

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

Purpose:

Water for People (WFP) is a nonprofit, charitable organization in the United States and Canada that helps people in developing countries obtain access to safe water and sanitation. WFP works with local partner organizations to provide financial and technical assistance to communities, depending on their needs. WFP's commitment is to help people help themselves.

The purpose of the Water for People Committee is to further the goals and objectives of Water for People Canada at the association level.

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 Water for People Committee Chair is not a voting member of the Board and does not attend Board meetings unless requested.

Committee Chair Term:

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

Reporting Structure:

The Water for People 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 and Responsibilities:

- Promotes interest in Water For People, and provides opportunities for ACWWA members and others in Atlantic Canada to be a part of this program by donating money or time towards the cause of Water for People.
- Maintains an active Water for People Committee, and establishes appropriate protocols and mandates for this Committee, and related subcommittees.
- Develops subcommittees in provinces and local areas to increase local activity and to plan specific events.
- Maintains a high level of communication with ACWWA members through public presentations at ACWWA events and constant coverage of the WFP activity in the ACWWA Magazine

- Responds quickly to requests for information, suggestions for events, and opportunities to involve new volunteers in fundraising projects;
- Uses subcommittees and taskforces for project development, fundraising, and publicity.
- Calls meetings, prepares an agenda and chairs meetings.
- Provides regular reports to the Member Involvement Director.
- Directs the Water for People Committee in working towards the committee's goals and objectives.
- Recruits and retains committee members.
- Attends meetings of the Board as requested.
- 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 Composition:

The Water for People 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.

Committee Duties and Responsibilities:

- The Water for People Committee should meet as deemed appropriate.
- Provide articles for the ACWWA magazine.
- Organize and plan fundraising activities throughout the year for WFP.

Committee Goals and Objectives:

It is important to remember that Section Water for People committees derive their direction, budgeting, financial, and operational powers from the Board of Trustees for the Section in which they operate and not from Water for People. In fact, Water for People relies on the Section committees to understand and work within the boundaries set by the Section. Also, the Water for People MOU with the Section outlines the basic considerations between the two organizations and clearly designates the Section as the

body from which Water for People receives the funds that have been raised for its support.

- Organize annual fund raising event during drinking water week in Halifax and other municipalities if possible.
- Organize Silent Auction and 50/50 draw events at the ACWWA Annual Conference.

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