

Atlantic Canada Water and Wastewater Association
Vice Chairs
Terms of Reference
Revised December 2018

Role:

The First Vice Chair and Second Vice Chair serve on the Board of Directors of the Atlantic Canada Water and Wastewater Association and are voting members. They attend all meetings of the Board and keep the Board informed of their activities. Prerequisites for the positions include having served on the Board in the past.

The First Vice Chair's primary role is to perform all duties of the chairperson in his/her absence. The First Vice Chair works closely with the Board, Chair, directors and all committee chairs to provide leadership, promote strategic thinking and the successful continuity of section activities. By the end of the term of office, the First Vice Chair is expected to be very familiar with the strategic direction of ACWWA, the ACWWA Bylaws and Roberts Rules of Order and be fully prepared to assume the Chair role for the subsequent year.

The Second Vice Chair typically, though not necessary, is not a director or committee chair, and accepts the position of Second Vice Chair as recognition of the intent to relinquish the director or committee responsibilities and move to First Vice Chair in the following year.

The Vice Chairs shall be members of the American Water Works Association or the Water Environment Federation.

Term:

The term of each of the Vice Chairs is one year for each position.

Reporting Structure:

The Vice Chairs report directly to the Chair.

Duties and Responsibilities:

Both Vice Chairs acknowledge their increasing responsibilities by attempting to keep up to date on the activities of the ACWWA committees, AWWA, WEF, and generally the drinking water and wastewater industry. The following are examples of how the Vice Chairs add value to the activities of the Board:

- Act as ambassadors of ACWWA at all opportunities.
- Assist in the stewarding of the ACWWA Strategic Plan.
- Provide leadership and support to the various committees of the Board, and especially to the less experienced committee chairs.
- Accept and carry out special projects for the Chair and the Board. Assist the Atlantic Canada Water and Wastewater Association in creating a diverse and inclusive

membership and establishing an organizational environment that recognizes, encourages, celebrates, and effectively utilizes each individual member's talents.

- Assist the Atlantic Canada Water and Wastewater Association in creating an inclusive, diverse and equitable membership and in establishing an organizational environment that recognizes, encourages, celebrates, and effectively utilizes each individual member's talents.

Both Vice Chairs are members of the Awards Committee and are responsible for the following awards given out at the ACWWA Annual Conference:

- Silent Hero Awards (Operator of the Year);
- Laboratory Analysis Award;
- Volunteer Recognition Award (up to three can be awarded in given year);
- Young Professional Award;
- Burke Award and
- Project of the Year Awards.

The Vice Chairs are responsible for:

- Reviewing awards offered through AWWA and WEF and bringing forward to the ACWWA Board any recommendations for additional awards ACWWA may initiate.
- Ensuring call for nominations for awards is circulated to ACWWA members through publication in ACWWA Magazine (Winter edition), website posting and email distribution through the Executive Director.
- Reviewing nominations received and making final selections for each award.
- Advising the Executive Director of the selections (for preparation of the awards).
- Updating the ACWWA Awards database with most recent award winners.
- Notifying Award Winners and extending formal invitation to attend the ACWWA Annual Conference and/or Awards Breakfast. This can be done either by telephone and/or email correspondence, and the manager(s) of the Award Winners should also be notified.
- Ensuring signage for each individual award and winner is prepared and displayed at the ACWWA Annual Conference.
- Preparing and conducting formal presentation at the Awards Breakfast of ACWWA Annual Conference. Generally, the visiting AWWA and WEF representatives are invited on stage to assist with presentation of the individual and project awards.
- Preparing summary of awards for publication in Winter edition of ACWWA's Magazine.

Approved XXX