

DELEGATE JOB DESCRIPTION

FUNCTION

Acting on behalf of their member constituencies, Delegates serve to advise the Board of Trustees on matters of strategic direction and public policy development, and to serve as a primary conduit of information exchange between their Member Associations (MAs') and the Water Environment Federation (WEF).

REQUIREMENTS

Must be member of WEF in good standing (i.e. membership current)

DUTIES

- Act as liaison to WEF MA or member constituency
- Provide for timely two-way communication and transfer of information between the HOD and MA or member constituency
- Attend all regular and special meetings of the Membership Association (MA) or membership sector (delegate-at-large) and all MA executive committee meetings
- Represent the interest of the MA/membership sector in all business conducted by the House of Delegates (HOD).
- Regularly report to the MA Executive Committee activities and information from the HOD and the Federation.
- Attend WEFTEC and participate in all HOD meetings and functions
- Participate in MA Annual Conference
- Attend and participate in one WEFMAX annually
- Participate in one or more HOD workgroups and if desired one or more HOD committees based on the interest of the delegate and/or specific needs of the MA/membership sector

CHARACTERISTICS

Delegates should exhibit the following characteristics:

- Excellent communication skills – both written and verbal
- Initiative – willingness to take on tasks without having to be asked
- Engaged member – demonstrated willingness to participate
- Leader – able to guide others in collective agreement
- Motivator – exhibits encouragement of individual and organizational growth
- Mentor – innate ability to help newcomers and lead to path of success