cancelled due to Covid-19.
<input type="checkbox"/>	15-Jul	Aug. 15	Cheryl	WQA Midyear is Sept 2020
Forward to David Loveday				

2020 WQAW Task Chart

	WQAW Cram Sessions				Cheryl to work with Jim Davis.
<input checked="" type="checkbox"/>	Spring Session	13-Mar	13-Mar	Cheryl	Postponed due to Covid-19
<input type="checkbox"/>	Fall Session	Dec. 4	Dec. 4	Cheryl	
	WQAW Installers Course				Cheryl to work with Jim Davis.
<input checked="" type="checkbox"/>	Spring Session	3-Jan	14-Feb	Cheryl	
<input type="checkbox"/>	Fall Session	10-Oct	Nov. 21	Cheryl	
	WQA - JPRA Exam				Cheryl to work with WQA, Daniel LeBlanc
<input checked="" type="checkbox"/>	Spring Session	18-Mar	18-Mar	Cheryl	Postponed due to Covid-19
<input type="checkbox"/>	Fall Session	Dec. 9	9-Dec	Cheryl	
	WQAW - Taxes				
<input checked="" type="checkbox"/>	Treasurer to File	Jan - Feb		Scott	