

**Atlantic Canada Water and Wastewater Association  
Education Chair & Committee  
Terms of Reference  
Revised December 2018**

**Purpose:**

The Education Committee develops and provides training and educational programs directed towards water and wastewater utility technical support personnel and management in the water and wastewater industry. The Committee monitors the education needs of the water industry in Atlantic Canada and the desires of its membership; and provides managerial, technical, certification and non-certification courses.

**Committee Chair Role:**

The position is appointed by the Board. The committee chair shall be a member of the American Water Works Association or the Water Environment Federation.

The Education Committee Chair is not a voting member of the Board and does not attend Board meetings unless requested.

**Committee Chair Term:**

The Education Committee Chair is a three year term position with a maximum of two consecutive terms.

**Reporting Structure:**

The Education Committee Chair reports to the Board through the Education Director. The committee chair shall provide the Education Director with a report of activities prior to each Board Meeting.

**Committee Chair Duties and Responsibilities:**

- Maintains and provides leadership to the region-wide Education Committee.
- Call meetings, prepare an agenda and chair meetings.
- Provide regular reports to the Education Director.
- Direct the Education Committee in working towards the committee's goals and objectives.
- Recruit and retain committee members.
- 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.

**Committee Composition:**

The Education Committee membership should be comprised of the following members:

- Committee Chair
- Education Director (optional)
- A member from each of the four Atlantic Provinces
- A Young Professional
- ABEA Liaison

Ideally all committee members will be members of the American Water Works Association or the Water Environment Foundation.

**Committee Duties and Responsibilities:**

- The Education Committee should meet as necessary in person or via teleconference.
- Interacting with regulators with similar goals and objectives as the ACWWA;
- Participating in lobbying activities for funds that can be used to further the Committee's goals;
- Investigating courses offered or which could be offered by consultants and other education facilities;
- Organizing, promoting, and managing training;
- Monitoring certification training when its delivery is by others;
- Interacting with the Committee and the Technical Committee to co-ordinate the delivery of education to the industry in the region.
- Provide small systems, webinar and or online training throughout the region.
- Keeps membership informed of the activities and efforts of the Education Committee through regular articles in the ACWWA Magazine, ACWWA Home page and through special mailings regarding specific educational opportunities.

**Committee Goals and Objectives:**

- To educate Water and Wastewater Personnel in the Industry.
- To offer courses relevant to rising issuing in the Industry.
- The Committee manages the training programs to meet the revenue objectives of the ACWWA Board.

**Approved XXX**