

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

Role:

The Education Director serves on the Board of Directors of the Atlantic Canada Water and Wastewater Association and is a voting member. The Education Director shall be a member of the American Water Works Association or the Water Environment Federation and be involved in the water and wastewater industry in Atlantic Canada.

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.

Term:

The term of the Education Director is three years with a maximum of two consecutive terms.

Reporting Structure:

The Education Committee and Cross Connection Control Committee all report to the Education Director.

Duties and Responsibilities:

- Provide strategic direction for each Technical Committee with linkage to the Board's strategic direction, and assist them in establishing committee goals for each fiscal year.
- Ensure that the Education Committee and Cross Connection Committee have a Chair.
- Provide the support required in order for the Committees to execute their functions effectively.
- Participate in regular (quarterly) conference calls with the Education Committee and Executive Director.
- Maintain contact with Education and Cross Connection Committee Chairs.
- Provide liaison between the Committee Chairs and the ACWWA Board and provides the Board with updates on Committee activities, needs, and initiatives.
- Advise Committee Chairs of relevant Board decisions that may impact their committee.
- Participate in all aspects of the Board's function, and represents the Board at Committee events where possible.
- 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.

Goals and Objectives:

- Education: To develop and provide training and educational programs in each of the member provinces (Nova Scotia, New Brunswick, PEI and Newfoundland) directed towards utility technical support personnel and management in the water and wastewater industry. The Committee will ensure education offerings benefit the wide range of member demographics, including experience levels, skillsets and cultural backgrounds. Where ever possible, the instructor pool will be a diverse representation of the members the ACWWA represents. The Committee monitors the education needs of the water industry in Atlantic Canada and the desires of its membership; and provides managerial, technical, certification and non-certification courses.
- Cross Connection control (CCC): refer to the committee's dedicated TOR.

Approved December 2018