

ASSOCIATION SERVICES

The Texas Water Utilities Association, through its Central Office in Austin, offers a number of services to the subsidiary units and to the individual members of the Association.

Following is useful information about some of those services:

1. **Printing/Mailing:** The Central Office now has excellent computer and printing equipment, plus a professional printer on call, and can offer quality printing of a variety of documents for the subsidiaries. Some examples would include fliers, meeting notices, letterhead and envelopes, program booklets, certificates, nametags and even business cards. The cost to your District or Chapter is kept as low as possible, often far below what it would cost to get it done elsewhere.

2. **Meeting Reminders:** One of the most popular services is the monthly Meeting Reminders for the Districts and Chapters. A first-class postcard can be mailed to each member of your local District or Chapter. The current cost is 45 cents per member per month. The card can contain the District/Chapter name, the meeting date, the starting time, the meeting location, the program topic, and other brief information. The cards are mailed using first-class postage. The information must be supplied to the Central Office fifteen (15) working days in advance of the meeting. For more information see the District/Chapter Meeting Notice Information Sheet. The District or Chapter is billed for this service on a standard invoice each month. All invoices are payable within 30 days after the invoice date.

3. **Subsidiary Newsletters:** The Central Office can also mail a Newsletter for the Regions, Sections, Districts and Chapters. The Newsletter is normally limited to a one-sided 8 ½" x 11" or 8 ½" x 14" printed page. The Newsletters are also mailed using first-class postage, and the information must be received by the Central Office fifteen (15) working days in advance of the meeting date. The cost of this service is 60 cents per member per month. For more information see the District/Chapter Meeting Notice Information Sheet. If you are interested in having a one page Newsletter printed on both sides, or a multi-page Newsletter, please contact us for a quotation.

4. **Program Assistance:** The Central Office maintains a small library of films and slide/tape material on a variety of water and wastewater related topics, which can be "checked-out" by each subsidiary unit.

If there is a special topic in mind - often someone can be suggested who could speak on that subject. If there is no specific program subject in mind, the Central Office can help you identify one and then proceed by referring you to a speaker.

The Executive Director and other members of the Staff will do everything possible to help secure a quality training program at each meeting.

5. **Professional Manuals:** The Texas Water Utilities Association operator manuals are internationally recognized as being among the very best. Members of the Texas Water Utilities Association and your District or Chapter may purchase these excellent works at reduced rates.

6. **Member Items:** The Association offers a number of items designed to instill professional pride in its members and to promote public awareness of the education and training programs in the water utilities profession. A list of these items is provided as page 4 of this attachment. The Central Office can also arrange for coloring books, brochures, etc. for public education activities at a reasonable price. These may be purchased by your District or Chapter or by an individual member.

A special 15% Discount is available to a District or Chapter on the T.W.U.A. Member Items, when it purchases a minimum of \$60.00 in Member Items (only). To qualify for the discount, payment must accompany the order.

7. **Technical Assistance Publications (T.A.P.s):** The Association publishes a variety of T.A.P.s for the water utilities industry. These are small, "operator-affordable" pamphlets dealing with a specific water and/or wastewater topic. A list of the T.A.P.s which are currently available through the Central Office is provided as page 5&6. The Districts and Chapters are able to purchase T.A.P.s **at quantity discounts** to make them available at their monthly meetings. The quantity discount, for T.A.P.s of the same title, are as follows: 10 to 25 copies - 10% discount, 26 to 100 copies - 15% discount, and over 100 copies - 20% discount.
8. **Monthly Publication:** To help Association members stay informed about the legislative and regulatory changes being proposed (or having occurred), new trends and technologies, special events, news items and other matters of interest, the Association produces a monthly magazine (the TEXAS WATER UTILITIES JOURNAL). It is mailed directly to all Association members.
9. **Licensing Information:** Any member of the Association can contact the Central Office for information concerning the water and wastewater operator licensing programs. The Executive Director and other Staff members work very closely with the Texas Commission on Environmental Quality on a routine basis.
10. **Renewal Notices:** The Central Office will mail Membership Renewal Notices to all current members of the Texas Water Utilities Association, including members of your District or Chapter, at no charge. This service has been shown to increase membership and to "reveal" address changes needed in the Association's records.

The Membership Renewal Notice will inform the member of the total amount of dues which are payable to renew including the Association, the Section (if applicable) and the District/Chapter amounts.

Soon after the Mid-Year Board Meeting, the Central Office will advise each Region, Section, District and Chapter (by letter) of the Association's dues for the up-coming year. The Central Office must be provided with your District or Chapter dues structure for the up-coming year by November 1st.

These and other services are available to you as a local officer through the Association's Central Office. If any District or Chapter has a need for assistance in an area not listed, call the Central Office. Chances are the Staff will be able to help.