

# BACKGROUND AND ORIENTATION MANUAL

## FY 2014

Prepared for Members of the SWANA International Board of Directors, Chapter Presidents, Technical Division Directors/Vice Directors and SWANA Staff



# SWANA<sup>®</sup>

**SOLID WASTE ASSOCIATION**  
of North America

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## GLOSSARY

**AA – Accounting Assistant** – The Staff individual responsible for Accounts Receivable & Payable, Bank Reconciliation.

**ACDPM – Advocacy, Conference & Division Program Manager** – The Staff individual responsible for overseeing all DCPD activities, development of DCPD's Annual Program Plan and budget, Legislative and Regulatory issues, Technical Divisions Governance, Conference development/planning – all conferences, EC/IB/Region 4 support.

**ARD – Applied Research Director** – The Staff individual responsible for applied research projects.

**AD – Associate Director** – The Staff individual who has the responsibility to manage and direct operations of the Office of the ED/CEO, in cooperation with the ED/CEO. Includes oversight of the IB, EC, Policy Committee, and Bylaws; also Awards, Lawrence Lecture, Hickman Internship Program and Scholarship Committees.

**CD – Chapter Director** – Individuals selected by the Chapters to serve on the IB (also known as International Chapter Director).

**CEM – Communication, Education & Marketing** – A Technical Division within SWANA.

**CT – Collection & Transfer** – A Technical Division within SWANA.

**CWTM – Certification and Workplace Training Manager** – The Staff individual responsible for certification activities & web-based training development.

**DA - Director of Administration** – The Staff individual responsible for Accounts Receivable & Payable, Employee Benefits, Office Administration.

**DCPD – Division & Conference Programs Department** - The department within SWANA responsible for Technical Divisions governance and event management for WASTECON® and specialty symposia. This department also manages the Association's eSessions program, eLibrary and Excellence Awards program.

**DED – Deputy Executive Directors (2) –**

- The individual responsible for the development of WASTECON® and general association management, and
- The individual responsible for Administration, Information Technology and Financial Management (Association's Annual Program Plan and Budget) and general association management

**DEM – Director of Education and Marketing** – The Staff individual responsible for Management of all Training and Certification activities and Conference Marketing, Public/Media Relations, Communications including MSW Solutions, SWANASTORE.COM.

**DTA – Database Administrator** – The Staff individual responsible for iMIS database maintenance, data audits & analytic report generation.

**EC – Executive Committee** – The governance group responsible for budget, operations and management of the Association in conjunction with the IB, and providing direction to the ED/CEO. The EC may act on all SWANA activities and affairs, except for any power reserved for the IB by statute, bylaws, or the Policy Manual.

**EC PSR – Executive Committee Private Sector Representative** – Individual selected by Private Sector Directors to serve on the EC.

**ED/CEO - Executive Director/Chief Executive Officer** – An individual responsible for the direction and management of the Staff and Association activities and the chief spokesperson for the Association.

**eLAPM – eLearning and Advocacy Program Manager** – The Staff individual responsible for eSessions, eLibrary, *Tech News* editor, Technical Divisions support, NAWTEC speaker management/tour coordination.

**ESM – Exhibits Sales Manager – The individual responsible for** Sales of Exhibits for WASTECON® and other SWANA conferences.

**EvC – Events Coordinator** – The Staff individual responsible for Event Speaker management and logistic support.

**Functional Statements** – Statements that define the roles and responsibilities of the various SWANA governance groups.

**Governance Groups** – The IB, EC, RCs, and Staff.

**GrC – Graphics Coordinator** – The Staff individual responsible for administrative support of the design, development and implementation of website graphics and content, supporting marketing campaigns, and assistance with implementation of all social media communications.

**Guiding Principle** – The fundamental principle that establishes our reason for being an association.

**IB – International Board of Directors** – The Association’s governing body, which plans and oversees the budget, operations, management, policies and membership requirements.

**ITD – Information Technology Director** – The Staff individual responsible for computer systems.

**LFGM – Landfill Gas Management** – A Technical Division within SWANA

**LFM – Landfill Management** – A Technical Division within SWANA

**MC – Marketing Coordinator** – The Staff individual that supports all MCD online marketing activities.

**MCD – Marketing & Communications Department** – The department within SWANA responsible for all Association marketing and communications, website, sponsorships and new media development.

**MCSD – Membership & Chapter Services Department** – The department within SWANA responsible for all Membership acquisition and retention activities, in addition to Member and Chapter support.

**MDCP – Manager of Division & Conference Programs Department** – The Staff individual responsible for the management of all DCPD activities and Staff.

**MMCS – Manager of Membership & Chapter Services** – The Staff individual responsible for Membership Acquisition and Retention, Member and Chapter support.

**MMD – Membership & Marketing Director** – The Staff individual responsible for the management of all MSD and MCD activities and Staff.

**MPM - Marketing Program Manager** – The Staff individual responsible for supporting all MCD print marketing activities.

**MTCPD – Manager of Training & Certification Programs Department** – The Staff individual responsible for the management of all TCPD activities and Staff.

**PM – Planning & Management** – A Technical Division within SWANA.

**Policy Manual** – As directed by the SWANA Bylaws, a compendium of policies on management and administration (MA) and on significant technical (T) issues has been established. Subject to IB approval, policies are added, revised and otherwise updated from time to time.

**PrM – Program Manager** – The Staff individual (in MCSD) responsible for Responsible for membership retention, engagement, recruitment, & YP activities, Region 3 support.

**PSD – Private Sector Director** – Individuals selected by Private Sector Members to serve on the IB, each representing one of seven private sector categories.

**RC – Regional Council** – Area-wide organizational unit whose members include the CDs within a certain geographical location, together with such other IB members as the bylaws provide. [see map in manual].

**RCR – Regional Council Representative** – An individual elected by RC members to chair the RC and to serve as the region’s representative on the EC.

**RSW – Recycling & Special Waste** – A Technical Division within SWANA.

**SLWD – Senior Lead Web Developer** – The Staff individual responsible for websites management: design, content updates, troubleshooting; SWANASTore.com, database/IT support

**SMP – Strategic Management Plan** – Identifies SWANA’s vision of the future and how we will carry out our mission within that future.

**Staff** – The employees of the Association charged with stewardship of the Association on behalf of the membership and IB.

**TCPD – Training & Certification Programs Department** – The department within SWANA responsible for the development of training and certification courses, and Training Center content.

**TD – Technical Division** – A solid waste practice area specific membership group that offers targeted networking, information sharing, events, technical policies, and advocacy initiatives.

**TDD – Technical Division Director** – An individual who serves as Director for any of the recognized Technical Divisions.

**TDPD – Technical Division Past Director** – An individual who serves as a immediate Past Director for any of the recognized Technical Divisions.

**TDVD – Technical Division Vice Director** – An individual elected to serve as Vice Director for any of the recognized Technical Divisions.

**TDECR – Technical Divisions Executive Committee Representative** – The individual elected by the TDDs to serve on the EC and IB.

**TDIBR – Technical Division International Board Representative** – The individual elected by a Technical Division to serve on the IB.

**TEM – Training and Events Manager** – The Staff individual responsible for Developing & maintaining course product line, onsite execution & Logistics for conferences and symposia

**VRCR – Vice Regional Council Representative** – Chairs the RC when the RCR cannot. Attends the EC meeting when the RCR is unavailable and participates in discussions, but cannot cast a vote.

**WASTECON®** - The trademark name of SWANA's annual international solid waste exposition.

**WASTECON® Chair** – An individual who is a member of the EC, nominated by the President and approved by the IB, whose responsibilities include maintaining oversight of the program and equipment show, acting as liaison with exhibitors, and guiding the selection of future sites for the show. (Combination of two previous positions of International Seminar Committee Chair and International Equipment Show Chair.)

**WASTECON® Equipment Show Floor Manager** – An individual who is a member of the IB, nominated by the President and approved by the IB, whose responsibilities include acting as liaison with exhibitors and overseeing the move-in/move-out of the equipment show.

**WASTECON® National Sales Manager** – An individual who is a member of the IB, nominated by the President and approved by the IB, whose responsibilities include assisting Staff in exhibit sales and acting as liaison with exhibitors.

**WTE (WtE) – Waste-to-Energy** – A Technical Division within SWANA.

## **SWANA'S GUIDING PRINCIPLE, MISSION STATEMENT AND GOALS**

### **GUIDING PRINCIPLE**

*LOCAL GOVERNMENT IS RESPONSIBLE FOR MUNICIPAL SOLID WASTE MANAGEMENT,  
BUT NOT NECESSARILY THE OWNERSHIP AND/OR OPERATION OF  
MUNICIPAL SOLID WASTE MANAGEMENT SYSTEMS*

### **MISSION STATEMENT**

*TO ADVANCE THE PRACTICE OF ENVIRONMENTALLY AND ECONOMICALLY  
SOUND MANAGEMENT OF MUNICIPAL SOLID WASTE IN NORTH AMERICA.*

### **SWANA STRATEGIC MANAGEMENT PLAN [SMP] GOALS**

- GOAL 1:     **Policy Development and Advocacy:** Be the leading authority on municipal solid waste issues.
- GOAL 2:     **Technical Programs, Training and Education:** Be at the forefront of quality training, certification and education for solid waste professionals.
- GOAL 3:     **Research and Development:** Engage in cutting-edge research and projects that advance the practice of environmentally and economically sound management of municipal solid waste.
- GOAL 4:     **Governance and Management:** Manage and operate the Association effectively and responsibly.
- GOAL 5:     **Business Development:** Look for, and invest in, opportunities for SWANA to improve its offerings and service its membership.



## INTERNATIONAL BOARD OF DIRECTORS

The International Board of Directors is the Association's governing body.

The IB is composed of the following:

- *Officers (President, Vice President, Treasurer, Secretary, and Past President)* – officers serve one-year terms in each position and, subject to recommendation by the Nominating Committee and approval by membership vote, advance in office each year. Officers serve ex officio, as does the ED/CEO.
- *Chapter Director* – One representative elected by each Chapter for a two-year term of office.
- *At Large Director* – Representative elected by At-Large Members for a two-year term of office.
- *Private Sector Representatives (7)* – elected by the private sector members of SWANA; they represent various segments of the MSWM industry (manufacturing, sales, finance, service, consulting, legal, ad hoc); terms for three years, terms are staggered.
- *Technical Division International Board Representatives (7)* – Six of the seven are elected by the members of each Technical Division; terms for three years. The seventh is the Technical Division Executive Committee Representative who also represents their technical division.
- *WASTECON® Chair, WASTECON® Equipment Show Floor Manager and WASTECON® National Sales Manager* - nominated by President and approved by the IB; three year appointments, subject to annual reconfirmation by the IB; may serve additional three-year terms with consent of IB.
- *Technical Divisions Executive Committee Representative* - Selected by the Chairs of the various SWANA Technical Divisions; term is for three years. This individual also represents their technical division in lieu of a TDIBR.
- *Canadian Representative* - represents the interests of all Canadian SWANA Members to the Association, coordinates and supports Canadian Inter-Chapter activities in Canada, and represents Association interests in Canada, and Canadian interests to the Association; a Regular, Sustaining, Life or Retired Member in good standing, who resides in Canada and is a Canadian citizen elected by written ballot by SWANA Canadian Members for a term of three years; the incumbent may serve no more than two consecutive three-year terms.
- *Executive Director/Chief Executive Officer* - serves as a member ex officio

The IB is responsible to the membership for the operations, policies, finances and other affairs of the Association. Although the IB has empowered an Executive Committee with a number of responsibilities relative to the management and finances of the Association, the final responsibility for management and control is vested in the IB.

The IB has five geographically defined, organizational sub-units known as Regional Councils (RCs). RCs are composed of Chapter Directors, Officers, Corporate Directors and other IB Members that reside in a

designated Regional geographical area (see Chapter and Region map attached). Each RC is chaired by a Regional Council Representative (RCR) who is elected by the IB members in the Region.

The IB conducts an Annual Meeting (immediately preceding WASTECON® in the host city) and a Mid-Year Meeting (approximately midway in the fiscal year at a location selected by the IB).

The IB has four standing committees (policy, finance, planning and membership/chapters) empowered in their areas to review and recommend actions for the IB and Executive Committee.

## EXECUTIVE COMMITTEE

Under the bylaws, the **Executive Committee (EC)** is responsible for budget, operations and management of the Association, and provides direction to the ED/CEO and staff.

The EC is composed of the following:

- *International Officers (President (EC Chair), Vice President, Treasurer, Secretary, Past President)*
- *WASTECON® Chair*
- *Technical Divisions Executive Committee Representative*
- *EC Private Sector Representative*
- *Five Regional Council Representatives* – International Officers, Chapter Directors and Private Sector Representatives participate in the RC for the Region in which they reside, and meet as an RC at the IB mid-year and annual meeting. RC members choose one individual to serve as the Regional Council Representative.
- *Canadian Representative*
- *Executive Director/Chief Executive Officer* - serves as a member ex officio

The EC meets three times a year. Its annual meeting immediately precedes WASTECON® and is integrated with the IB Annual Meeting. A winter meeting occurs a few months later. Thereafter, the EC meets coinciding with the IB Mid-Year Meeting.

## **EC/IB MEETINGS**

Most materials for EC/IB meetings are developed by Staff. IB Committees, and Tech Divisions, Management and Administrative Committees may also develop materials for the IB meetings. Preparation of all IB/EC meeting materials is completed by the Office of the Executive Director/CEO, which, for the most part, provides Staff support to the IB.

SWANA attempts to utilize a standard agenda for the EC/IB meetings. Draft agendas are sent out to EC/IB members approximately one month before each meeting for review and any suggestions for changes or additional items. Agenda items are normally supported by background papers, Staff reports, drafts of documents, etc.

The Associate Director provides all meeting materials to the EC/IB members approximately 2 weeks in advance of the meeting dates. Most materials are transmitted via email.

The annual meeting of the EC and IB traditionally takes place during the days prior to WASTECON®. Registration brochures and information are available on the SWANA website at [www.wastecon.org](http://www.wastecon.org). EC/IB members can arrange hotel reservations through the WASTECON® housing bureau.

For other meetings, Staff sends EC/IB members reservation information for direct reservation. Staff does not make hotel reservations. EC/IB members are responsible for their own reservations and all charges.

Dress for the EC/IB meetings is casual.

Meals. When meeting for the entire day, SWANA provides a continental breakfast and lunch for the members of the EC and/or IB. Lunch is provided to the EC and/or IB members on days where they are meeting after 12:00 noon. SWANA also hosts one dinner for the EC and/or IB members if meetings are held over two days. Usually dress is casual for the dinner. Staff will advise members if the dress code is different for a particular venue. Spouses/significant others of EC/IB members are welcome, as the guests of SWANA, for the EC/IB dinners.

The Associate Director emails a "Confirmation of Attendance" form about two months before the meetings to each EC/IB member to ascertain gather RSVPs for meetings and social functions. EC/IB members have the responsibility to respond in a timely manner and notify the Associate Direct if there are any changes.

New IB members receive a copy of this Manual, the SWANA Policy Manual, and the Bylaws. Additional material relative to the role of a member serving on a non-profit board of directors is also provided.

## **SWANA EC/IB MANAGEMENT and MEETING SCHEDULE -- ATTACHMENT 1**

### ***ELECTION OF OFFICERS***

- Annual Meeting - Appoint Nominations Committee (President)
- EC Winter Meeting if held, or via conference call - Nominations Committee Report (Chair)
- 30 days prior to IB Mid-Year Meeting – Distribute slate and biographical information to IB
- IB Mid-Year Meeting - Approve nominations
- At least 30 days preceding the start date of the membership vote –Notice posted on SWANA website and published in the SWANA electronic or printed newsletter
- At least six weeks before the Annual Meeting - Ballot to members
- Annual Meeting - Report on election of officers and, as appropriate, adoption of bylaws amendments at the Annual Business Meeting

### ***AMENDMENT OF BYLAWS***

- 90 days prior to Mid-Year or Annual Meeting – Proposed changes sent to entire IB
- Mid-Year or Annual Meeting – IB recommends amendments
- At least 30 days preceding the start date of membership vote –
- Notice posted on SWANA website and published in the SWANA electronic or printed newsletter
- Amendment effective when vote confirmed by International Secretary

### ***ANNUAL BUDGET AND PROGRAM PLAN***

- One month prior to Annual Meeting – Staff prepares future FY plans and budget targets and presents to Finance Committee
- Annual Meeting – Staff presents to IB/EC for approval of targets
- EC Winter Meeting if held, or via conference call – Review proposed draft of
- Budget and Program Plan
- Three months prior to IB Mid-Year Meeting - Circulate draft to IB and EC for review
- IB Mid-Year Meeting - Approve Budget and Program Plan
- Within one month after Mid-Year Meeting - Announce in Association newsletter
- At least one month before the Annual Meeting - Send Budget and Program Plan to Chapters

## SWANA EC/IB MANAGEMENT and MEETING SCHEDULE, *continued*

### **IB MEETINGS**

The IB meets twice a year.

- Mid-Year Meeting periodically held at SWANA Headquarters in Silver Spring, Maryland or in conjunction with a scheduled SWANA conference or symposium.
- Annual Meeting held in the days prior to WASTECON®.

Meeting material will be emailed no later than two weeks prior to scheduled meeting.

### **EC MEETINGS**

The EC typically meets three times per year, as follows:

- Winter Meeting may be held in conjunction with a SWANA meeting or Symposium.
- Mid-Year Meeting periodically held at SWANA Headquarters in Silver Spring, Maryland or in conjunction with a scheduled SWANA conference or symposium.
- Annual Meeting held in the days prior to WASTECON®.

Meeting material will be emailed no later than two weeks prior to scheduled meetings.

### ***TD SPECIALTY SYMPOSIA (actual dates to be specified in Annual Program Plan)***

Road to Zero Waste Conference (Monterey, CA):	March 24-25, 2014
Landfill Gas Symposium (Monterey, CA):	March 24-27, 2014
Landfill Symposium(Monterey, CA):	March24-27, 2014
Road-to-Zero-Waste:	March
NAWTEC (Metro DC):	May 7-9, 2014
Senior Executive Seminar (Key West, FL):	January29-30, 2014

**FUNCTIONAL STATEMENT**  
**SWANA INTERNATIONAL BOARD OF DIRECTORS (IB)**

(Approved as part of the Strategic Management Plan 1995)

**PURPOSE OF IB**

1. *To serve the membership.*
2. *To represent the interests of the membership within the Association organizational structure.*
3. *To define and describe the mission of the Association.*
4. *To govern the Association.*

**DESCRIPTION OF IB RESPONSIBILITIES**

Consistent with Policy MA-12 (Standards of Conduct) the IB has the following responsibilities:

1. *To serve the membership.*

The membership has established, through the bylaws of the Association, its expectations for their Association. The bylaws establish the objectives of the Association and assign to the IB the responsibility to carry out those objectives. The bylaws define the structure of the Association, state how membership will be established, authorize Chapters, the IB, the EC, the Officers, and an Executive Staff.

Within the context of the Bylaws, the IB has the responsibility to manage and plan the Association's operations, finances, policies, etc. in a manner to meet the desires of the membership. Further, the IB has the responsibility to assure that the IB, the EC, the officers, the Executive Staff and the Staff operate within the authorities of the bylaws to serve the best interests of the membership.

2. *To represent the interests of the membership within the Association organizational structure.*

The size of the Association is such that, like any organization that functions on a representative process, all members cannot participate in the conduct of the Associations business. Consequently, the members look to a selected number of their peers to see to their interests and the conduct of the organization's business. They select those peers by an elective process and charge them to see that their interests and the mission of the Association is carried out.

The Bylaws provide for an elective process whereby members of the IB are selected. That process assures that there will be individuals that represent the diversity of the membership. It is the responsibility of these individuals to act in the best interest of the Association. In addition, the IB has the responsibility to see that an elective process is in place for the selection of Officers, Regional Council Directors and others to serve as the Executive Committee (EC).

3. *To accomplish the mission of the Association.*

The success of any organization is a clear understanding of its mission and how its strategic plan will be developed and executed to meet that mission. Successful organizations should give a great deal of thought to defining their mission and then focusing on the strategic plan, goals and objectives to accomplish the work to meet that mission.

The IB, as the elected leaders of the Association, has to take on the leadership role to develop and implement a strategic plan to accomplish the mission of SWANA. They have the responsibility to determine the strategic plan to accomplish the mission. As the elected leaders of the Association, members of the IB have to determine what the membership wants, advise the membership of the possibilities for the Association, and translate those wants and possibilities into a clear mission for SWANA, set of goals, objectives and a strategic plan to accomplish the Association mission.

4. *To govern the Association.*

The IB is elected by the membership to govern the Association. In determining how the Association will be governed, the membership and the IB have taken a number of steps:

- established bylaws to serve as the basic legislation of the Association for the conduct of its mission and business,
- established policies to guide the administrative, management, membership and technical activities of the Association,
- established an Executive Committee (EC) and empowered the EC to:
  - to be responsible for all affairs of the Association, but electing officers and directors and amending the bylaws
  - be responsible for the policies of the Association
  - be responsible for the budget of the Association
  - be responsible for the operations of the Association
  - be responsible for the management of the Association
  - direct the Executive Director
- established a central office managed by an Executive Director and staffed by permanent Staff, and empowered that Staff, to provide services to the membership and to represent the interests of the membership with other groups and organizations, and
- structured itself into a regional council format to assure increased participation by representatives elected to the IB and to assure that the interests of the membership are protected.

The IB has the responsibility to oversee the manner in which they have established the governing of the Association. As the representative body of the Association, the IB has the responsibility to see that the EC and the ED have carried out the delegations consistent with the budget, plans and policies of the Association.



**FUNCTIONAL STATEMENT  
SWANA INTERNATIONAL EXECUTIVE COMMITTEE (EC)**

***PURPOSE OF THE EC***

1. *To serve the membership.*
2. *To carry out IB empowered responsibilities.*

***DESCRIPTION OF EC RESPONSIBILITIES***

1. *To serve the membership.*

The role of the EC in serving the membership is no different than that of the IB. The membership has established, through the bylaws of the Association, its expectations for their Association. The bylaws establish the objectives of the Association and assigns to the IB the responsibility to carry out those objectives. The IB, in turn, has delegated to the EC certain functions and responsibilities, but the EC remains subordinate to the IB.

The bylaws define the structure of the Association, establishes how membership will be established, authorizes Chapters, authorizes the IB, the EC, the Officers, and an Executive Staff.

The EC has the responsibility to carry out those responsibilities that the IB has empowered them with. The EC must also assure that the EC, the Officers, the Executive Staff and the Staff operate within the authorities of the bylaws to serve the best interests of the membership.

2. *To carry out IB empowered responsibilities.*

The IB has empowered to the EC:

- final approval of the budget
- final approval of the annual program plan
- final approval of policies
- final approval of sites for the annual meeting
- final approval of awardees for the annual Awards Program
- oversight of the operations and management of the Association
- direction of the Executive Director
- concurrence with the ED selection of the DED and Controller

In carrying out these empowered responsibilities, it is incumbent on the EC to report to the IB through the Regional Councils on its stewardship of these responsibilities and advise the IB on needs for change in policy, operating, management and financial conditions of the Association. The EC has a process in place for the review of the performance of the ED in managing the Association.

## SWANA IB ADMINISTRATIVE AND SPECIAL COMMITTEES

SWANA has a number of administrative and special committees:

### *IB Committees:*

- *Finance Committee\** - oversees the financial health of the Association\*.

#### **Functional Statement:**

*To promote sound financial management records and accounting of SWANA's financial resources; to oversee the investment policies and program of SWANA; to oversee and assure the development of SWANA's annual budgets.*

- *Policy Committee\** - oversees the development and administration of Association policy\*.

#### **Functional Statement:**

*To promote the development and implementation of policies related to SWANA's Mission, SWANA management, administrative and technical matters; to oversee and assure an open process for the development and implementation of policy.*

- *Planning Committee\** - guides long range planning for the Association\*.

#### **Functional Statement:**

*To promote programs and activities of SWANA; to oversee the development of new programs and activities of SWANA; and to oversee the development of the Association's annual plan.*

- *Membership Committee\** - oversees Chapter and membership issues\*.

#### **Functional Statement:**

*To promote Membership; to promote Chapter formation, operation and participation in SWANA affairs; to oversee and assure Membership and Chapter interests in SWANA.*

### *Administrative and Special Committees:*

- *Awards Committee\** - guides the annual Awards program.
- *SWANA Hickman Internship Program (SHIP)* – manages the program, including selection of Internship projects, selection of interns, and generating contributions into the SHIP Endowment.
- *Lawrence Lecture* – oversees the Lawrence Lecture program.
- *Nominations Committee\** - proposes candidates for officer positions of the IB.
- *Scholarship Committee* – guides the annual Scholarship program.

\* IB membership only

## **AWARDS COMMITTEE 2014**

Made up of the Regional Council Representatives;

Chair is one of the 5 Regional Council Representatives (annual appointment by President)

### **Chair:**

#### **REGION 5 COUNCIL REPRESENTATIVE**

**James Thomas Corley [2014]**

Solid Waste Director

Athens-Clarke County – Athens GA

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### **Members:**

#### **REGION 1 COUNCIL REPRESENTATIVE**

**Dwayne J. Woolley [2016]**

General Manager

Trans-Jordan Cities

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**Vice-Rep: ?**

#### **REGION 2 COUNCIL REPRESENTATIVE**

**Henry Friedman [2014]**

Environmental Engineer

Seattle Public Utilities

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**Phone: 206-733-9147**

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**Vice-Rep: ?**

#### **REGION 3 COUNCIL REPRESENTATIVE**

**Keith R. Connor [2016]**

Associate Environmental Engineer

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**Vice-Rep: ?**

#### **REGION 4 COUNCIL REPRESENTATIVE**

**Michael L. Greenberg [2015]**

Principal Consultant

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**Vice-Rep:**

Dana L. Murray, P.E, Vice President

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#### **REGION 5 COUNCIL REPRESENTATIVE**

**Vice-Rep:**

Timothy Woody

Director of Environmental Services

City of Auburn

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[twoody@aubumalabama.org](mailto:twoody@aubumalabama.org)

## **SWANA HICKMAN INTERNSHIP PROGRAM COMMITTEE 2014**

The Committee is composed of four (4) members who include Lanny Hickman, Kay Hickman, and two additional members of the International Board of Directors of SWANA. One member is the International Secretary of SWANA who serves on the Committee through the end of his/her term as Vice-President, at which time the then incoming International Secretary becomes a member of the SHIP Committee. The other member (not an officer of SWANA) is appointed by the President, with a term of three years. The Chairperson is an Officer of SWANA.

### **Chair:**

**Michelle P. Leonard [2015]**

Vice President

HDR Engineering

251 South Lake Avenue, Ste. 1000

**Phone: 626-584-1700**

**Direct: 626-584-4916**

**Cell: 213-247-7597**

[michelle.leonard@hdrinc.com](mailto:michelle.leonard@hdrinc.com)

### **Members:**

**H. Lanier (Lanny) Hickman, Jr., BCEE and**

**Kay Hickman**

Hickman Associates

M: PO Box 1422

Ocean Pines, MD 21811

**Phone: 410-600-0552**

**Cell: 443-235-8899**

[soonerlanny@gmail.com](mailto:soonerlanny@gmail.com)

**One vacant position**

## LAWRENCE LECTURER BOARD OF TRUSTEES 2014

(6 Members of the IB, Chair from EC) The chair must be a member of the EC and serves a three-year term. Trustees must be members of the IB and serve three-year staggered terms; terms may be repeated. The following are Trustees:

### Chair:

#### **Constance Hornig [2015]**

Attorney

Constance Hornig Law Offices

1415 S. Victoria Ave.

Los Angeles, CA 90019

**Phone: 213-934-4601**

Fax: 213-934-3742

[Hornig@MSWesq.com](mailto:Hornig@MSWesq.com)

### Members:

#### **Art Mercer [2016]**

Supervisor of Waste Processing

And Environmental Compliance

Regional Municipality of Halton

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#### **Allen Lynch [2014]**

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Canada

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#### **William Flower [2016]**

Managing Partner

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Scottsdale, AZ 85259

**Phone: 480-399-0444**

**Home: 715-358-5376**

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#### **Timothy Woody [2014]**

Director of Environmental Services

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[twoody@auburnalabama.org](mailto:twoody@auburnalabama.org)

#### **William (Billy) Malone, S.C. [2015]**

Assistant Director

DeKalb County – Decatur, GA

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Decatur, GA 30032

**Phone: 404-294-2927**

**Cell: 404-317-6157**

Fax: 404-294-2774

[wcmalone@dekalbcountyga.gov](mailto:wcmalone@dekalbcountyga.gov)

## NOMINATING COMMITTEE 2014

The Nominating Committee is always chaired by the Past President\*

\*In 2014, Anne Germain stepped down from her position as Past President and Past President in 2013 agreed to Chair the Nominating Committee.

### Chair:

**James D. Warner**, Chief Executive Officer  
Lancaster County Solid Waste Authority  
1299 Harrisburg Pike, P.O. Box 4425  
Lancaster, PA 17604-4425

**Phone: 717-397-9968 Direct: 717-735-0173 Fax: 717-397-9973**

[jwarner@lcswwa.org](mailto:jwarner@lcswwa.org)

### Members:

#### **Marcia L. Papin**

(South Carolina Chapter Director)  
Solid Waste Disposal Manager  
Greenville County  
301 University Ridge, Suite 3800  
Greenville, SC 29601

**Phone: 864-234-5847**

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#### **Constance Hornig**

(EC Corporate Director)  
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Fax: 323-934-3742

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#### **William Flower**

(Private Sector Director – Finance)  
Managing Partner  
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#### **Brian Tippetts**

(International Vice President)

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[Brian.tippetts@appliedeco.com](mailto:Brian.tippetts@appliedeco.com)

#### **Gary A. Bruns**

(Minnesota Chapter Director)  
Senior Environmental Specialist  
Washington Cnty Dept of Public Health &  
Environment

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#### **Hanna K. Rodriguez Morales**

(Caribbean-Puerto Rico Chapter Director)

Environmental Engineer

Fernando L. Rodriguez, PE & Associates

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**Cell: 787-598-1299**

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#### **Ralph Bischoff**

(Pacific Chapter Director - (British Columbia and  
Yukon Territory)

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Fax: 250-538-0120

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**GRANT H. FLINT**

**INTERNATIONAL SCHOLARSHIP AWARDS PROGRAM COMMITTEE 2014**

The International Scholarship Committee consists of at least 7 SWANA members in good standing, and serve three-year terms on a rotating basis. Committee members should be representative of both the public and private sectors as well as representative of SWANA's geographical regions.

**Chair:**

**Charles Weidner [2015]**

Retired - Dunn Engineering Associates  
2825 Terra Ceia Bay Blvd., Unit 1202  
Palmetto, FL 34221

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**Richard (Dick) T. Sprague [2015]**

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**Members:**

**David Ross [2014]**

Vice President  
SCS Engineers  
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**Mike Stringer [2015]**

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**William Held [2014]**

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**Robert Watts [2014]**

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**Art Mercer [2015]**

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**Ross Maybee [2015]**

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**Cell: 902-680-6588**

Fax: 902-679-1327

[rossm@vwrm.com](mailto:rossm@vwrm.com)

## WASTECON® COMMITTEE 2014

### WASTECON® Chair

**David R. Crafton [2015]**

Balar Equipment Corp.  
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Houston, TX 77095

**Phone: (cell) 281-384-3351**

[dcrafton@att.net](mailto:dcrafton@att.net)

### WASTECON® Equipment Show Floor Manager

**Charlie Wade [2015]**

Regional Sales Manager  
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[cwade@hallcoind.com](mailto:cwade@hallcoind.com)

### WASTECON® Sales Manager

**Tim Hasslen [2016]**

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[thasslen@epgco.com](mailto:thasslen@epgco.com)

### Technical Divisions Executive Committee Representative

**Frank R. Caponi**

Division Engineer  
Head, Air Quality Engineering  
Los Angeles County Sanitation Districts  
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### Executive Director and CEO

**John H. Skinner, Ph.D.**

Executive Director and CEO  
SWANA

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Silver Spring, MD 20907

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## POLICIES

SWANA has an Association Policy Manual that guides all activities of the Association. SWANA has two types of policies:

- Management & Administrative (MA)
- Technical (T)

**MA** policies deal with the management and administrative issues of the Association. They guide Staff and the membership on how SWANA operates and runs its business.

**T** policies address the issues of IMSWM and describe the position of SWANA on those issues.

Policies are established through a review process (policy MA-0), encompassing members of the IB, EC, and Technical Division/Committee Chairs. Select MA policies are currently undergoing an update by the Policy Committee, with the help of the appropriate Staff. The Technical policies, with a couple exceptions, have been reviewed, updated, renumbered, and consolidated as some were eliminated or combined. The “Consolidated Technical Policies” previously completed in 1998 have been incorporated into the other T-policies in the review process – so that there will be one body of technical policies. Also, the IB directed the development of a T-0 policy, which contains definitions of prominent and useful words, phrases and concepts in MSW management.

The SWANA Policy Manual Index follows; dates shown are policy approval dates.

### SWANA POLICY MANUAL INDEX

#### SECTION I - MANAGEMENT & ADMINISTRATIVE PRACTICES

*The full text of SWANA’s Management & Administrative Policies is available in the eLibrary of [www.myswana.org](http://www.myswana.org).*

#### Management & Administrative Policies At A Glance

<b><u>MA-0</u></b>	Introduction: Procedures for Establishing Association Policies (8/11)
<b><u>MA-1</u></b>	Financial Support Policy for Attendance at SWANA International Board of Directors Meetings Policies and Procedures (2/88)
<b><u>MA-2</u></b>	SWANA Conference and Symposia Scheduling Policies and Procedures (8/09)
<b><u>MA-3</u></b>	SWANA Technical Divisions Operating Policies and Procedures (and Attachment) (8/12)
<b><u>MA-4</u></b>	Dues Policies and Procedures (9/08); Attachment – Dues Schedule (updated each year)
<b><u>MA-5</u></b>	<u>Eliminated by IB</u>
<b><u>MA-6</u></b>	Election of Corporate Directors Policies and Procedures (8/02)
<b><u>MA-7</u></b>	Lawrence Lecture and Trustees Policies and Procedures (9/00)
<b><u>MA-8</u></b>	Annual Awards Program Policies and Procedures (10/00)

<b><u>MA-9</u></b>	Selection of Sites for the Annual International Solid Waste Exposition Policies and Procedures (2/04)
<b><u>MA-10</u></b>	Role of Chapter Directors on the International Board of Directors Policies and Procedures (8/89)
<b><u>MA-11</u></b>	Chapter/Association Liaison Policies and Procedures (11/08)
<b><u>MA-12</u></b>	Standard of Conduct SWANA International Board of Directors and Chapter Boards of Directors Policies and Procedures (5/01)
<b><u>MA-13</u></b>	Insurance for SWANA and SWANA Chapters Policies and Procedures (9/08)
<b><u>MA-14</u></b>	Determination of Chapters in Good Standing Policies and Procedures (11/10)
<b><u>MA-15</u></b>	Provisional Chapters Policies and Procedures (6/09)
<b><u>MA-16</u></b>	Regional Councils Reorganization of the International Board of Directors (4/91)
<b><u>MA-17</u></b>	Statement of Non-Discrimination (8/04)
<b><u>MA-18</u></b>	Association Cash Reserves Policies and Procedures (6/00)
<b><u>MA-19</u></b>	Procedures for Voting by Written Ballot (11/04)
<b><u>MA-20</u></b>	Guidelines for Forming New Chapters from Existing Chapters, Restructuring Chapter Boundaries (7/98)
<b><u>MA-21</u></b>	Role and Responsibilities - Host Chapters - SWANA Annual International Solid Waste Exposition (10/08)
<b><u>MA-22</u></b>	SWANA Financial Investment Policy (4/95)
<b><u>MA-23</u></b>	<u>Eliminated by IB</u>
<b><u>MA-24</u></b>	SWANA Association Management Schedule (11/09)
<b><u>MA-25</u></b>	SWANA Policy Position - Canadian Representative to SWANA International Board of Directors (IB) and the International Executive Committee (EC) (10/97)
<b><u>MA-26</u></b>	SWANA Policy Position-Grant H. Flint International Scholarship Awards Program Policies and Procedures (3/11)
<b><u>MA-27</u></b>	SWANA Policy Position–Waste Diversion Policies for Association Activities (10/00)
<b><u>MA-28</u></b>	SWANA Policy Position – Hickman Internship Program (8/08)
<b><u>MA-29</u></b>	SWANA Policy Position–Policies & Procedures for SWANA’s Internet Site (10/01)
<b><u>MA-30</u></b>	SWANA Certification Board (12/02)
<b><u>MA-31</u></b>	SWANA Standards of Conduct for SWANA Members (9/03)

- MA-32** Election of Association Officers (6/09)
- MA-33** The Role of SWANA as an Advocacy Association (5/04)
- MA-34** Policies for the Handling of the Personal Information of Members and Non-Members (Privacy Policy) and the Privacy Notice (8/11)
- MA-35** Standards for SWANA and SWANA Chapter Participation in Litigation (12/05)
- MA-36** Policy on Endorsement of Products, Services and Entities (6/13)
- MA-37** Policy on Use of Registered SWANA Trademarks (6/13)

## **SECTION II – (CONSOLIDATED) TECHNICAL POLICIES**

*The full text of SWANA's Technical Policies is available at [www.swana.org/Advocacy/TechnicalManagementPolicies](http://www.swana.org/Advocacy/TechnicalManagementPolicies).*

### **Technical Policies At A Glance**

- T-0** *Definitions of Terms Used in SWANA Technical Policies and Solid Waste Management (8/04)*
- T-1** *Integrated Solid Waste Management (4/09)*
- T-2** *Solid Waste Reduction - Materials Use Practices in Product Packaging and Design (10/01)*
- T-2.1 – Product Stewardship (In MA-0 process 10/13)
- T-2.2 – Deposit Systems (6/94)
- T-3** *Strategic Planning For Integrated Municipal Solid Waste Management (8/03)*
- T-3.1 – Resource Recovery as an Integral Part of a Comprehensive Solid Waste Management System (6/94)
- T-3.2 – The Role of State/Provincial Government in Municipal Solid Waste Management (6/94)
- T-3.3 – The Role of the Public Sector in the Management of Municipal Solid Waste (6/94)
- T-3.4 – Ownership of Municipal Solid Waste Management Systems (10/09)
- T-3.5 – Environmental Justice and Equity Decisions in the Siting of Municipal Solid Waste Management Facilities (10/96)
- T-3.6 – Solid Waste Disposal Bans (10/01)
- T-4** *Funding and Managing Integrated Solid Waste Management Systems (5/01) – Undergoing revisions 9/11*
- T-4.1 – Contracting Municipal Solid Waste Management Services (11/07)
- T-4.2 – Full Cost Accounting for Municipal Solid Waste Management Systems (12/12)
- T-5** *Storage, Collection, Transportation & Transfer of Solid Waste (3/03)*
- T-5.1 – Importation and Exportation of Municipal Solid Waste (10/03)
- T-5.2 – Controlling the Municipal Solid Waste Stream (10/09)
- T-6** *Recycling As Part of Integrated Solid Waste Management (In MA-0 process 10/13)*
- T-6.1 – Municipal Solid Waste Recycling (In MA-0 process 10/13)
- T-6.2 – Safe Recycling of Mercury Containing Lamps (2/12)

- T-7**     *Composting As Part of Integrated Solid Waste Management (In MA-0 process 10/13)*
- T-8**     *Waste-to-Energy As Part of Integrated Solid Waste Management (1/12)*
- T-9**     *Landfilling As Part of Integrated Solid Waste Management (12/11)*
- T-9.1 – Providing Financial Assurance for Municipal Solid Waste Management Disposal Facilities (6/94)
- T-9.2 – Alternative Daily Cover Materials for Sanitary Landfills (10/96)
- T-10**    *Safe Disposal of Unused or Expired Household Pharmaceuticals (7/11)*
- T-11**    *Emerging Conversion Technologies (in MA-0 process 10/13)*

## CHAPTERS

Chapters are the first line of delivery of services to the membership. SWANA Chapters are organized as independent non-profit corporations (or equivalent) under state or provincial law. When a chapter is established, its organizing committee, with advice from legal counsel, prepares and files with state or provincial authorities whatever incorporation paperwork is required by law.

### **Organizational Materials**

For U.S. chapters, the initial organizational document is typically called “articles of incorporation,” which outline the basic structure of the entity. In addition, the articles will contain certain provisions required by the Internal Revenue Service to qualify the chapter for SWANA’s group federal income tax exemption. The chapter’s operational details are set out in a separate document called the bylaws. The initial bylaws, which must be formally adopted by the chapter founders, establish the rights and responsibilities of an organization’s members, directors, officers and others. They determine how those in charge are nominated or elected and they help settle any disputes on how the chapter functions.

Each chapter conducts its internal business and affairs according to its own organizational documents and bylaws, which must conform to its respective state or provincial laws. As such laws vary from place to place, SWANA does not provide “sample” or generic bylaws to any start-up chapter. From time to time, a chapter may need to amend its bylaws to address new and evolving chapter operations and issues or to accommodate changes in state or provincial laws.

### **Registered Agent – Purpose and Functions**

U.S. and Canadian jurisdictions require that any corporation that is formed or doing business within their borders designate and maintain a registered agent (sometimes referred to as a “resident agent”) or a registered office. The agent can be an individual or a service company. The purpose of the designated agent or office is to provide a street address (not a postal box) within the jurisdiction for the delivery of official correspondence and documents (e.g., state annual report forms) and formal legal notices (e.g., summons and complaint in a lawsuit). Upon receipt, the registered agent will forward these papers, documents and notices to a responsible individual. A registered agent also can be a convenient contact to procure from state offices various documents, reports and records on file, including “good standing” certificates, which confirm that an entity has met its filing and reporting requirements under law. SWANA requires all of its chapters to be and remain in good standing and to so certify annually.

### **Registered Agent – Current Services**

SWANA, like other national organizations with incorporated affiliates throughout the United States, engages a service company as its registered agent for itself and its chapters. TRAC – The Registered Agent Service Company (a/k/a HIQ Corporate Services, Inc.), based in Baltimore, Maryland, and with offices throughout the U.S., serves as registered agent for SWANA and its U.S. chapters, and it has done so for the past 20 years. Consolidating and unifying the registered agent function was long ago deemed in the best interests of SWANA.

Whenever a TRAC/HIQ agent receives material addressed to a represented SWANA entity, it forwards the material to the SWANA General Counsel who, in turn, notifies the affected chapter and transmits the materials. No U.S. chapter may opt out of HIQ representation. SWANA pays TRAC/HIQ’s fees and charges for agent representation and for procuring good standing certificates.

As TRAC/HIQ currently has no presence outside the U.S, the Canadian chapters may individually designate and maintain their own agents. However, HIQ says that it plans to establish resident agent services in Canada in 2014. Thereupon, TRAC/HIQ will serve the Canadian chapters as well.

**IRS Reporting**

SWANA is exempt from federal income taxation under Sec. 501(c)(3) of the Internal Revenue Code. SWANA's U.S. chapters are also recognized as exempt from federal income tax by virtue of a group (umbrella) exemption granted to SWANA by the Internal Revenue Service in the late 1980s. SWANA and its U.S. chapters that regularly earn more than \$50,000 a year must file with IRS annual returns regarding income and expenses (Form 990). Each year, SWANA reports to IRS on the status of the chapters (subordinates) that are part of its group exemption and identifies the subordinates with revenue exceeding \$50,000 for the previous year.

Until recently, smaller tax-exempt organizations (i.e., entities whose gross receipts did not exceed \$50,000) had no similar reporting responsibilities. A change in the law made these entities responsible for filing an annual electronic notice, IRS Form 990-N (e-Postcard). Now, across the board, tax-exempt organizations that fail to satisfy their respective annual filing requirements for three consecutive years risk losing their exempt status.

SWANA does not provide tax advice to its chapters. Chapters are encouraged to contact and confer with a local tax advisor regarding federal and state reporting responsibilities.

**Chapter Dues and Insurance**

SWANA invoices all Members for Association and Chapter dues. Chapter dues are returned to the Chapters. In addition, some Chapters have surcharges; SWANA collects these surcharges for the Chapters.

SWANA secures General Casualty and Liability insurance for the Association and its Chapters, and D&O insurance coverage for all its own Officers, Directors and Staff and all Chapter Officers and Directors. Costs, which are greatly reduced through the buying power of the Association, are shared by the Association and its Chapters. SWANA does not carry such insurance for any Chapter service providers.

## **FUNCTIONAL STATEMENT SWANA CHAPTERS**

### ***PURPOSE OF CHAPTERS***

1. The Chapter represents a principal means for SWANA to serve the members within a Chapter's defined geographical area.
2. Chapters plan and organize its activities to provide meetings for the sharing of assistance and information, and to represent the membership in their geographical area.
3. Chapters also provide support to the Association.

### ***DESCRIPTION OF CHAPTER RESPONSIBILITIES***

1. Chapters are responsible for the development of membership and the conduct of Chapter activities within its geographical borders. Such responsibilities include:
  - (a) An ongoing membership campaign to retain existing members and to add new members.
  - (b) Keeping the membership informed on Association and Chapter activities, policy development, continuing education, representation efforts, and news items.
  - (c) Conducting at least one technical meeting per year where subject matter of interest to the membership will be presented.
  - (d) Providing financial support for the participation of Chapter Directors on the IB, for members who serve on the Association's Executive Committee, and to the extent possible, providing financial support, if needed, for the Chapter's president to attend WASTECON®.
  - (e) Maintaining a membership roster of all members in good standing, and on a quarterly basis, notifying the Association of names and addresses of members in good standing.
  - (f) Supporting and participating in surveys conducted by the Association.
  - (g) Supporting and participating in other Association-wide activities, such as WASTECON®, and such regional symposiums. The level and degree of participation shall be determined by the Chapter and the ED/CEO on a case-by-case basis.
  - (h) Supporting and participating in training courses which are a part of the Annual Plan and Budget of the Association.
2. Chapters are responsible for, and pay when due, all expenses of its operations, and shall file all reports and provide such other information about its activities and condition as required by the laws of the jurisdiction in which the Chapter is established.
3. If the Association holds WASTECON® in the geographical area of the Chapter, then the Chapter shall participate in the effort consistent with the SWANA Policy Manual.

4. Chapters are responsible for the management of their financial resources including assurance that all monies due the Association are paid in a timely and businesslike fashion. Chapter responsibilities include:
  - (a) Working with members to encourage them to pay their dues as invoiced. Dues payments and rebates are to be administered in compliance with the SWANA Policy Manual.
  - (b) Filing an annual financial report with the Association. Such reports shall be prepared in accordance with applicable laws and recognized accounting procedures. The report shall be prepared, if possible, by an independent accounting firm. However, Chapter audit committee may submit the report. The report shall be submitted not later than 90 days following the close of the Chapter's fiscal year. The content of the financial report shall be specified in the SWANA Policy Manual.
  - (c) Chapters have to submit all appropriate tax, financial and informational reports and statements required by law. Copies of all such statements shall be submitted to the Association.
  - (d) Chapters bond their Treasurer or furnish evidence that such bonding is impracticable.
5. Chapters submit an annual report on the annual report form provided by the Association
6. Chapters must provide the most current list of chapter officers and board members, including contact information. Any changes to a chapter officer name or contact information must be submitted to the chapter liaison. In order to access the Chapter officers' website, [www.swanachapters.org](http://www.swanachapters.org), the chapter president must submit appropriate paperwork requesting access to the site.

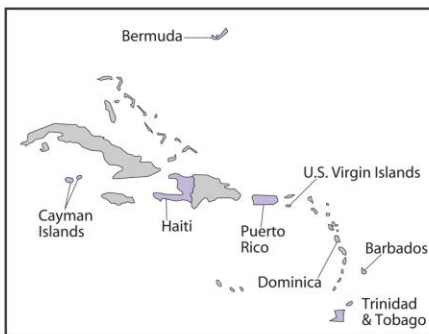
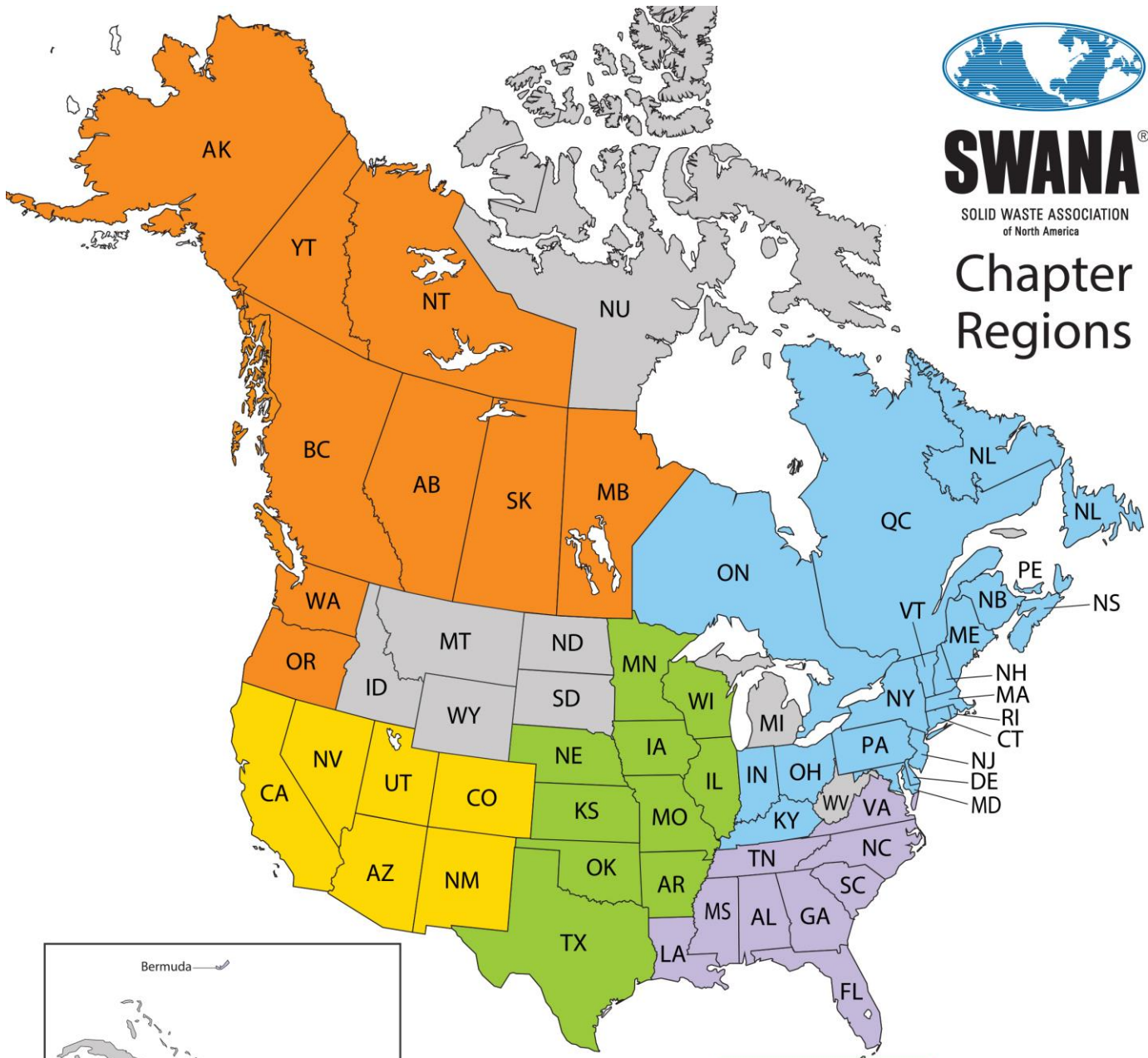




**SWANA**<sup>®</sup>

SOLID WASTE ASSOCIATION  
of North America

## Chapter Regions



### REGION 1

Arizona  
Central California Sierra  
Colorado  
Nevada  
New Mexico  
Northern California Gold Rush  
Southern California Founding  
Utah

### REGION 2

Alaska  
Northern Lights (CPC)  
- Alberta  
- Northwest Territories  
- Manitoba  
- Saskatchewan  
Oregon  
Pacific Chapter  
- British Columbia  
- Yukon Territory  
Washington

### REGION 3

Arkansas  
Illinois  
Iowa  
Kansas  
Minnesota  
Missouri  
Nebraska  
Oklahoma  
Texas  
Wisconsin

### REGION 4

**Atlantic Canada**  
- New Brunswick  
- Newfoundland & Labrador  
- Nova Scotia  
- Prince Edward Island  
**Indiana**  
**Kentucky**  
**Mid-Atlantic**  
- Delaware  
- Maryland  
- Washington, D.C.  
**New Jersey**  
**New York**  
**Northern New England**  
- Maine  
- New Hampshire  
- Vermont  
**Ohio**  
**Ontario**  
**Pennsylvania**  
**Quebec**  
**Southern New England**  
- Connecticut  
- Massachusetts  
- Rhode Island

**Gray = US At-Large**  
These states or provinces do  
not currently have a chapter

### REGION 5

Alabama  
Florida  
Georgia  
Louisiana  
Mississippi  
North Carolina  
Caribbean-PR  
- Barbados  
- Bermuda  
- Cayman Islands  
- Dominica  
- Haiti  
- Puerto Rico  
- Trinidad & Tobago  
- US Virgin Islands  
South Carolina  
Tennessee  
Virginia

## **ADVOCACY**

### **HOW CHAPTERS CAN SUPPORT ADVOCACY**

SWANA has strengthened its commitment to advocacy on behalf of the solid waste profession by increasing its activity in the legislative and regulatory arena. SWANA's Division & Conference Programs Department is continuously working to assist SWANA Members with access to information on government affairs and legal analysis. SWANA's legislative and regulatory presence enables us to communicate and educate policy makers more effectively on the importance of developing sound public policy towards the management of municipal solid waste.

SWANA's commitment to advocacy includes:

#### **DEVELOP AND PROMOTE POLICIES TO ADVANCE THE MISSION OF SWANA BY:**

- A. Periodically defining SWANA's role as an advocacy association.
- B. Develop a process to identify issues and implement strategies to advance the Association's position in the fields of solid waste management.
- C. Develop strategies to advance SWANA's influence in setting national/international policy.
- D. Develop strategies to help local chapters increase SWANA's influence in setting state and provincial policy.
- E. Expand and enhance the networking between SWANA and other professional associations that influence solid waste management policies.

Effective advocacy leadership by SWANA depends on the greatest participation possible by its Members. This is especially true at the Chapter level. SWANA is planning to increase its state activity with greater coordination and exchange between Chapters. SWANA has established a growing electronic mailing list for alerting and notifying chapters of fast moving legislation.

By sharing what works and does not work in one state, other chapters can gain from the experience and replicate successes and avoid failures. In addition, greater exchange of information can act as an early warning system by spotting trends that may spread to other states. Lastly, SWANA intends to tap the energy and infrastructure of chapters in targeted advocacy at the national level. With greater participation and dialogue between chapters, SWANA can further its commitment to ensuring that sound solid waste principles are considered by policy makers when legislation or regulations are being debated.

## SWANA TECHNICAL DIVISIONS

SWANA's Technical Divisions (TDs) focus on special technical areas of interest to the Association. Technical Divisions are self-governed, are chaired by Members and are composed of a number of Committees. The TDs are structured to focus on specific areas of interest within the following technical subject/practice areas:

- Collection and Transfer (CT)
- Communication, Education, and Marketing (CEM)
- Landfill Gas Management (LFGM)
- Landfill Management (LFM)
- Planning and Management (PM)
- Recycling and Special Waste (RSW)
- Waste-to-Energy (WTE)

Technical Divisions perform a wide variety of activities, including:

- Planning technical sessions for WASTECON®
- Planning technical sessions for specialty symposia
- Developing and executing electronic educational sessions (Webinars)
- Analyzing and providing comments on regulations, legislation, policies and other issues affecting their practice areas
- Working with SWANA's Training and Certification Programs Department to develop training courses and workshops
- Recognizing outstanding solid waste management programs, facilities and individuals through awards programs and ceremonies
- Serving as a technical resource to SWANA Staff
- Interacting with other professional organizations with similar interests

SWANA members may subscribe to one or more TDs. In addition to leadership benefits, TD members have access to cutting-edge information through specialized quarterly newsletters, SWANA's eLibrary and the TD-specific Members Only section of the SWANA website; unmatched networking opportunities through specialty symposia; the chance to shape the future of SWANA through program development, formulation of technical policies and advocacy initiatives; and discounts on conferences and training.

Members may subscribe to any TD for \$45 each.

## SWANA's TECHNICAL DIVISION STRUCTURE AND COMMITTEES

### Technical Divisions Structure

1. **Technical Divisions Executive Committee Representative (TDECR):** Represents all TDs on the IB's Executive Committee and serves a three-year term; selected by the TDIBRs from the TDIBRs.
2. **Technical Division International Board Representative (TDIBR):** Represents the TD on the IB and serves a three-year term; selected by TD.
3. **Technical Division Director (TDD):** Serves a two-year term and then advances to the immediate Past Director position for a subsequent two-year term
4. **Technical Division Vice Director (TDVD):** Serves a two-year term and then advances to the TDD position for a subsequent two-year term
5. **Technical Division Past Director (TDPD):** Advances from the TDD position and serves a subsequent two-year term
6. **Technical Division Executive Committee:** Comprised of the TDD, TDVD and TDPD (for each TD)
7. **Committee Chair:** Represents an individual TD Committee and serves a two-year term
8. **Technical Division Steering Committee:** Comprised of the Technical Division Executive Committee, the Chairs of the Committees of the Division and the TDIBR (for each TD)
9. **SWANA Staff Liaison:** SWANA Staff person responsible for managing the Technical Divisions
10. **Standing Committees**  
Each TD has the following, or similar, standing Committees:
  - **Advocacy:** oversight of legislative and regulatory initiatives by the federal government
  - **Awards:** development and oversight of awards programs (annual and Division-specific)
  - **Program:** development and oversight of technical programs for Specialty Symposia, WASTECON® and other events
  - **Training:** development and oversight of applicable training courses
  - **Research (optional):** to participate in SWANA's Applied Research Foundation projects as applicable

Other Division-specific Committees are:

#### Collection and Transfer Technical Division

- Benchmarking

#### Landfill Gas Management Technical Division

- Extraction and Control
- Field Practices
- Generation and Modeling
- Utilization
- Rules and Regulations

- LFGM TD Sub-committees:
  - Gas Treatment User Group
  - High BTU User Group
  - Pre-Treatment

#### Landfill Management Technical Division

- Health and Safety

#### Recycling & Special Waste Technical Division

- Special Waste Fact Sheet Committee

# Technical Division Leadership FY 2013-14

## **Technical Divisions Executive Committee Representative (TDECR)**

Frank Caponi (Term: 9/2015)

## **Collection and Transfer (CT) Technical Division**

Victoria Johnson, *Technical Division International Board Representative* (Term: 10/2016)

Allison Trulock, *Technical Division Director* (Term: 10/2014)

James Miller, *Technical Division Vice Director* (Term: 10/2014)

Dan Costello, *Technical Division Past Director* (Term: 10/2014)

## **Communication, Education and Marketing (CEM) Technical Division**

Kathryn Sandoe, *Technical Division International Board Representative* (Term: 10/2016)

Cristina Polsgrove, *Technical Division Director* (Term: 10/2015)

Elizabeth Roe, *Technical Division Vice Director* (Term: 10/2015)

Dennis Guy, *Technical Division Past Director* (Term: 8/2015)

## **Landfill Gas Management (LFGM) Technical Division**

Frank Caponi, *Technical Division Executive Committee Representative* (Term: 9/2016)

Steve Hamilton, *Technical Division Director* (Term: 3/2014)

Robert Watts, *Technical Division Vice Director* (Term: 3/2014)

Amy Banister, *Technical Division Past Director* (Term: 3/2014)

## **Landfill Management (LFM) Technical Division**

William Malone, *Technical Division International Board Representative* (Term: 10/2016)

Kevin Yard, *Technical Division Director* (Term: 10/2015)

Anastasia Welch, *Technical Division Vice Director* (Term: 10/2015)

Aamod Sonawane, *Technical Division Past Director* (Term: 10/2015)

## **Planning and Management (PM) Technical Division**

Bob Craggs, *Technical Division International Board Representative* (Term: 10/2016)

Paul Sgriccia, *Technical Division Director* (Term: 10/2015)

*Vacant*, *Technical Division Vice Director* (Term: 10/2015)

Chace Anderson, *Technical Division Past Director* (Term: 10/2015)

## **Recycling and Special Waste (RSW) Technical Division**

Tim Flanagan, *Technical Division International Board Representative* (Term: 10/2016)

Tim Flanagan, *Technical Division Director* (Term: 2/2014)

Kim Braun, *Technical Division Vice Director* (Term: 2/2014)

Josephine Valencia, *Technical Division Past Director* (Term: 2/2014)

## **Waste-to-Energy (WTE) Technical Division**

*Vacant*, *Technical Division International Board Representative* (Term:TBD)

Thomas Reardon, *Technical Division Director* (Term: 5/2014)

Peter Chromec, *Technical Division Vice Director* (Term: 5/2014)

Joe Murdoch, *Technical Division Past Director* (Term: 5/2014)

## SWANA'S CERTIFICATION GUIDELINES

**SWANA Certification** is recognized by numerous states, organizations and individuals as the standard of professional achievement for solid waste employees. Being SWANA Certified enhances a solid waste professional's resume and distinguishes him or her as a leader in the profession.

*In addition, many states/provinces recognize SWANA as an approved training and continuing education provider. Attendance at SWANA national or chapter training does not guarantee credits will be accepted by a state or provincial certifying board. A state or provincial certifying board may grant credits differently than the SWANA CEUs distributed for the event. SWANA recommends consulting with the applicable state or provincial certification board for details and any required approval prior to training.*

Certification empowers solid waste professionals with the latest information, creates networking opportunities with fellow professionals, and identifies individuals as assets to the industry.

The following certifications disciplines are offered:

- Leachate Management & Bioreactor Landfills
- Collection Systems
- Composting Programs
- Construction & Demolition Materials Management
- Integrated Solid Waste Management
- Landfill Operations (MOLO)
- Transfer Station Systems
- Recycling Systems
- HHW & CESQG Collection Operations

### Features of a SWANA Professional Certification:

- *Professionalism* Certification demonstrates a high level of professionalism to your coworkers and customers, increasing your consultative value.
- *Leadership* Certification signifies that you are dedicated to continuous self-improvement and the maintenance of professional standards for your staff.
- *Recognition* Certified SWANA professionals receive a personalized certificate, and the privilege of using the S.C. designation on their letterhead and business cards (e.g. Joan Smith, S.C.)
- *Knowledge* Certification will improve your understanding of current best practices, trends and regulatory requirements in the solid waste industry.
- *Achievement* Only a small percentage of solid waste professionals achieve certification, indicating you are a leader in your profession.

## Summary of SWANA Certification Eligibility Requirements

### *Certified Manager Qualifications for Each Discipline*

- High School Degree or GED; **and**
- Minimum of five (5) years experience in MSW Management. (A four (4) year Bachelor's Degree in Civil Engineering, Sanitary Engineering, Environmental Health, Environmental Science, Public Administration or related equivalent fields can substitute for up to two (2) years of the minimum five (5) years experience.)
- Minimum of two (2) years experience in management/supervisory position related to discipline; and
- Directly responsible for the daily operations related to discipline.

### *Technical Associate Qualification for Each Discipline*

- High School Degree or GED; **and**
- Involved in the planning, design, implementation, operation or promotion in the MSW field, but do not fit into the above category, i.e., consultants, planners, vendors, regulators, etc.
- Receive a passing grade on the examination.

### *Inspector Qualifications for the Landfill Discipline*

- High School Degree or GED; **and**
- Minimum of 5 years experience in Integrated Municipal Solid Waste Management (4 year degree in a related field may be substituted for up to 2 years); **and**
- Minimum of 2 years experience as an inspector\*\* of MSW landfills, and currently in that position; and
- Receive a passing grade on the examination.

*\* directly responsible for daily operations; compliance with design and permit conditions, utilization of field equipment and services, personnel needs, utilization and retention, responses to regulatory agencies and budgeting.*

*\*\* can issue official citations for violations that require action/impose penalties*

## **Becoming Certified - Initial Certification**

In order to become SWANA Certified, applicants must score minimum of 70% on the exam. Applicants may register to take the Certification Exam at any SWANA Exam Centers, Private Testing Events, or local Chapter Events where testing is available. Each Testing Center offers all nine (9) exams regardless of whether the course is offered at the Training Center. Exam times and locations are available on [www.swana.org](http://www.swana.org).

The Certification Application is available online at [www.swana.org/certification](http://www.swana.org/certification).

## **Staying Certified – Certification Renewal Process**

Steps for staying certified:

**Step 1:** Obtain 30 Continuing Education Units (CEUs) within the three-year validity period of your certification OR retake the certification exam

**Step 2:** Complete the Certification Renewal Application

**Step 3:** Submit your application and the renewal fee

Applicants may request a certification level upgrade by completing and submitting the Upgrade Request Application available at [www.swana.org/certification](http://www.swana.org/certification).

CEUs are earned by attending conferences, symposia, Chapter events, or a SWANA training center.

## **CERTIFICATION FAQ's**

### **How much does it cost to take a SWANA certification exam?**

The current fee for taking a certification exam is US \$225.00 for SWANA Members and US \$350.00 for non-members. Private Testing Events are \$250 for members and \$375 for non-members. Please check our web site for current pricing.

### **Does the SWANA Certification Program have a grace period? If so, what is it?**

No. All renewals will have to be made within the three-year validity period of the certification; otherwise, an individual must request an extension before their certification expires.

### **How can I get an extension for recertification?**

If you are unable to obtain your 30 CEUs within the three-year period, you must submit the Certification Extension Application. You must indicate how you plan to obtain the balance of the required CEUs. The form must be returned with the \$200 Certification renewal fee. Individuals may fax the request to 301-585-0297 or email the Certification Program Coordinator at [certification@swana.org](mailto:certification@swana.org). Extensions are granted on a case-by-case basis not to exceed a maximum of six (6) months.

### **What if I have 30 CEUs but forgot to renew my certification or request an extension?**

Currently, if an individual has 30 CEUs but has not renewed their certification they can reactivate their certification by paying a \$150 reactivation/late fee and the \$200 renewal fee. The certification cannot be expired for more than two years; otherwise, they must retake the certification exam. Beginning January 1, 2012, if an individual's certification has expired but they have obtained 30 CEUs, they will be required to remit a late fee of \$150 plus the \$200 renewal fee within three months of their expiration date; otherwise they will be required to take the exam and pay a late fee.



**Do I have to pay for recertification?**

Yes, the current fee for recertification is US \$200.00. Please check our web site for current pricing. See below a schedule of certification fees.

**Schedule of Certification Fees**

<b>Certification Status</b>	<b>Renewal Fee</b>	<b>Late/Extension Fee</b>	<b>Total Fees</b>
Has 30 CEUs and remits payment prior to the expiration date	\$200		\$200
Has less than 30 CEUs, files extension and obtains 30 CEUs within extension period	\$200	\$150	\$350
Has 30 CEUs and remits payment up to three months after expiration date	\$200	\$150	\$350

**What is a SWANA CEU?**

A SWANA CEU stands for Continuing Education Unit. To renew a certification applicants must 30 SWANA CEUs within the three-year certification period, starting with the date of the initial certification. These are the hours individuals receive for attending training, conferences, etc. All SWANA CEU hours must be pre-approved by the SWANA Certification Program Coordinator prior to the event.

**How many SWANA CEUs can I earn from non-SWANA related courses?**

Hours are determined by the Certification Program Coordinator – usually on an hour for hour basis if the materials relate directly to a SWANA solid waste discipline. Individuals seeking to receive credit for non-SWANA events must submit an agenda/program describing the course/session/seminar along with proof of attendance after the event and the Certification Program Coordinator will provide the individual with a CEU allocation.

**How many CEUs do I currently have?**

SWANA members and SWANA Certified professionals can login to My SWANA to view their current Certifications and CEUs on record.

**Do CEUs carry over from year to year?**

Yes, during the 3 years prior to recertification. Currently, once a renewal has been processed, the CEUs earned during the prior certification years do not carry over.

**I paid my certification renewal fee. Why must I complete an application?**

Each time you apply for recertification you are required to complete the certification renewal application in order to ensure that your SWANA records are current and accurate.

## **Training Courses and Specialty Symposia – FY 2014**

SWANA's [Training Catalogue](#) lists all specialty symposia and other training opportunities including E-sessions, E-courses, Training Centers and more. SWANA National Events can also be found in the [Calendar of Events](#) on our website, with each Conference or Specialty Symposia having its own website

### **Executive Committee Meeting – Key West, FL January 28-29, 2014**

DoubleTree Hotel by Hilton – Grand Key Resort  
3990 S. Roosevelt Blvd., Key West, FL 33040

Contact VIP Reservations at:  
Domestic: (800) 926-3976  
International: (310) 459-0600  
Room Rates: \$209 Single/Double/Triple/Quad  
[reservations@vipmeetings.com](mailto:reservations@vipmeetings.com)  
Special rate expires December 1, 2013

### **Senior Executive Seminar – Key West, FL [www.ses.swana.org](http://www.ses.swana.org) January 29-31, 2014**

DoubleTree Hotel by Hilton – Grand Key Resort  
3990 S. Roosevelt Blvd., Key West, FL 33040

Contact VIP Reservations at:  
Domestic: (800) 926-3976  
International: (310) 459-0600  
Room Rates: \$209 Single/Double/Triple/Quad  
[reservations@vipmeetings.com](mailto:reservations@vipmeetings.com)  
Special rate expires December 1, 2013

### **The Road to Zero Waste Conference – Monterey, CA <http://zerowaste.swana.org> March 24-25, 2014**

### **Spring Training Center –Monterey, CA <http://zerowaste.swana.org> March 24-27, 2014**

### **Landfill Symposium –Monterey, CA <http://landfill.swana.org> March 24-27, 2014**

### **Landfill Gas Symposium – Monterey, CA <http://lfg.swana.org> March 24-27, 2014**

Portola Hotel & Spa at Monterey Bay (LFG/LF/STC Conference Venue)  
2 Portola Plaza  
Monterey, California 93940  
Room Rates: \$179/single/double

Marriott Monterey (Road to Zero Waste Conference Venue)  
350 Calle Principal  
Monterey, California 93940  
Room Rates: \$197.50\*/Single | \$216\*/Double | \$234.50\*/Triple | \$253\*/Quad  
*\*Marriott Monterey Room Rate includes breakfast buffet in the hotel restaurant.*

Contact VIP Reservations at:  
Domestic: (800) 926-3976  
International: (310) 459-0600  
reservations@vipmeetings.com

The special room rate for this event expires February 1, 2014. To reserve hotel rooms online, [click here](#).

**International Board – Mid-Year Meetings – Silver Spring, MD  
May 5-6, 2014**

Sheraton Silver Spring  
8777 Georgia Ave.  
Silver Spring, MD 20910  
Room Rates: \$179 S/D  
Reservations: VIP Meetings & Conventions 800-926-3976  
Cut-Off Date: April 1, 2014

**NAWTEC 21 – Washington Metro, DC [www.nawtec.org](http://www.nawtec.org)  
May 7-9, 2014**

Hyatt Regency Weston  
1800 Presidents Street  
Reston, VA 20190  
  
Reservations: VIP Meetings & Conventions 800-926-3976  
Rates: \$189  
Cut-Off Date: March 15, 2014

**WASTECON 2014 – Dallas, TX [www.wastecon.org](http://www.wastecon.org)**

Gaylord Texan  
1501 Gaylord Trail  
Grapevine, TX 76051

Reservations: VIP Meetings & Conventions 800-926-3976

# The SWANA

## Applied Research Foundation:



### Background/Status Report

- The Applied Research Foundation was formed in 2001 and is in its thirteenth year (FY 2014) which began in July 2012.
- The ARF has four Research Groups - Waste Reduction/Recycling; Collection; Waste-To-Energy; and Disposal.
- The ARF is supported by 42 subscribing organizations.
- ARF revenues in FY2014 are projected to be \$193,000.

### FY 2013 Program Summary

- FY 2013 Research Projects:

ARF Group	Research	FY13 Research Topic	Anticipated Publication Date
Disposal Group		<ul style="list-style-type: none"> <li>• Practical Methods for Measuring Landfill Gas Collection Efficiency and Cover Soil Oxidation</li> </ul>	December 2013
Collection Group/ Recycling Group		<ul style="list-style-type: none"> <li>• Streamlining the Collection and Processing of Residential Wastes and Recyclables</li> </ul>	December 2013
Waste-to-Energy Group		<ul style="list-style-type: none"> <li>• Opportunities to Enhance the Benefits and Reduce the Costs of Waste-to-Energy</li> </ul>	December 2013

- In FY 2013 ARF research findings were presented at the
  - 2013 Landfill Symposium
  - 2013 NAWTEC
  - 2013 Road to Zero Waste Conference.
- Articles on ARF reports have been published in four consecutive issues of *MSW Management* during FY 2013.

- To date, the ARF has produced a total of 35 research publications that are now available to SWANA members and the general public for free or at nominal prices.

### **FY 13 Goals and Priorities**

- Grow funding support through increasing the number of subscribers.
- Support the development of **SWANA Solid Waste Benchmarking** Program.
- Support SWANA's mission of "Advancing the Practice" of MSW management through applied research.

### **Roles and Contributions of SWANA Officers**

- Continue to support the vision and growth of the ARF within SWANA.
- Assist (when needed) in developing research partnerships with other organizations.

The SWANA Applied Research Foundation is managed by Jeremy K. O'Brien, P.E., SWANA's Director of Applied Research, (704) 906-7269, [jobrien@swana.org](mailto:jobrien@swana.org).

The SWANA ARF FY2014 Disposal Group	
Chester County (PA) Solid Waste Authority	Mecklenburg County, NC
Delaware Solid Waste Authority	New River (FL) Solid Waste Association
Denton, TX	North Carolina SWANA Chapter
Delaware County (PA) Solid Waste Authority	Ohio SWANA Chapter
Illinois SWANA Chapter	Solid Waste Authority of Central Ohio
Iowa SWANA Chapter	Solid Waste Authority of Palm Beach County
King County, WA	SCS Engineers
Kent County, MI	Tucson, AZ
Lancaster County (PA) Solid Waste Mgmt. Authority	Waste Commission of Scott County, IA
Los Angeles County Sanitation Districts	Winston-Salem, NC
Metro Waste Authority (Des Moines, IA)	

<b>The SWANA ARF FY2014 Collection Group</b>	
Charlotte, NC	Tucson, AZ
Manteca, CA	Whitby, ON (Canada)
<b>The SWANA ARF FY2014 Recycling Group</b>	
Edmonton, Alberta, CA	North Vancouver, BC, Canada
Fairfax County, VA	Solid Waste Agency of Northern Cook County (IL)
Monterey (CA) Regional Waste Mgmt. District	Tucson, AZ
<b>The SWANA ARF FY2014 Waste-To-Energy Group</b>	
CDM Smith	Pinellas County, FL
Gershman, Brickner and Bratton, Inc.	Lancaster County (PA) Solid Waste Mgmt. Authority
HDR Engineering, Inc.	Wheelabrator Technologies, Inc.
City and County of Honolulu, HI	York County (PA) Solid Waste Authority
I-95 Landfill Owners Group	

## INTERNATIONAL ACTIVITIES

SWANA is the National Member of the International Solid Waste Association (ISWA).

### INTERNATIONAL SOLID WASTE ASSOCIATION

The International Solid Waste Association [ISWA] ([www.iswa.org](http://www.iswa.org)) is an international organization of solid waste management professionals. ISWA is an independent, non-government, non-profit organization. The mission of ISWA is to work in the public interest to promote and develop professional solid waste management worldwide for a sustainable society. It is open to individuals and organizations from the scientific community, public institutions and public and private companies from all over the world interested in solid waste management.

ISWA has three membership categories:

- National Members, non-governmental organizations representing a country in all aspects of solid waste management within that country. There is only one National Member for a country.
- Individual Members, persons who are working, in or associated with, the field of solid waste management.
- Organization Members, public or private organizations working, in or associated with, the field of solid waste management.

SWANA serves as the National Member for the United States and Canada. In that regard, SWANA sits on the General Assembly, the governing body of ISWA. The SWANA International President and the Executive Director/CEO represent SWANA as the National Member Representatives at the annual meeting of the General Assembly. In addition the John Skinner, SWANA Executive Director and CEO has been elected by the General Assembly to serve on the Board ISWA.

ISWA has National Members in 36 countries worldwide. Through this affiliation National Members are able to gather information on solid waste management practices from around the world and communicate that information to their own membership in their country. In addition ISWA has over 800 Individual and Organization Members.

**SWANA Linkage to the ISWA Knowledge Base.** SWANA members have direct access to international solid waste literature through the ISWA Knowledge Base, which can be reached from the SWANA *eLibrary* on the members-only My SWANA web page. The ISWA Knowledge Base is an on-line, searchable, international data base containing over 850 documents from ISWA conferences, workshops, books, reports and training materials. It can be searched by subject matter (e.g. recycling, landfill, energy recovery etc.), country, document type, language and year and the documents can be downloaded in pdf format. SWANA members can reach this data base by signing in to [MySWANA.org](http://MySWANA.org) then going to the *eLibrary* and follow the link to the ISWA Knowledge Base at the bottom of the page. Once on the Knowledge Base page you will be asked to register (at no cost), and after which you can read and download any of the documents within.

In addition, with the permission from the ISWA National Member from Germany we have added to the SWANA *eLibrary* all of the papers presented at the 2010 ISWA World Congress that was held in Hamburg.

These papers have been loaded into the *eLibrary* and can be searched for subject matter and downloaded. All 113 papers can be accessed by entering ISWA into the search box.

The contact information for SWANA's participation in ISWA is:

John H. Skinner, Ph.D.

Executive Director and CEO

The Solid Waste Association of North America (SWANA)

1100 Wayne Ave, suite 700

Silver Spring, MD 20907

Phone: 240-494-2254

Fax: 301-585-2898

Email address: [jskinner@swana.org](mailto:jskinner@swana.org)

The contact information for the ISWA General Secretariat is:

Hermann Koller

Managing Director

International Solid Waste Association (ISWA)

Auerspergstrasse 15/41

A-1080 Vienna, Austria

Phone: +43 1 2536001 14

Fax: +43 1 253600199

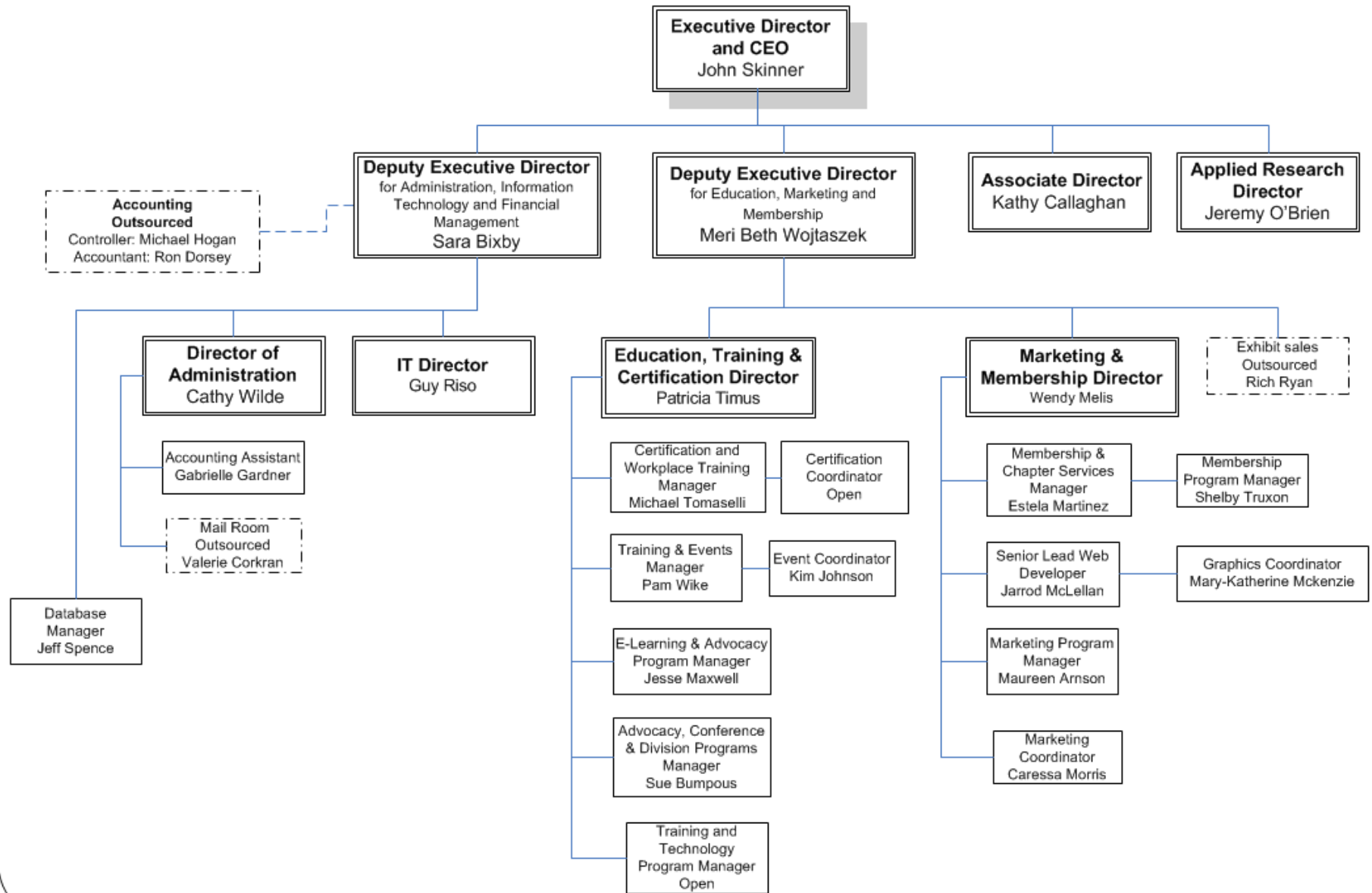
Email: [hkoller@iswa.org](mailto:hkoller@iswa.org)

Web: [www.iswa.org](http://www.iswa.org)



# SWANA Offices Organization Chart

September 2013



## ■ SWANA ASSOCIATION OFFICES STAFF and CONTRACTORS

The following are staff responsibilities, direct phone lines, Association main phone number with phone extensions, and e-mail addresses:

**All Staff can be reached at:**

**SWANA, 1100 Wayne Avenue, Ste. 650, Silver Spring, MD 20910**  
**Phone (301) 585-2898 FAX (301) 589-7068 Email: [info@swana.org](mailto:info@swana.org)**

The seven departments are:

- Division & Conference Programs
- Information Technology
- Marketing & Communications
- Training & Certification Programs
- Membership & Chapter Services
- Government Affairs
- Applied Research

### **Executive Director/Chief Executive Officer**

(Budget, Legislation, Regulations, IB, EC, Policy) ..... *John Skinner, 240-494-2254 (direct) or 301-585-2898 x254; [jkskinner@swana.org](mailto:jkskinner@swana.org)*

### **Deputy Executive Director** (Development of

WASTECON® and general association management) ..... *Meri Beth Wojtaszek, 240-494-2233 (direct) or 301-585-2898 x233; [mwojtaszek@swana.org](mailto:mwojtaszek@swana.org)*

### **Deputy Executive Director** (Administration, Information Technology and Financial

Management (Association's Annual Program Plan and Budget) and general association management) ..... *Sara Bixby, 240-494-2236 (direct) or 301-585-2898 x236; [sbixby@swana.org](mailto:sbixby@swana.org)*

### **Associate Director** (IB, EC, Policy, Bylaws and

Staff Administrator of Policy, Awards, Lawrence Lecture, Hickman Internship Program and Scholarship Committees) ..... *Kathy Callaghan, 240-494-2248 (direct) or 301-585-2898 x248; [kcallaghan@swana.org](mailto:kcallaghan@swana.org)*

### **Director of Administration**

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## **FY 2014 – 2018 Program Plan**

The FY 2014-2018 Strategic Management Plan and FY 2014 Program Plan is online at <http://swanachapters.org/ib> – please contact Estela Martinez ([emartinez@swana.org](mailto:emartinez@swana.org)) if you do not have the user name and password to access the files.

## **FY 2014 Budget**

Budget information is also online at the site noted above and is updated periodically as information is finalized.

## Contact Information for International Board Members

Contact information for the International Board is available online in the ***Membership Directory***.

Here are instructions, and a link, on how to look up your own information, and update it as needed (including adding photos, etc.), and how to access information on others:

To view your record as well as those of other members, follow these 6 easy steps:

1. Sign into [www.SWANA.org](http://www.SWANA.org) (login is your email address and password is the first letter of your first name in CAPS plus member ID, i.e. G12345, unless you have already changed your password)
2. To edit your profile (after you log in), select “My Account” from the tabs across the top.
3. Each section of the online profile has an add/edit link, allowing you to make modifications as needed. Areas include contact information, Bio, Job History and Picture.
4. To update your privacy settings, select “My Account” from the tabs across the top and select “My Privacy Settings”.
5. To find another member, select Directory along the top main menu. This will bring you to the find a member page. Enter information for the member you’d like to find (the more information you provide, the narrower the search results).
6. After you enter the search criteria, you will see the results page. You will have three options for most members.
  - a. Click on their name to view their online profile
  - b. Add xxx as a contact (this will link them to your profile)
  - c. Send message

Should you have any questions or concern, contact SWANA for assistance.

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## SWANA PAST PRESIDENTS

Anne Germain	2013
Jim Warner	2012
Sara Bixby	2011
John Hadfield	2010
Carl Newby	2009
Laurie Batchelder Adams	2008
Tom Parker	2007
Andy Quigley	2006
Rick Mauck	2005
Allen Lynch	2004
Nancy Nevil	2003
Mark Bryant	2002
Jack Friedline	2001
Steve Viny	2000
Mark Hammond	1999
Steve Maguin	1998
Durwood Curling	1997 deceased 2010
Herb Flosdorf	1996
John Abernethy	1995
Curt Kemppainen	1994
N.C. Vasuki	1992-1993
Walter Brodowski	1991
Denny Kerton	1990
Bob Bruhn	1989
Pam Day	1988
Ken Smith	1987
Phil Richmond	1986
Jim Considine	1985
Peter Wong	1984 deceased
Gary Vroman	1983
Tim Hunt	1980-1982
Bob Epler	1979
Bill Larson	1978-1979
Bob Lawrence	1976-1977
Tom King	1975
Harry Frisby	1975
Willie Case	1974
Jerry Fairbanks	1973
Clarence Price	1972
Jim Cornelius	1971
Jacob Mynederse	1970
Art Bonnell	1969 deceased
Bob Lawrence	1968 deceased
Les Haug	1967
Clarence Dean/Ed Steparek	1966*
Earl Records	1965*
John Gaul	1964*
Frank Machado	1963*
Grant Flint	1962* deceased

\* Although SWANA was organized as GRCD A in 1961, it did not incorporate as an international organization until 1966. The Presidents listed were Presidents of the Southern California Chapter and provided much of the leadership in the early years to create GRCD A as an association of municipal solid waste management professionals.



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