

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

**Purpose:**

The purpose of the Volunteer Committee is to deal with and carry out the functions of the ACWWA relating to volunteers.

**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 Volunteer Committee Chair is not a voting member of the Board and does not attend Board meetings unless requested. The Volunteer Committee Chair reports to the Board through the Membership Director. The committee chair shall provide the Membership Director with a report of activities prior to each Board Meeting.

**Committee Chair Term:**

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

**Reporting Structure:**

The Volunteer Committee Chair reports directly to the Membership Director.

**Committee Chair & Committee Duties and Responsibilities:**

- Committee Chair should
  - Call meetings, prepare an agenda and chair meetings. Provide regular reports to the Membership Director.
  - Direct the Volunteer Committee in working towards the committee's goals and objectives.
  - Recruit and retain committee members.
- The Volunteer Committee should meet at a minimum of four times a year, with additional meetings scheduled as required. Meetings can be carried out by teleconference.
- Where opportunities arise encourage members to volunteer with the ACWWA.
- Maintain a Volunteer Database listing all members interested in volunteering and those currently volunteering.
- Liaise with other Committee Chairs and Board Members to determine their need for volunteers.
- Maintain an up to date spreadsheet of all potential volunteer opportunities within the ACWWA.
- Through correspondence with potential volunteers, assign them to volunteer opportunities where interested or required.

- Maintain ACWWA policies with regard to volunteers.
- Set-up volunteer recruiting opportunities at various Association events.
- Organize events to acknowledge volunteer members.
- Write articles for the ACWWA Magazine to promote volunteering with the Association.
- When someone new offers to volunteer, reach out to them:
  - Thank them for offering
  - Welcome them to ACWWA
  - Tell them about the different areas (e.g., water for people, membership, conference, government affairs, communications, education, etc.). Find out what interests them the most.
  - Find out the level of volunteering they are looking for (e.g, one hour at a conference or a committee member role)
- Prepare a summary of potential volunteer and send it around to the Board.
- Find ways for people to volunteer
- Encourage volunteering within ACWWA
- 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.

**Committee Composition:**

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

- Committee Chair
- Membership Director (Optional)
- A member from each of the four Atlantic Provinces
- A Young Professional
- Members at large where necessary

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

**Chair & Committee Goals and Objectives:**

- Get volunteers, engage volunteers and appreciate volunteers.
- Establish an active volunteer committee.
- Identify all current ACWWA volunteers and update this information in the Volunteer Database.
- Assign all potential volunteers.
- Fill all identified volunteer opportunities.
- Recognize volunteers of the ACWWA during National Volunteer Week.
- Organize a volunteer appreciation event for volunteers of the ACWWA.
- Make a contribution to each issue of the ACWWA Magazine.