

**Atlantic Canada Water and Wastewater Association
CWWA Director
Terms of Reference
Revised December 2018**

Canadian Water and Wastewater Association:

The Canadian Water and Wastewater Association (CWWA) is the national body representing the common interests of Canada's municipal water and wastewater services, their private sector suppliers/partners and other stakeholders. It is recognized by the federal government and national bodies as the national voice of this public service sector.

CWWA promotes a harmonized and rational policy and regulatory framework across Canada for municipal water and wastewater services and the appreciation of these services by the general public.

The Association represents the sector's interests on national media issues.

CWWA encourages and promotes a variety of policies and programs including water use and efficiency, full cost pricing, national certification of water and wastewater operator. Further, CWWA attempts to provide to government the industry's perspectives on water and wastewater quality guidelines.

CWWA Director's Role:

The ACWWA Government Relations Director represents ACWWA as its representative on the Board of Directors of CWWA to provide direction and control in the overall governance of the National Association.

The CWWA Director attends all meetings of the ACWWA Board, and is a voting member of the Board. Where possible, seeks a definite mandate from the ACWWA Board when voting at CWWA Board meetings; but otherwise is expected to use his/herself's own judgment.

- Writes regular articles for the ACWWA Magazine to inform members on national issues.
- Time requirements are estimated as five days of CWWA meetings and five days of ACWWA meetings, and five hours per month devoted to CWWA business.

Term:

The term of office is three years, with a maximum of two consecutive terms.

Reporting Structure:

The CWWA Director reports directly to the Board of Directors.

Duties and Responsibilities:

- Attends two full CWWA Board of Directors meetings per year, of 2-3 days each.
- Briefs the CWWA Board on ACWWA issues and activities, particularly those that could have a national impact.
- Represents the CWWA Board at regional conferences.
- Reports to each ACWWA Board Meeting on current CWWA activities.
- Takes part in Board briefings with senior officials of Government of Canada; i.e.: Environment, Health and Welfare, etc.
- Helps coordinate CWWA activities in the Atlantic Region, including the communication of information to existing CWWA members, member retention, and the solicitation of new CWWA members.
- 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.

CWWA Board of Directors:

The CWWA Board shall be composed of:

- Fifteen (15) directors elected from among the representatives of utility Members as follows:
- Two (2) directors from the representatives of the Utility Members located in the Province of Ontario.
- Two (2) directors from the representatives of the Utility Members located in the Province of Québec.
- One (1) director each from the representatives of the Utility Members located in each of the Provinces of British Columbia, Alberta, Saskatchewan, Manitoba, New Brunswick, Nova Scotia, Prince Edward Island and Newfoundland.
- A representative of each Association Member, as elected by that Association. The ACWWA is one of the member Associations.

Approved XXX