

**Atlantic Canada Water and Wastewater Association
Water Environment Federation Delegate
Terms of Reference
Revised December 2018**

Role:

The Water Environment Federation Delegate represents the Atlantic Canada Water and Wastewater Association (ACWWA) on the Water Environment Federation (WEF) House of Delegates. The WEF Delegate shall be a WEF member. The WEF Delegate is an attending and voting member of the ACWWA Board. They are not a voting member of the ACSAWWA.

Term:

The term of the WEF Delegate is three years with a maximum of two consecutive terms.

Reporting Structure:

The WEF Delegate reports to the Board of Directors.

Duties and Responsibilities:

The WEF Delegate brings issues to the House of Delegates from the ACWWA Board, and expresses the viewpoint of the ACWWA. The Delegate provides written and oral reports on the activity of House of Delegates at ACWWA Board Meetings, the Annual Conference, General Meetings and through the ACWWA Magazine.

The Delegate uses his/her own judgement when voting on matters being considered by the House of Delegates unless the ACWWA Board has given a definitive mandate.

As a member of the WEF House of Delegates, the ACWWA Delegate:

- Acts in good faith.
- The WEF Delegate must attend two board meetings per year of the WEF House of Delegates, one at WEFTEC, one at WEFMAX meetings.
- Registers opposition as appropriate.
- Exercises prudence and good judgement.
- Attends House of Delegates and committee meetings.
- Knows WEF's Charter, Bylaws and Governing Documents.
- Keeps informed of program activities.
- Ensures statutory/technical requirements are met (taxes, reports, etc.).
- Keeps informed of program activities.
- Makes no monetary profit.

- Assures that House of Delegates keeps records that reflect good faith efforts.
- Serves on the Canadian Affairs Council.
- Promote and assist the WEF membership in Atlantic Canada.
- Promote wastewater training, work with education chair in recommending courses for small systems and certification.
- 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.

According to WEF bylaws, the Member Association (MA) must also have an MA rep selected by the WEF director to assist with WEF business.

WEF Delegate must have the full support of their employer for time required to attend the WEFMAX meetings yearly, ACWWA covers the expenses.

WEF Delegate must have the full support of their employer for both time and shared cost for the WEFTEC meetings yearly.

Approved XXX