

Executive Director Core Administration

WPWA does not maintain a list of login information for our online accounts and business. Multiple staff and contractors typically have the current login information. In the event that the WPWA board requires access to these accounts (email, commerce, website, membership database, etc) please consult with the staff and our agents.

Daily

Communications: Respond to WPWA inquiries via phone, mail and info@wpwa.org & chris@wpwa.org

Staffing: Check in with staff on their needs & work progress.

Bi-Weekly

Financial: The ED (and occasionally the Treasurer) meets with the WPWA Controller, Kristy Armstrong, every other Tuesday to administer payables, receivables, bi weekly payroll, and perform any other finance related tasks (financial report reviews, grant reporting & reimbursements, etc). WPWA's ED, Treasurer and President are authorized signatories for all WPWA accounts. The Controller is intimately knowledgeable and can fully assist and advise the Treasurer and President in the ED's absence. The annual 990 tax preparation is conducted by the WPWA Controller in consultation with the ED and Treasurer (April) with a review of the final draft by the full board in early May. Filing deadline is typically mid May, with the ability to file for an extension if needed.

Seasonal

Welcome Center Staffing: Part Time seasonal staffers are hired to work the WPWA Welcome Center on Saturday & Sunday from 9-2 during June, July and August. The ED coordinates scheduling and assigns clerical and maintenance tasks to be completed during down time on the weekends. Seasonal staff also assist the Project Coordinator with grant funded urban youth paddles (weekdays). This scheduling, training and coordination is conducted by the WPWA Project Coordinator.

Water Quality Monitoring: The ED administers WPWA's Annual WQ Program. Contracting between WPWA and URI's Watershed Watch (for specific sites) is conducted in March. ED then works with WW to ensure each site has a sampling volunteer for the season. For sites without a sampler, the ED either delegates the monitoring to a paid consultant (Elise) or assumes the sampling responsibility. Sampling occurs between Mid April and Mid October (rivers bi-weekly, Ponds weekly). Additionally, in April and October the ED coordinates the field location and data download of WPWA's specific conductivity meters with the Program Director and WQ consultant. WPWA's WQ program is very complex and requires a team approach with regular check-in meetings to ensure success. Typically the ED tasks the consultant with retrieving from WW the annual data and assimilating it into WPWA's website. Typically WPWA receives an invoice from WW for their sample analysis services late in the calendar year.

Membership Renewal: In April the ED drafts the annual appeal letter and begins to coordinate production and dissemination with the printhouse. Current members receive one version, and lapsed and non members receive another. Letters, merge files, and envelope instructions should be transmitted to the printhouse (PrintSource) by mid April to ensure delivery well in advance of the May

31st membership expiration. This mailing also serves to announce WPWA's Annual Meeting. In late June and again in August, members who have not renewed are encouraged to do so by the ED via a personal note card which is drafted and mailed in-house.

Annual Meeting: Per WPWA bylaws, the annual meeting is held in May each year. The ED coordinates with the board on each year's meeting format, time and location. These specifics are transmitted to the membership via membership renewal letters, digital newsletter or email, and occasionally via a press release. The meeting provides the opportunity to secure approval from the membership for the ratification of new board members and any needed bylaw amendments. It is also the occasion to present the membership with WPWA's Annual Report on the previous year's activities and finances. The ED serves as its editor, drafting, coordinating and delegating the report's creation, well in advance of the meeting. WPWA produces a handful of hardcopies (in-house) for distribution at the meeting and posts the report on the WPWA website so that all members can access the report.

Newsletter: WPWA goal is to create and transmit "Watershed", a bi-monthly newsletter. The bi-monthly deadline is a goal that is not always met based on ED workload and timely content. The newsletter serves as a primary vehicle to engage members and donors on WPWA's activities and pertinent watershed news and advertise our Business Members. All articles are written or edited to be Donor Centric.

Annual Appeal: Can be transmitted to members anytime in November or December via direct mail and newsletter. The letter references not only contributing a year end gift, but also to consider giving the gift of membership for the holidays via our website portal. One donor centric letter is drafted and transmitted to ALL WPWA contacts, not just members. The letter, merge file and envelope instructions should be transmitted to the printhouse 3 weeks in advance of the target mailbox delivery date. The printhouse will coordinate the bulk mailing.

River Access and Maintenance: WPWA is often annually engaged in a public river access improvement or creation project. The ED currently serves as the consultant or administrator of these projects which often include partner organizations. Additionally, WPWA annually removes trees blocking passage on the Wood and Upper Pawcatuck Rivers. This program is fully administered by the ED. The highest priority location for tree removal is the upper Wood to support WPWA's campus based programs with removal occurring as early as it is safe to do so (May). The remaining river sections are addressed during June, July and August during low water. To support this effort, WPWA secures a \$2,900 grant from the RI Trail Advisory Committee and engages a contractor (Boisclair Building Concepts) to conduct the work. The 20% grant match requirement is met by the ED assisting in a portion of the removals. Workers Comp insurance prohibits any staff, and our commercial liability insurance prohibits volunteers from participating actively in the removal process. In the absence of the ED, in kind match could be provided by a volunteer administering the project combined with the Controllers time processing billing and payments.

Properties Maintenance: The ED coordinates all of WPWA's property maintenance and determines on an as needed basis whether to engage a contractor or perform the work in house. Volunteers may be utilized, provided power tools are not used (per insurance restrictions). Currently the ED performs snow removal utilizing WPWA's snowblower. This practice is more cost effective, timely and averts property damage that occurs from plowing. Landscaping, tree removal, and building maintenance is performed by the ED and/or a vendor (Rhody Landscape/Boisclair Building Concepts) depending on budget and extent of work. The ED and staff are responsible for transporting trash and recycling directly to the dump.

