



# TEXAS WATER UTILITIES ASSOCIATION

## DISTRICT OFFICER TRAINING COURSE

*At the*

EMBASSY SUITES HOTEL

5901 NORTH IH-35, AUSTIN, TEXAS

For hotel directions please call: (512)-454-8004

**January 7, 2010**

**Class Hours: 10:00 am – 2:00 pm**

**Local Contact: TWUA Central Office (512)459-3124**

*"Proudly Serving Education Excellence Since 1918"*

One of the trends that appear to be spreading across the association is the lack of participation or willingness of members to become officers and contribute to the continued success of the monthly training events. Central Office would like to provide the resource of Officer Training in an attempt to stimulate more participation from membership.

In an effort to assure that the Districts of TWUA are fulfilling all the training requirements and functioning to the highest degree of efficiency and compliancy Central Office has organized the first District Officer Training Event. This training event is intended to provide support for the District Officers and improve the efficiency of the monthly District Meetings.

### TRAINING AGENDA:

10:00 am - Duties and Responsibilities of Officers

Facilitating an effective meeting

Roberts Rules of Order

Peer to Peer

Training

11:00 am - RG-373 Compliance

TCEQ – reiterating rule compliance

Questions & Answers

12:00 Lunch Provided

1:00 pm - Administrative Support

Update Officer Contacts

Electronic Roster & Attendance

Dues

Meeting Notices

Resources for Programs

Officer Input and Questions and Answers

**All interested members must visit TWUA website at [www.twua.org](http://www.twua.org) to registrar for this event. You can find this event under training.**