

**Atlantic Canada Water and Wastewater Association  
ACWWA Webmaster  
Terms of Reference  
Revised December 2018**

**Role:**

The ACWWA Webmaster regularly updates and revises the ACWWA Website as per the policies, guidelines and direction of the Website Committee.

**Term:**

The term of the ACWWA Webmaster is three years with consecutive terms as determined by the Board.

**Reporting Structure:**

The ACWWA Webmaster reports to the Website Committee.

**Duties and Responsibilities:**

- Updates the ACWWA Website as directed by the committee chairs, Board Members and other members of the ACWWA as required.
- Makes revisions to the formatting of the website as directed by the Website Committee.
- Ensures that time sensitive website content is up to date and not expired.
- 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.

**Goals and Objectives:**

The following are the goals and objectives for the Website Committee:

- Develop an ACWWA Website Policy

**Approved XXX**