

Atlantic Canada Water and Wastewater Association
Communication Director
Terms of Reference
Revised December 2018

Role:

The Communication Director serves on the Board of Directors of the Atlantic Canada Water and Wastewater Association and is a voting member. The Communication Director shall be a member of the American Water Works Association or the Water Environment Federation.

Term:

The term of the Communication Director is three years with a maximum of two consecutive terms.

Reporting Structure:

The ACWWA Magazine Committee and website Committee all report to the Communication Director.

Duties and Responsibilities:

- Provide strategic direction for each Technical Committee with linkage to the Board's strategic direction, and assist them in establishing committee goals for each fiscal year.
- Ensures that the ACWWA Magazine Committee and website Committee have a Chair.
- Provides the support required in order for the Committees to execute their functions effectively.
- Maintains contact with ACWWA Magazine and Website Chairs.
- Provides liaison between the Committee Chairs and the ACWWA Board and provides the Board with updates on Committee activities, needs, and initiatives.
- Advises Committee Chairs of relevant Board decisions that may impact their committee.
- Participates in all aspects of the Board's function, and represents the Board at Committee events where possible.
- 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.

Goals and Objectives:

The goals and objectives of the Member Involvement Director are as follows:

- Magazine: Is to solicit articles for the ACWWA Magazine and submit them to the AWWA.
- Website: Is to set policy, guidelines and direction with respect to the format and content of the ACWWA Website.

Approved XXX