

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

Purpose:

The goal of the Technical Knowledge Committee is to increase opportunities for knowledge exchange and foster engagement with available AWWA/WEF technical resources within ACWWA membership.

Committee Chair:

The Technical Knowledge Committee Chair is a three-year term position with a maximum of two consecutive terms. 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 Technical Knowledge Committee Chair(s) is not a voting member of the Board and does not attend Board meetings unless requested.

The Technical Knowledge Committee Chair is responsible to:

- Lead the Technical Knowledge Committee in developing long- and short-term objectives.
- 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.
- Prepare brief summary of significant and Pertinent AWWA/WEF resources on a quarterly basis and submit to the Executive Director to be posted on the ACWWA website and distributed to ACWWA members through the Tapped In magazine feature.
- Organize Technical Tours for ACWWA members, as directed, outside of conference tours with rotation to various municipalities in the Atlantic Provinces.
- Organize Technical Sessions for ACWWA members (i.e., Brown Bag Lunch 'n Learn, targeted workshops, town hall meetings) as directed each year. All members will be reached either through rotation to various locations in the Atlantic Provinces or through webcasts in real-time and recordings to be posted on the ACWWA youtube channel and/or website.
- Maintain and submit material for the Technical Knowledge Committee webpage on a regular basis.
- Manage and maintain the Technical Knowledge Committee, including length of terms, soliciting new members, etc., on an annual basis and submit list of committee members to the Technical Director and the Executive Director.

- Provide recommendations to the ACWWA Board to improve knowledge exchange and utilization of available resources within ACWWA membership.

Reporting Structure:

The Technical Knowledge Chair reports to the Technical Director through written reports two weeks prior to each Board meeting to provide update on activities of the committee.

If the Technical Knowledge Chair requires decisions made by the Board, then they should be presented in writing through the Technical Director for direction.

Committee Composition:

The Technical Knowledge Committee membership should be comprised of the following:

- Technical Knowledge Committee Chair
- A representative number of WEF members and a representative number of AWWA members as required (3-year term).

Committee Responsibilities:

The Technical Knowledge Committee is responsible to carry out the following duties:

- Assist the Technical Knowledge Committee Chair in the development of long- and short-term objectives of the committee.
- 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.
- Review the available resources from their association/federation and report to the Technical Knowledge Chair.
- Be a member of AWWA or WEF.
- Assist the Technical Knowledge Chair as required with the above mentioned responsibilities (i.e., organize tours /technical sessions, maintain webpage, etc.).
- 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 Goals and Objectives:

The goals and objectives of the Technical Knowledge Committee are as follows:

- Engage ACWWA members in professional development opportunities.
- Promote available AWWA/WEF technical resources.

- Increase opportunities for knowledge exchange for ACWWA members.
- Recruit students and young professionals to become members of AWWA/WEF through promotion of membership benefits.