

**Atlantic Canada Water and Wastewater Association  
Conference Chair & Committee  
Terms of Referenced  
Revised December 2018**

**Purpose:**

The purpose of the Conference Committee is to organize the ACWWA Annual Conference.

**Committee Chair Role:**

The committee chair shall be a member of the American Water Works Association or the Water Environment Federation.

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

**Committee Chair Term:**

The Conference Committee Chair (or Co-Chair) 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 report to the Board.

**Reporting Structure:**

The Conference Committee Chair(s) 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 Conference Chair(s) require decisions made by the Board, then they should be presented in writing through the Technical Director for direction.

**Committee Chair Duties and Responsibilities:**

The Technical Papers Committee Chair(s) is responsible to:

- Lead the Conference Committee in developing long- and short-term objectives.
- Organize the ACWWA Annual Conference as per the ACWWA Conference Manual.
- Prepare a conference budget and receive Board approval (Deadline – end of January).
- Prepare a post-conference written report for Board including sections on budget summary and suggestions for enhancements for the next conference (Deadline – November).
- Prepare a post-conference written report (with pictures) for submission to the ACWWA Magazine and webpage updates (Deadline – November).
- Update the ACWWA Conference Manual such that consequent Conference Chair(s) and ACWWA can benefit from updated information on planning/organization.
- 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 Conference Committee membership should be comprised of the following members:

- Representatives from the conference host province for a minimum one-year term.
- ACWWA Office Administrator (to provide direction in planning, coordination and to ensure continuity of the conference from year to year).

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

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

The Conference Committee is responsible to carry out the following duties:

- Assist the Conference Chair(s) in the development of long- and short-term objectives of the committee.
- Assist the Conference Chair(s), as requested, with organization, planning, delivery/logistics and follow-up reporting requirements of the annual conference.
- Provide articles for the ACWWA Magazine.

### **Committee Goals and Objectives:**

The goals and objectives of the Conference Committee are as follows:

- Ensure the *ACWWA Annual Conference* is maintained as marquee event that enhances the public image of the Association, promotes increased membership of our Association, provides an effective technical program and ensures level of quality, both technical and social, that conference attendees can rely on.
- Strive for profit generation from conference to ACWWA, through delivery of targeted sponsorship program and obtaining maximum number of full-conference registrations.
- Strive to ensure Young Professional participation in the Annual Conference through provision of technical, social/networking and volunteer opportunities.
- The *Conference Chair(s)* shall use the *ACWWA Conference Manual* for guidance on specific responsibilities and timeline, and provide any recommendations for improving the conference through updates of this document.

**Approved XXX**