

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

**Role:**

The Technical Director on the Board of Directors of the Atlantic Canada Water and Wastewater Association and is a voting member. The Technical Director shall be a member in good standing of the ACWWA.

**Term:**

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

**Reporting Structure:**

The Technical Knowledge Committee, Technical Papers Committee and Scholarship Committee all report to the Technical Director. The Board may create and assign additional committees to the Technical Director where necessary.

**Duties and Responsibilities:**

The Technical Director is responsible for carrying out the following duties:

- 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;
- Assist each Technical Committee with developing an annual operating plan that creates a pathway for existing and new chairs and members to conduct meaningful and fulfilling work;
- Assist each Technical Committee Chair to maintain the minimum required members in each of the committees;
- Strive to ensure Young Professional and Diversity and Inclusion representation and participation is achieved in each of the Technical Committees;
- Ensure ACWWA members are kept up-to-date on the activities of the ACWWA Technical Committees, and information generated in each, through regular contributions of the Technical Committees to the *ACWWA Magazine* and updates for the *ACWWA Webpage*;
- 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;
- Administer The AWWA One Operator Scholarship annually;
- Request reports from each Committee Chair four weeks prior to Board meetings and follow up with any items requiring Board approval or action.
- 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.

In addition to those listed above, specific duties pertaining to each committee are as follows:

#### *Scholarship Committee*

- Review the draft call for applications for the ACWWA Lloyd Douglas and Craig Kelman & Associates Scholarships and present to the Board for approval;
- Aid in distributing and promoting the calls for applications;
- Review and present the list of annual winners for each scholarship to the Board;
- Pursue opportunities for various scholarships that may benefit members of ACWWA or promote ACWWA to the general public;
- Maintain communication with the Canadian Stockholm Junior Water Prize Committee (possibly through the Scholarship Chair or an ACWWA member volunteer) and promote the Prize;

#### *Technical Papers Committee*

- Review the draft call for abstracts for the ACWWA Annual Conference;
- Aid in distributing and promoting the call for abstracts;
- Review and present the technical program for the annual conference to the Board;

#### *Technical Knowledge Committee*

- Review the annual report of pertinent AWWA/WEF resources prepared by the Committee Chair for submission to the spring edition of the magazine;
- Aid in organizing and promoting technical tours and sessions put on by the Committee.