

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

Purpose:

The goal of the Technical Papers Committee is the delivery of a Technical Papers Program for the ACWWA Annual Conference.

Committee Chair:

The Technical Papers 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 Papers Committee Chair(s) is not a voting member of the Board and does not attend Board meetings unless requested.

The Technical Papers Chair works closely with the Technical Program Coordinator(s). The Technical Program Coordinator(s) is a minimum one year term held by a representative(s) from the conference host province. The term concludes with the submission of the final conference Technical Papers report, technical program and associated signed copyright forms to the Technical Papers Chair, who supplies this to the Technical Director. The Program Coordinator(s) shall be a member of the American Water Works Association or the Water Environment Federation.

The Technical Papers Committee Chair is responsible to:

- Lead the Technical Papers Committee in developing long- and short-term objectives.
- Ensure that the Technical Papers Program is effectively administered at the annual conference.
- Prepare a formal Call for Abstracts that is reviewed by the Conference Committee Chair(s) and Technical Director (Completion date – Meet the deadline for the winter edition of the magazine).
- Submit to the Executive Director the Call for Abstracts to post in the ACWWA magazine, on the ACWWA webpage and to be distributed to ACWWA members (Completion date Meet the deadline for the winter edition of the magazine).
- Solicit requests from board members and the general ACWWA membership for potential presenters.
- Close formal Call for Abstracts (Completion date – to be determined based on requirements for board approval and magazine deadline for summer issue, usually late february).

- Prepare document or fileshare folder that includes all abstracts received and distribute to Technical Papers Committee for review and rating based on content and relevance to the conference theme/topic areas (within 1 week of call for abstracts closing).
- Submit a draft program to the local Conference Committee and Technical Director (Completion date Early April).
- Submit the revised draft program to the Technical Director for distribution to the board for approval (Completion date – 2 weeks prior to summer magazine submission deadline).
- Finalize program c/w presenters and contact all presenters advising acceptance or rejection of their abstracts. (Completion date – May 15th). Ask those who didn't make the program if they would like to be a backup.
- Provide the Technical Program Coordinator guidance and a template for the conference technical program brochure of all of the abstracts received. (Completion date – August).
- Identify Fresh Ideas judges and supply guidelines, evaluation criteria and contact information for each judge. (Completion date – September 1st).
- Collect all electronic copies of presentations such that a companion document of all the presentations can be made available on the ACWWA webpage. (Completion date – at end of conference).
- Manage and maintain the Technical Papers 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 for improvements to the Technical Papers conference program.

Reporting Structure:

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

Committee Composition:

The Technical Papers Committee membership should be comprised of the following members:

- Technical Papers Committee Chair
- The Technical Program Coordinator(s) who reports to and assists the Technical Papers Chair with organization and planning of the conference Technical Program at the local level. This member reports to the Technical Papers Chair and the minimum term of office for this member(s) is 1 year.

- A representative from each of the four Atlantic provinces to act as standing members of the Technical Papers Committee for a 3-year term, with a maximum of 2 consecutive terms. These representatives review and rank abstracts submitted for possible presentation at the conference. These committee members report to the Technical Papers Chair.
- 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.

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

The Technical Program Coordinator reports to the Technical Papers Chair and is responsible to:

- Coordinate Technical Program in conjunction with the Technical Papers Chair and the Section Technical Program Committee;
- Attend monthly conference meetings to represent the Technical Papers Committee and report to the Technical Papers Chair within one week of meeting;
- Assign moderators for each technical session and report to Technical Papers Chair upon completion (Completion date – August);
- Prepare a companion document of all of the abstracts received that can be included in the conference package given to all conference attendees and submit to Technical Papers Chair for review. (Completion date – three weeks prior to conference start date);
- Coordinate the audio-visual requirements with the Executive Director, Conference Facilities Coordinator and the Technical Papers Chair to ensure that equipment is in the proper place at the proper time;
- Arrange for speakers to supply an electronic copy of their presentation at least 20 minutes prior to the start of their technical session at the conference. Communicate with presenters that the version of PowerPoint is consistent with what will be available at the conference;
- Ensure that speakers are registered at the conference;
- Arrange pre-session meeting rooms equipped with laptops;
- Arrange for appropriate speaker gifts and associated coordination for presentations;

Committee Responsibilities:

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

- Assist the Technical Papers Committee Chair in the development of long- and short-term objectives of the committee.

- Assist the Technical Papers Committee Chair with advertisement of the call for applications through various venues (college/university administration, ACWWA magazine/webpage).
- Review and rank technical abstracts submitted to ACWWA, and submit results to the Technical Papers Chair.
- Assist the Technical Papers Committee Chair as requested with administration of Technical Papers companion documents and onsite logistics during conference (i.e., organization of copyright releases/electronic copies of power point presentations).

Committee Goals and Objectives:

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

- Effectively administer the Technical Program for the ACWWA Annual Conference, striving for equal representation of both water and wastewater presentation topics.
- Promote information on the Technical Program through media to increase public awareness of ACWWA.
- Strive to ensure Young Professional participation in the Technical Program through maintenance and promotion of AWWA Fresh Ideas program.
- Ensure Diversity and Inclusion in both the committee and within the technical program.
- The Technical Papers Committee Chair shall use the ACWWA Conference Manual for guidance on specific responsibilities and timeline, and provide any recommendations for improving the conference Technical Program through updates of this document.