Water Environment Federation®
the water quality people™

WEF Volunteer Handbook

As of February 2012

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WEF volunteers and staff provide the substantive work of implementing the WEF® Vision and Strategic Plan (Appendix A). More than 2500 WEF members participate in WEF committee activities, such as developing conference programs, writing technical manuals and books, developing training materials and program content, and many other WEF programs.

WEF Leadership

Board of Trustees

The Board of Trustees is the governing body of WEF and holds legal authority and fiduciary responsibility on behalf of WEF and its membership. The Board is responsible for supervision, control and direction of WEF under such rules as the Board may determine, subject to applicable laws and regulations, WEF's Articles of Incorporation and Constitution and Bylaws. The Board of Trustees is responsible for establishing the WEF strategic direction, approving a budget to support implementation of the Strategic Plan and providing direction to WEF Committees.

House of Delegates

The House of Delegates, comprised of representatives of each WEF Member Association, and Delegates representing other WEF member constituencies, is the deliberative and representational body of WEF and advises the Board on issues of strategic direction.

Committees

WEF Committees develop programs and activities to implement the WEF strategic plan and provide recommendations to the Board of Trustees on programs and services to achieve the WEF vision and mission. WEF committees are responsible to and receive direction from the WEF Board of Trustees.

Committee Leadership Council (CLC)

The Committee Leadership Council (CLC) consists of the Chair and Vice-Chairs of all WEF Committees. The CLC serves as a communication link between the committees and the Board, fosters communications between the committees and the Board, and provides a committee-based voice to the Board.

CLC Steering Subcommittee

A six member Steering Subcommittee will organize the activities of the CLC, establish goals and objectives and provide leadership to the CLC. Annually, new Steering Subcommittee members shall be appointed by the WEF President in consultation with the CLC Chair and Vice Chair as follows:

- Chair of the Steering Subcommittee shall be the sitting WEF Vice President (1 year term)
- Vice Chair of the Steering Subcommittee shall be the CLC Chair (3 year term),
- Four at large members consisting of: The CLC Vice-Chair (3 Year Term); Three (3) WEF Committee, council, or CoP Chairs or Vice-Chairs or Past chairs (at the time of their selection), that shall serve for three (3) year terms. Depending on available and eligible candidates, the WEF President will attempt to appoint one Board member to one of the at large member positions of the Steering Subcommittee. The terms shall be staggered such that one (1) At-Large member, not including the CLC Vice-Chair, is appointed each year.

WEF Policy

Responsibility and Authority

WEF volunteers are responsible to be knowledgeable of WEF policy and procedures governing committee activity and operation. Authority of volunteers is limited to specific work activities of the volunteer group or committee. **Specific and written authorization of the Board of Trustees is required for:**

- Committing WEF to an expenditure of funds.
- Representing WEF or expressing positions or opinions on behalf of WEF.
- Continuation, consolidation, subdivision, or sunset of committees.
- Entering into liaisons with other organizations.
- Representing WEF at public or private hearings.
- Changes to the committee charge.

WEF Volunteer Legal Responsibilities

WEF accomplishes its goals and objectives through its membership and their volunteer participation.
Whenever participating in a committee or other volunteer activity, members are acting as representatives of WEF and have certain legal responsibilities.

WEF volunteers must discharge their responsibilities in good faith and in accordance with the best interests of WEF. Specifically, volunteers have three legal duties to WEF: care, loyalty and obedience.

Duty of Care The legal duty of care means that WEF volunteers must make reasonable decisions considering the circumstances including (i) guarding against loss or injury to WEF, and (ii) a duty to vote and not abstain.

Duty of Loyalty The legal duty of loyalty means that WEF volunteers owe an undivided allegiance to WEF and must make decisions in the best interests of the organization, never making decisions based on their personal interests or personal gain. Conflicts of interest are inconsistent with this duty and must be disclosed (see Conflicts of Interest below).

Duty of Obedience The legal duty of obedience means that WEF volunteers must make decisions with the WEF mission in mind and may not act in a way that is inconsistent with the goals of WEF.

Conflicts of Interest

In taking an active role in volunteer activities, it is foreseeable that conflicts of interest may arise. All actual and potential conflicts of interest should be disclosed in writing to the WEF Executive Director. It is the Executive Director's responsibility to ensure that all such conflicts are resolved in a fashion that is
in the best interest of WEF. Generally a volunteer may not participate in the final discussion or vote on a matter in which she/he has a conflict of interest. The fact that a conflict was disclosed and the volunteer recused her/himself from participating in the final discussion and vote is recorded in the minutes.

Antitrust

WEF intends to comply with all applicable antitrust laws and does not condone conduct that leads to or implies an agreement among its members that would restrain trade and/or otherwise violate antitrust laws. To avoid antitrust problems:

1. Meetings should be held only if there are proper matters to be discussed.
2. For each meeting, an agenda should be developed and provided to each committee member.
3. The agenda should be specific and avoid topics that may cause antitrust problems such as:
    - price and pricing;
    - production levels or schedules;
    - availability of products or services;
    - allocation of markets, territories, customers or clients;
    - encouraging boycotts of products or services;
    - fostering unfair practices involving advertising, merchandising, standardization, certification, or accreditation;
    - encouraging anyone to refrain from competing;
    - illegal brokerage or rebates; or
    - improper reciprocity in dealing.
4. Any volunteer concerned with the legality of a subject should immediately request that the discussion be halted. Members should check with association staff and/or counsel if there is any doubt about the propriety of an association program or subject of discussion.
5. Accurate minutes of all meetings must be kept.
6. Unscheduled, informal, secret or "rump" meetings should be avoided.
7. Members should not be coerced to take part in association activities.
8. Legal counsel should attend all association meetings where there is potential for discussion of legally sensitive subjects.

If any situation arises, involving antitrust violations, it is important that it be brought to the attention of the chair of the volunteer group and senior WEF staff.

WEF Non-Discrimination and Harassment Policy

Discrimination by any WEF volunteer, employee, or contractor against any WEF volunteer, employee, or contractor based on race, color, sex, religion, national origin, disability, veteran status, sexual orientation or any other illegal basis is not tolerated. This applies to recruiting, hiring, pay rates, training, promotions and other terms of employment and termination of membership benefits. All volunteers, employees, or contractors who violate this policy are subject to discipline to the full extent of applicable law and may be subject to termination of employment and/or member benefits.

Harassment includes verbal or physical conduct that demeans or shows hostility toward an individual because of his/her race, color, sex, religion, age, disability or other illegal basis, conduct that creates a hostile or offensive work environment, or otherwise adversely affects employment or professional opportunities. WEF does not tolerate any form of harassment.

Sexual harassment, unwelcome sexual advances, requests for sexual favors, or verbal or physical conduct, is prohibited by WEF.

Volunteers, employees, or contractors who are subject to harassment or discrimination are required to immediately report it to his/her supervisor, the WEF Director of Human Resources, the WEF executive director, or another member of the WEF management. Volunteers, employees, or contractors need not and should not report the conduct to anyone who they believe is involved in the conduct. Information reported remains confidential to the extent possible. WEF prohibits retaliation of any kind with respect to the reporting of such conduct. Failure to report an incident of harassment or discrimination may indicate that the volunteer, employee, or contractor does not consider the conduct unwelcome or problematic. WEF appropriately investigates all reports of harassment and/or discrimination and will take remedial action when necessary.

Approved
WEF Board of Trustees
October 2007

Indemnification

In the event a lawsuit is filed against a WEF volunteer, the WEF Constitution & Bylaws, Article 14 provides for indemnification. WEF maintains liability insurance for its indemnification obligation (with a specified maximum dollar limit). ***Intentional acts or acts committed in bad faith are specifically excluded from coverage.***

Questions regarding WEF volunteer legal responsibilities should be directed to the WEF Executive Director.

WEF Whistleblower Policy

The Water Environment Federation will investigate any possible fraudulent or dishonest use or misuse of WEF resources or property by management, staff, volunteers, or members. Anyone found to have engaged in fraudulent or dishonest conduct is subject to disciplinary action by WEF up to and including civil or criminal prosecution.

All members or the WEF community are encouraged to report possible fraudulent or dishonest conduct. An employee should report his or her concerns to a supervisor or manager. If for any reason an employee finds it difficult to report his or her concern to a manager or supervisor, the employee can report it directly to the Executive Director. Managers or supervisors are required to report suspected fraudulent or dishonest conduct to the Executive Director.

WEF will use best efforts to protect whistleblowers against retaliation. WEF cannot guarantee confidentiality, however, and there is no such thing as an “unofficial” or “off the record” report. WEF will keep the whistleblower’s identity confidential, unless the person agrees to be identified; identification is necessary to allow WEF or law enforcement officials to investigate or respond effectively to the report; identification is required by law; or the person accused of the fraudulent conduct is entitled to the information as a matter of legal right in disciplinary proceedings.

WEF may not retaliate against a whistleblower with the intent or effect of adversely affecting the terms or conditions or employment. Whistleblowers who believe that they have been retaliated against may file a written

complaint with the Executive Director. This protection from retaliation is not intended to prohibit managers or supervisors from taking action, including disciplinary action, in the usual scope of their duties based on valid performance factors.

Questions relating to the interpretation of this policy should be directed to the WEF Executive Director.

Sunset Review

The Board of Trustees will conduct a sunset review of each standing WEF committee once every four years.

A report of the Sunset Review process will be submitted to the Board of Trustees for consideration at its summer meeting. Committee chairs and vice chairs will be involved in the sunset review process and will be included in notification of recommendations presented to the Board. Information considered in preparing the report will include, but is not limited to:

- Committee charge
- Written input from the committee chair and the staff Liaison regarding committee goals, activities (past, present, and projected), and achievements, relative to WEF needs.

<u>WEF Sunset Review Policy and Procedures</u>

The duties of the Water Environment Federation's Board of Trustees include the responsibility to "create and dissolve WEF committees and councils and approve the appointment of committee chairs and vice chairs" (WEF Constitution and Bylaws, Article 9.6). This WEF Sunset Review Policy and Procedures statement provides the guidelines to be utilized by the Board to accomplish this responsibility.

Each standing, special or joint committee's charge and need for continuation shall be critically reviewed by the WEF Board of Trustees no less frequently than once every four years. No standing, special or joint committee shall be continued for more than four years without affirmative action by the Board.

Federation staff with responsibility for committee management shall select approximately one-quarter of committees each year for review. This selection shall occur on a regular schedule so that each committee receives a review no less frequently than once every four years. The Board, the Federation President, the Committee Leadership Council and committee chairs can request committee sunset review outside of the regular schedule.

The Immediate Past President of the Federation shall serve as Chair of the Sunset Review process. WEF staff shall send Committee Sunset Review Questionnaires to the Chair and the committee staff liaison of the selected committees. The returned questionnaires will be forwarded to the Immediate Past President and to the CLC Steering Subcommittee, for review concurrently with the BOT working groups who will distribute them to the working groups of the Board of Trustees according to which committees fall within the purview of each working group of the Board.

The working groups of the Board will meet in person or by teleconference to discuss the Committee Sunset Review questionnaires and develop recommendations regarding these committees. The recommendations from the working groups of the Board shall be returned to the Immediate Past President who shall prepare a

consolidated Committee Sunset Review Report for consideration by the WEF Board of Trustees. The immediate Past President shall also forward the recommendations of the working groups of the Board to the chairs of the committees which are under review.

After the WEF Board of Trustees acts upon the recommendations of the Committee Sunset Review Report, the Immediate Past President shall send copies of the Board's actions to the reviewed committees and to the Committee Leadership Council.

Approved
WEF Board of Trustees
July 2010

WEF Committee Guidelines

Types of Committees

Committee

Committees are charged with achieving the long-term strategic goals of WEF through the development of products, services, and/or policies in a subject area, such as Membership, Public Education, or Collection Systems. The technical knowledge and delivery committees are referred to as "Standing Committees" in the WEF Constitution and Bylaws (C&B), and are established by the Board of Trustees (Board). Committee activities may span multiple years as Committee charges are reviewed every four years until the Committee is sunset by the Board. Committee members must be members of WEF.

Management Committee

Management Committees are established by the C&B and have specific membership, responsibilities, and continuing assignments from year to year. Currently, the Management Committees include the Audit, Nominating, and C&B Committees. Termination and changes to these committees can be effected only by amendment of the C&B.

Subcommittees and Work Groups

Due to size and scope, Subcommittees and Work Groups may be established to perform specific duties. Subcommittees and Work Groups may be established by the Board, the President, Committees, Communities of Practice (CoPs) and Councils to undertake specific activities. Subcommittees and Work Groups will receive a formal charge defining its goals and objectives. The respective WEF element will manage the Subcommittee or Work Group, which will be dissolved upon completion of its charge.

Task Force

Task Forces signify focused efforts to achieve short-term objectives. They are created by the Board of Trustees to make recommendations as to how WEF should respond on a particular issue. A Task Force is created with a specific charge to accomplish its objective within a deadline. When a Task Force completes its assignment, it is dissolved. Committees, Councils, and CoPs may also create task forces.

Community of Practice

Some issues span the interests and expertise of multiple Committees. Microconstituents and Sustainability are examples of emerging topics which needed to draw from more than one Committee area. A Community of Practice is charged with distributing and/or gathering knowledge through the development of products, services, and/or policies in a subject area. A Community of Practice may include experts in the field who are not WEF members. A Community of Practice is created by the Board or the Committee Leadership Council (CLC) to leverage Committee resources and existing information in the field in order to create and advance knowledge on the topic. As the emerging field mature, activities of the Community of Practice may evolve into one or more committee(s), become subcommittees of standing committees, or dissolve. The Board and CLC periodically review Communities of Practice, and they may be sunset if their purpose is no longer required. A Community of Practice may form subcommittees and/or work group to effectively conduct its work. Chairs and co-chairs of Communities of Practice must be WEF members.

Council

Councils are created by the Board to coordinate the resources of Committees as they relate to a shared subject area, such as Global Strategies, Stormwater, and the CLC. Councils exist to find synergies among Committees and to avoid duplication of efforts; they are not expected to create products, services or policies. Council members may either be appointed by the President to represent a committee, be appointed by the President as an invited WEF member that provides specific technical knowledge or perspective, or the President may invite a non-WEF member that provides specific technical knowledge or perspective. Chairs and co-chairs of Councils must be WEF members.

Committee Size and Organization

Committees may vary in size. Each committee will consist of a minimum of not less than ten WEF members. The minimum ten member requirement is an element of consideration during the committee sunset review process.

Committee Membership

WEF members apply for committee membership by submitting an application to:

Water Environment Federation
Committee Program Administrator
601 Wythe Street
Alexandria, VA 22314-1994
On-Line Application: http://www.wef.org/Members/page_committees.aspx?id=157

Applications for committee membership are reviewed and approved by the committee chair. Committee membership is limited to WEF members. *Exceptions may be made for non-WEF members on a temporary basis, for individuals who, though not being qualified by membership, have unique qualifications required to achieve committee objectives*. Non-members may not be appointed as committee, subcommittee, task force, or CoP leaders.

The WEF Constitution & Bylaws provides for designated appointments to management committees, made by the President, and approved by the Board for a term of committee service that coincides with the delegate's term of service on the House of Delegates. *Audit Committee: Two delegates (not Board members); Constitution*

and Bylaws: Minimum of four delegates; Long Range Planning: Minimum of four delegates; Nominating Committee: Three delegates: Three delegates (one year term of service).

Continuing service on a committee is dependent upon on annual review (immediately preceding WEFTEC,) and recommendation of the chair. The committee chair is required to annually review the committee roster and make recommendations to WEF for retaining or removing members. Committee members who do not participate in committee activities may be subject to removal from the committee

Committee Leadership

Each committee includes at a minimum, a chair and a vice-chair. Committees may recommend appointment of a co-chair and/or a co-vice chair. These positions, together with the leaders of any subcommittees, workgroups, task forces, etc., comprise the committee leadership. The role of committee leaders is to collectively implement the goals and objectives of the committee.

Committee Leaders (Chair and Vice Chair)

Committee chairs and co-chairs and committee vice chairs and co-vice chairs may be appointed for a two or a three year term of service. A committee leader term of service may be extended upon recommendation of the President and approval of the Board. A minimum of one year of service on the committee is required before being appointed as a committee leader. Committees vary in the way they consider and select committee leaders, based on the needs of the committee.

Member Participation

Committee leaders determine the level of participation needed by committee members, and are responsible for monitoring the level of participation in committee work. Committee members who do not participate may be subject to removal from the committee.

Removal of Committee Member or Chair

The Board has authority to remove a committee chair or member at any time. A committee chair can remove a committee member for non-participation or non-contribution to committee work during the annual committee membership review process.

Committee Management

The WEF Vision and Strategic Plan (Appendix A) and the committee charge provide the framework for WEF committee activities. These resources serve as guides for evaluating and developing committee activities and as a benchmarking tool for evaluating ongoing and future committee activities. Committee leaders, in collaboration with the staff liaison, are responsible for managing programmatic and administrative activities of the committee.

Committee Charge

The charge provides focus for the committee and ensures that committee activities are consistent with the WEF Vision and Strategic Plan. A committee's charge is adopted when the committee is formed, and is reviewed every four years, during the Committee Sunset Review. The committee charge can be modified, upon approval of the Board.

Subcommittees

The chair of a standing committee may establish subcommittees, and is responsible for 1) informing the staff liaison and the committee administrator of the formation and termination of subcommittees and task forces and their memberships, 2) appointing members of the standing committee to a subcommittee or task force, and 3) evaluating the effectiveness of each subcommittee or task force.

Committee Work Plan

Committee leaders are expected to develop and maintain a work plan that identifies the committee's charge, goals, mission, and strategies over a three-year period. Work plans must align with the WEF Strategic Plan and be realistic, achievable, and measurable.

The work plan should include information on the committee's plans for the coming year and projections of committee activities for the next two years. Committees should review the work plan annually to review and revise goals for the current year, and to establish new goals for the subsequent two-year period.

Budget

The WEF budget is approved by the Board in July, for the fiscal year beginning September 1. Committees requesting budget commitment for specific programs and/or activities must submit their requests, in collaboration with the committee staff liaison, by **March 1** in order to be considered in development of the budget for the following fiscal year.

Committee budgets may include two components: administrative and special projects. *The committee staff liaison will advise committee leaders on budget items included in the budget, and those that would require special budget approval*.

General Budget Guidelines

Administrative Expenses – Automatically included in the budget. Office supplies, postage, conference calls, staff support.

Special Projects - Activities that would require resources not currently included in the budget. (See proposal process below.)

Special Project Proposals - Committee leaders may submit proposals for special projects for consideration by Board. Such projects include activities that require significant staff or financial resources, and/or that may be beyond the scope of current committee activities.

Proposals should be developed and submitted in collaboration with the committee staff liaison. The process is outlined below:

- Discuss and coordinate the proposed activity with the committee staff liaison.
- Submit the proposed action item for the Board meeting agenda, through the committee staff Liaison, to the WEF Executive Director.

- Prepare supporting materials for the proposed action to include:
    1. Financial Impact and Action Cover Sheet (Appendix B)
    2. Board resolution for requested action (Appendix C)
    3. Proposal details

Committee Reports

Committee leaders are responsible to provide periodic reports on committee actions and timelines. Committee reports (Appendix D) provide a summary of the activities and plans of each committee and serve as a communication among Committee Leaders, the Board, the House of Delegates, and staff. Committee reports are distributed to committee leaders and posted to www.wef.org.

Subcommittee and task force leaders are responsible to report the progress or status of activities to the chair of the standing committee on a regular basis, to be reflected in the periodic committee report.

Report Schedule

- December 1 Post WEFTEC
- March 1 Interim/or Post Mid-Year
- August 1 Pre WEFTEC

Report Instructions

- WEF Strategic Plan Alignment – Provide specific goals of the strategic plan that are being addressed by the committee.
- Projects, Activities and Accomplishments for Report Period – Include tasks and deliverables with time lines. Examples: Specialty Conference, WEFTEC Workshop, WE&T Article, etc. Ongoing or regular events (e.g., "Hold a committee meeting at WEFTEC") need not be reported.
- Plans For Next Reporting Period – Provide the planned activities and time lines.

Meetings

WEF does not provide financial support for travel to and participation in committee meetings; therefore, in person committee meeting requirements are kept to a minimum. Conference calls and e-mail are widely used to accomplish committee activities.

Scheduling

A meeting of each WEF committee is typically held during WEFTEC. ***No committee meetings can be scheduled during the WEFTEC opening general session***.

Some committees schedule additional meetings, either in conjunction with the WEF midyear meeting or with a specialty conference or other WEF event. Requests for meeting space at WEFTEC and at the midyear meeting are coordinated through the staff liaison.

Agenda

The agenda should be prepared by the chair and/or vice-chair, in collaboration with the staff liaison, to include relevant discussion/action topics, the amount of time allocated to each discussion, and the identity of the

person leading each discussion. The agenda and supporting materials should be provided to committee members before the meeting.

Conducting Meetings

WEF committee meetings are open to members and non-members. **Only WEF members holding full committee membership have the right to vote**. WEF recommends that all meetings be conducted using Roberts Rules of Order parliamentary procedures.

Committee meetings must be conducted so that discussions never result in antitrust liability for the participants or for WEF. The committee chair will open each meeting with a reminder to attendees of their responsibility not to engage in any antitrust violations. If a potential antitrust issue arises, the discussion must be stopped immediately and the advice of the committee chair and/or senior WEF staff obtained. If needed, the issue should also be brought to the attention of WEF legal counsel.

Minutes

Committees are required to record minutes of each meeting and to provide the committee staff liaison with a copy of the approved minutes. It is the responsibility of the committee chair to ensure that minutes are recorded and submitted to WEF.

Minutes *must include*:

- Date, time, place of meeting, and presider name
- Participants
- Meeting agenda
- Decisions reached with follow-up actions and deadlines; Formal motions and outcomes – passage/defeat
- Brief summary of discussion to justify decisions

Minutes *must not include*:

- Transcripts of discussions
- Statements attributed to specific individuals

Establishing New Committees

The WEF Constitution & Bylaws provides for establishment of standing or special committees or councils as deemed necessary, by the Board of Trustees. New committees generally arise from the work of a task force or subcommittee on a topic of interest to the profession that is not included in a standing committee's charge and that volunteers and staff believe support the WEF mission. Proposals for new areas of committee work may also come from within an existing committee, any leadership group, or WEF member.

The procedures for proposing a new WEF standing committee to be considered by the Board involve submitting a written proposal in collaboration with the appropriate staff and must include the following:

- Purpose and need for the committee.

- Relate the objectives of the committee to the WEF Vision and Strategic Plan.
- Discuss how the work of the proposed committee will assist WEF in achieving its goals.
- Demonstrate that the proposed work does not overlap with an existing committee.
- Committee Charge - describe the scope of the work to be done by the proposed committee, including details of areas on which the committee will focus, specific duties and/or goals necessary to support the mission, and liaisons with other groups.
- Three-year plan Committee Work Plan - Provide specific projects for the committee to undertake in the near future. Include future projections for the direction of the committee, (i.e., possible new areas of interest for the committee, future collaboration with other groups or organizations, international endeavors, plans for growth, etc.).
- Proposed Committee Membership – Include chair, vice-chair, and interested members.
- Proposed Budget – Provide an estimate of project-related expenses and staff resources.

WEF Staff Responsibilities

Committee Liaison

- In collaboration with the chair, ensure that committee initiatives support WEF's Vision and Strategic Plan.
- Work with committee members to plan and implement committee projects.
- Advise the committee regarding WEF policies and procedures and ensure that committee projects are within WEF guidelines.
- Ensure that committee-developed publications, products, and actions do not set standards, inhibit trade, or pose other liability issues.
- Ensure that committee leaders and members do not participate in antitrust violations at meetings and other committee functions.
- Budget for committee activities.
- Advise committee leaders and members regarding committee guidelines, including application and administrative procedures.

Committee Administrator

- Process committee applications.
- Maintain WEF committee database and records.
- Coordinate and distribute committee reports.
- Coordinate the Board sunset review process.

Committee Administrator
Theresa Mixon
Phone: 703/684-2400, x7214
Fax: 703/684-2413
Email: tmixon@wef.org

Appendix A – WEF Strategic Plan

February 2012

Water Environment Federation®
the water quality people™

Mission

Provide bold leadership, champion innovation, connect water professionals, and leverage knowledge to support clean and safe water worldwide

Vision

WEF - essential to water professionals around the world

Guiding Principles

Leadership*inspire and champion responsible water policies and practices*
Stewardship*serve the public and the environment through promotion of clean and safe water worldwide*
Collaboration*work across the water sector to achieve results*
Integrity*uphold the highest standards of ethics and excellence*
Passion*pursue our mission with unwavering commitment to clean and safe water for all*

Critical Objectives

Drive Innovation in the Water Sector
Enrich the Expertise of Global Water Professionals
Increase Awareness of the Value of Water

Drive Innovation in the Water Sector

Provide bold leadership for water sector efforts to help communities address water challenges and benefit from the value of their renewable resources

- Champion sector-wide initiatives to improve water services through innovative practices
- Facilitate the identification and implementation of breakthrough concepts to support resource recovery
- Apply holistic water management approaches to infrastructure development and renewal
- Inspire and support a movement toward an energy-positive water sector
- Link leading edge research to the practical implementation of innovative technologies and practices

Enrich the Expertise of Global Water Professionals

Advance WEF's Platform for knowledge exchange among global water professionals

- Position WEFTEC as the principal global water event
- Deliver enhanced and relevant, cutting-edge education and training to a broad spectrum of members and water professionals
- Expand WEF's global knowledge platform through a broadened membership
- Implement integrated and innovative content delivery channels
- Connect water professionals around the world to the value of WEF membership, through enhanced use of technology

Increase Awareness of the Value of Water

Expand WEF's commitment to public advocacy for clean water and public health
Inspire respect for water and water professionals

- Promote and participate in global water policy discussions, leveraging WEF's unique position as an unbiased knowledge source
- Engage WEF members and Member Associations in advocacy programs to support and enhance the impact for their efforts
- Deliver timely and reliable information on legislative and regulatory developments to WEF members
- Amplify WEF's voice in the global water sector and with the public
- Instill the value of water and underscore the importance of the water profession
- Advance WEF's commitment to holistic and innovative approaches to solving water challenges

Appendix B – Board of Trustees Financial Impact and Action Sheet

WEF Board of Trustees
Financial Impact and Action Statement

Meeting Date:

WEF Program:

Topic:

Sponsor (*Committee/Staff, etc.*)**:**

WEF Policy and Strategic Initiative Reference:

Background:

Program Proposal (*include expected results; time frame; success measures*)**:**

Financial Analysis and Impact:

Staff Review and Recommendation:

Board Working Group Review and Recommendation: (*Complete this section as appropriate*)

Recommendation for Board Action: (*Board resolution and/or specific action or guidance requested of the Board is required*)

_____ _____

Signature of WEF Treasurer and/or WEF Comptroller **Date**

WEF trade secrets, methods, product information, business and strategy plans, potential partners and strategic partners, financial information, sales information, promotional and marketing information, technical information, and all personally identifiable information, and all other business information relating to WEF, is confidential information. Individuals serving on the WEF Board of Trustees shall never disclose, or ever use, any confidential information except as necessary to discharge his or her obligations as fiduciaries of WEF.

NOTE: Use Addendums as Necessary for any item for which you need more space.

Appendix C – Sample Board Resolution Format

This sample of a Board Resolution is provided for your use in formatting resolutions for your committee.

Water for People
A Charity of Choice for the
Water Environment Federation

Whereas: The Water Environment Federation's Vision is to be recognized as a leader dedicated to the preservation and enhancement of the global water environment; and,

Whereas: WEF recognizes that many people in the world do not have access to safe drinking water or adequate sanitation; and,

Whereas: Water for People is a charitable organization dedicated to assisting those in developing nations to develop systems for safe drinking water and adequate sanitation; and,

Whereas: WEF has chosen to advocate for and contribute financially to the good work of Water For People. Therefore,

Be It Resolved, that the Board of Trustees of the Water Environment Federation hereby designates Water For People as a Charity of Choice.

Be it resolved further, that Water for People is authorized to refer to the Water Environment Federation as having designated Water For People as a Charity of Choice and is authorized to use the Water Environment Federation logo in brochures related to Water For People programs.

Approved
Water Environment Federation Board of Trustees
October 28, 2005

Appendix D – Committee Report

The Committee Report provides a summary of the activities and plans of each committee and serves as a communication among Committees, the Board of Trustees, and the House of Delegates.

Chair:	Vice Chair:	Staff Liaison:	Report Period:
WEF Strategic Plan Goal(s) Being Addressed	**Activities**	**Accomplishments**	**Activities Planned for Next report Period**