



## ***Board of Directors Application Form***

Thank you for your interest in serving as a member of the Board of Directors of the Tiverton Wastewater District. Serving on the board is a rewarding experience and an opportunity for professional growth. Completing this form will help you understand the skills and time/resource commitments of this leadership position.

You may find it helpful to read through the entire application and job description before you begin filling it out. Please return the completed application to the Tiverton Wastewater District, Attn: Leroy Kendricks 400 Fish Road, Tiverton RI 02878. Or via email to [Leroy@TWWD.org](mailto:Leroy@TWWD.org).

This application will be kept confidential and on file at the Tiverton Wastewater District office. Applications are used by the District's Board Committee to identify and evaluate potential board candidates. This committee will interview potential board members and make recommendations to the full board of directors. Directors are elected by a majority vote of current board members.

### ***Member of the Board Job Description***

1. Serves a 3 -year term on the Board.
2. Is accountable to the Board of Directors.
3. Attends board meetings and important related meetings on a regular basis.
4. Makes a serious commitment to participate actively in District work.
5. Volunteers for and willingly accepts assignments and completes them thoroughly and on time.
6. Stays informed about District matters, prepares well for meetings, and reviews and comments on minutes and reports.
7. Builds a collegial working relationship with other board members that contributes to consensus.
8. Participates in the board's annual evaluation and planning efforts.
9. Participates in membership recruitment for the organization.
10. Participates in fund raising for the organization.

**CANDIDATE INFORMATION**

Name: \_\_\_\_\_

Position/Title: \_\_\_\_\_

Employer: \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone (Home): \_\_\_\_\_ (Cell): \_\_\_\_\_

Email: \_\_\_\_\_

Number of years with present employer: \_\_\_\_\_

Number of years in Tiverton: \_\_\_\_\_

Educational Background: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Work History: \_\_\_\_\_

Community Activities: \_\_\_\_\_

Other Memberships, Achievements, Etc: \_\_\_\_\_

Family Information: \_\_\_\_\_

## ***Board Candidate Questionnaire***

1. Why do you want to become a board member?
2. Will you be engaged-giving your time, energy and resources to support the work and mission of the Tiverton Wastewater District?
3. What talents do you feel you could contribute to the success of the District?
4. Why is being part of the District important to you and your organization?
5. Will you be an advocate for the District by recruiting new members, fundraising, and speaking positively about the work of the organization?
6. What do you believe are the two most significant issues or problems facing board members and/or the Tiverton area?

# Our mission is to safeguard public health, protect and improve ground and surface water resources by implementing efficient and effective wastewater management within the Tiverton Wastewater District in Tiverton, Rhode Island.

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## Frequently Asked Questions about TWWD

### TWWD Board Members

The board is elected by the District at the annual meeting.

**Chairman**, Leroy Kendricks, P.E.

**Vice Chairman**, Bill Vanora

**Treasurer**, Kirby Payne

**Secretary**, Vacant

**Board Member**, Scott Crofton

**Board Member**, Bill Lopes

**Board Member**, Vacant

To reach any Board Member please email [Info@TWWD.org](mailto:Info@TWWD.org)

Board Meetings are held on the 4th Monday of each month. View the Board Meeting Agenda and Meeting Minutes on the [Rhode Island Secretary of State's Open Meetings Portal](https://opengov.sos.ri.gov/openmeetings).

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To request an item to be placed on the Board Meeting Agenda, or if you would like to appear before the Board please fill out [THIS REQUEST FORM](http://www.twwd.org/wp-content/uploads/2021/03/BOD-Agenda-Request-form-2018.pdf) (<http://www.twwd.org/wp-content/uploads/2021/03/BOD-Agenda-Request-form-2018.pdf>), and submit it to [Info@TWWD.org](mailto:Info@TWWD.org) 5 days in advance of the Board Meeting.

To make a request through the Rhode Island Open Meetings Law, or [Access to Public Records](http://www.twwd.org/wp-content/uploads/2021/03/2018-APRA-Policy-Final.pdf) (<http://www.twwd.org/wp-content/uploads/2021/03/2018-APRA-Policy-Final.pdf>), please fill out an [APRA request form](http://www.twwd.org/wp-content/uploads/2021/03/TWWD_RecordsRequest.pdf) ([http://www.twwd.org/wp-content/uploads/2021/03/TWWD\\_RecordsRequest.pdf](http://www.twwd.org/wp-content/uploads/2021/03/TWWD_RecordsRequest.pdf)).

## **TIVERTON WASTEWATER DISTRICT**

### **BOARD MEMBER IDEAL QUALIFICATIONS:**

1. As a board member of a quasi-municipal corporation, a conceptual understanding of the inter-relationships between the district and governmental agencies such as EPA, CRMC, USDA, DPW and state and local governments in conjunction with the rate-paying public is very important.
2. The Board member position requires an experienced individual from any number of disciplines who is committed to utilizing his/her skills to provide oversight and guidance towards achieving the Tiverton Wastewater District's goals and objectives. It requires a level of maturity which is normally obtained with a minimum of 10 years of business experience.
3. Interpersonal and communication skills are of utmost importance as board members must interact harmoniously with the district's staff and other board members.
4. A board member must possess a sufficient degree of technical competence to broadly understand construction project planning, sources of funding and the complexities of interacting with government agencies.
5. Past exposure to financial budgeting and reporting would provide the analytical skills necessary to evaluate alternative options and recommend a course of action to help the district meet its strategic objectives.
6. As is customary in any small organization, board members will have an accommodating attitude regarding their responsibilities and activities and demonstrate a willingness to perform actions needed to accomplish the district's objectives. The "keyword" for attitude is flexible rather than structured or rigid.