

Atlantic Canada Water and Wastewater Association
Magazine Chair
Terms of Reference
Revised December 2018

Purpose:

The purpose of the Atlantic Canada Water and Wastewater Association (ACWWA) magazine committee is to solicit articles for the ACWWA magazine (Magazine) and submit them to the magazine publisher. The ACWWA has an agreement with a third party publisher to assemble, publish, and distribute the Magazine to the membership.

Committee Chair Role:

The magazine committee chair role is to carry-out the purpose stated here in, and assist the ACWWA in creating a diverse and inclusive membership and establishing an organizational environment that recognizes, encourages, celebrates, and effectively utilizes each individual member's talents through the magazine's capacity.

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

The Magazine committee chair is not a voting member of the Board and does not attend Board meetings unless requested.

Committee Chair Term:

The ACWWA Magazine committee chair is a three year term position with a maximum of two consecutive terms.

Reporting Structure:

The Magazine committee chair reports to the Board through the communication director. The committee chair shall provide the communications director with a report of activities prior to each board meeting.

Committee Chair Duties and Responsibilities:

- The ACWWA Magazine Chair may form a Magazine Committee, if applicable, the committee may:
 - Meet as necessary in person or via teleconference.
 - Call meetings, prepare an agenda, and chair meetings where necessary.
 - Assemble committees, task forces, and volunteers where necessary to fulfill the objectives of the committee.
 - Assemble committees, task forces, and volunteers where necessary to fulfill the objectives of the committee.

- Direct the Magazine committee in working towards the committee's goals and objectives.
- Recruit and retain committee members with assistance from the Volunteer Committee.
- Provide regular reports to the communications director.
- Solicit articles for the Magazine from the following sources:
 - Members of the Board who wish to use the Magazine to inform the members of their activity or promote their events.
 - Regulators who may wish to use the Magazine as a medium by which to influence or educate the members.
 - Conference Publicity & Promotion Coordinator, who uses the Magazine as the primary promotional medium, and provides pictures and an article at the end of each conference.
 - Members and Utilities where change is occurring or where innovative or interesting projects are being undertaken.
- Provide articles to the publisher for assembling and publishing as per the agreed upon deadlines as established yearly in consultation with the publisher. At a minimum magazine will be published four times per year and generally fall within the spring, summer, fall, and winter seasons.
- The magazine chair is responsible to communicate article deadlines and mailing dates with the ACWWA board and committees for each magazine edition. Advanced reminder(s) at a minimum of two weeks before the article submission deadline should be communicated.
- The magazine chair will work with the conference committee to establish the magazine editions which will showcase the call for abstracts, pre-conference edition and full conference registration, as well as the post-conference edition articles.
- Although the magazine chair (and committee if applicable) is not expected to write the articles, the committee is expected to find the authors, choose among the submissions, and to edit the articles to improve readability and interest.
- The magazine chair will evaluate the technical merit of article submissions and at their discretion may request that articles are co-authored where appropriate.
- Although advertising is the responsibility of the publisher, the magazine chair will keep track of advertisers and attempt to identify appropriate locations for advertisements.
- 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.

Approved XXX