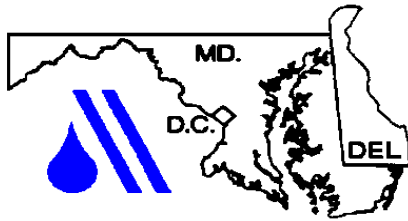


# WWO ANNUAL SHORT COURSE



CSAWWA



WWOA



CWEA

August 16, 2004

TO: Central Governing Bodies; CSAWWA, WWOA, CWEA  
FROM: Short Course Committee  
RE: Selection of Members to fill vacant short course staff positions  
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In order for the short course committee to fill vacancies in its staff and coordinator positions in a fair and timely manner, the procedure listed below shall, with your permission, be applied:

- A. Vacancies and/or additional staff shall be filled on an as needed basis.
- B. Persons wishing to fill vacancies must be a member of one of the governing bodies.
- C. Persons wishing to fill vacancies should send a letter to the short course committee secretary stating their interest in working for the committees, their area of specialty, their membership status, and their qualification for being considered.
- D. Members of the short course committee shall take into account all relevant factors in determining which volunteer to select. These factors shall be, but are not limited to:
  - I. Person's governing body membership
  - II. Person's qualifications
  - III. Person's indication of specialty
  - IV. Date in which person sends their letter to the committee

The short course committee is committed to training and educating members of the water and waste water community and will continue to act in a professional manner in the administration of this procedure and all others.

Sincerely,

Don Sprinkle  
Secretary, Short Course Committee  
8270 Old Montgomery Rd.  
Columbia, Maryland 21045