

**Atlantic Canada Water and Wastewater Association
Executive Director
Terms of Reference**

Revised December 2018

Role:

The Executive Director is responsible for the management of the affairs of the Atlantic Canada Water and Wastewater Association. Reporting to the volunteer board of the Directors (the Board), the Executive Director supports the activities of the Board and its various committees. Taking strategic direction from the Board, the Executive Director delivers the Associations programs, maintains contact with its members and represents the Association to current and potential members.

Reporting Structure:

The Executive Director seeks direction, between Board meetings, from the Section Chair.

The Executive Director maintains frequent contact with the Secretary-Treasurer in support of required duties.

Annually, the Executive Director meets with the Board Staff Committee consisting of the Chair, the past-Chair, the Secretary-Treasurer and one other Board member as designated by the Chair. The Committee will set annual objective, review general performance and performance against the annual objectives and the award of the any merit increases or bonuses.

Duties and Responsibilities:

General Administration:

- Report to the Board at Board meetings on the business of the Association.
- Make arrangements for and attend regular and other meetings of the Board.
- Maintain the financial, historical and administrative records of the Association.
- Manage the finances of the Association in accordance with budgets approved by the Board.
- Conduct all duties as necessary for the day to day functioning of the Association. Maintain and operate a functioning office capable of meeting the needs of the Association.
- Prepare, in consultation with the Secretary-Treasurer, an annual budget and financial report for consideration of the Board each year.
- Support the functioning of committees of the Board.
- Be the primary contact and liaison with staff of the American Water Works Association (AWWA), the Water Environment Federation (WEF) and the Maritime Provinces Water and Wastewater Association (MPWWA).

- Conduct the official processes of the Association such as nomination procedures for awards and offices, and elections, in accordance with Association policies and under the oversight of the Board.
- Represent the Association through attendance at various functions of the Association including the Annual Conference.
- Where directed by the Board, attend functions of the AWWA and WEF such as Annual conferences and section liaison events.

Membership:

- Maintain contact with members of the Association.
- Support the activities of the Membership Committee and Membership Chair.
- Maintain accurate membership records and statistics.
- Promote membership in the Association.
- Maintain current awareness and knowledge of membership programs and initiatives of WEF and AWWA, and advise the Board.
- Deliver membership programs consistent with Board policies and strategic direction.

Education:

- Support the Education Committee and the work of the Education Chair. Ensure that the committee meets as required and provides the required strategic direction to the Executive Director. Advise the committee on feedback from members and utilities related to education.
- Develop policies for Board consideration on education offerings such as pricing, content and location.
- Annually, based on strategic direction from the Board and Education committee, prepare a schedule of education offerings.
- Deliver the education program. This includes advertising, logistics, rentals, registration, hiring of trainers, ordering and supply of course materials and assisting trainers with CEU approval for courses.
- Prepare and maintain a five year education plan for approval by the Education Committee and the Board and committee.

Annual Conference:

- Negotiate Conference venue/hotel contracts four years prior to Conference.
- Support the local conference committee. Attend select conference committee meetings and report back to the Board.
- Ensure that the conference committee is aware of Board established policies and procedures for all aspects of the conference and work with the local committee to ensure that the conference product meets all Board expectations. This pertains to all aspects of the conference with special attention directed to the financial return.

- Act as a liaison between the Association and local Technical Committees.
- Establish banking facilities and procedures for the local conference committee.
- Accept and transfer conference registrations.
- Maintain a conference manual and specification.
- Assist the Atlantic Canada Water and Wastewater Association in creating an inclusive, diverse and equitable membership and in establishing an organizational environment that recognizes, encourages, celebrates, and effectively utilizes each individual member's talents.

Outreach:

- Support the work of the Communication Director and the respective committees.
- Manage the relationship with the ACWWA Magazine publisher and web services provider.
- Update web content.
- Advise the Board on web and ACWWA Magazine policy.
- Propose advertising rates for web and ACWWA Magazines for Board approval. Promote advertising to meet financial goals of the web and ACWWA Magazine service.
- Develop an outreach and communication program for keeping in touch with members. Submit the program to the Board for Approval and deliver the program.

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