

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

**Purpose:**

The purpose of the Operator Involvement Committee is to promote the professional development of operators by organizing operator competitions and demonstrations at each Annual Conference.

Presently, operator competitions consist exclusively of the annual Top Ops competition.

**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 Operator Involvement Committee Chair is not a voting member of the Board and does not attend Board meetings unless requested.

**Committee Chair Term:**

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

**Reporting Structure:**

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

**Committee Chair Duties & Responsibilities:**

- Identify and retain a committee of volunteers to assist with the execution of the Top Ops Competition at the Annual Conference. Among the volunteers required are a moderator, score keeper, scoreboard operator, three judge panel and volunteers to help with the competition room equipment setup.
- Organize all logistics of the Top Ops Competition, and ensure the competition is executed in a fair and professional manner.
- Promote the Top Ops Competition in advance of each Annual Conference by providing a summary of the competition's purpose and format to each Conference Organizing Committee for inclusion in their promotional brochure.

**Committee Composition:**

The Operator Involvement Committee membership should be comprised of the following members:

- Committee Chair

### **Committee Duties and Responsibilities:**

- The Committee should meet as deemed appropriate.
- Develop and solicit input from ACWWA members about the establishment of other operator demonstrations and competitions.
- Make full use of the ACWWA Magazine, other media, the Small Systems Program, educational programs, conferences, and other opportunities to promote the Top Ops competition.
- 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.

### **Top Ops Competition:**

- Provide a fun forum for operators to display their knowledge of water treatment, water distribution, wastewater collection, and wastewater treatment topics.
- Encourage camaraderie and networking among contestants.
- To promote the professional development of operators by preparing them for challenging certification exams through their study of applicable reference material in advance of the competition.
- To promote operator involvement with the American Water Works Association through ACWWA's support of winning teams' participation in the national Top Ops competition held each year at ACE.

**Approved XXX**