

## Community of Practice Lead/Co-Lead

---

|                                |  |
|--------------------------------|--|
| Reports to:                    | BCWWA Staff and Board's Leadership Council Co-Chairs |
| Supervisory responsibilities:  | N/A  |
| Job description revision date: | April 12, 2021                                       |

---

### Link to the Mission

BC Water & Waste Association (BCWWA) communities of practice are facilitated spaces for water sector professionals and stakeholders to connect and empower each other to advocate for and safeguard public health and the environment.

### Connection(s) to the BCWWA's strategic and operational plan:

- End 1, Strategy 1a – Enable connections with and between members
- End 2, Strategy 2a – Facilitate the exchange of knowledge among water professionals
- End 3, Strategy 3 – Share fact-based information and resources with the water sector

### Role Summary

The BCWWA Community of Practice Lead/Co-lead is responsible for sourcing and selecting topics, and moderating discussion and information sharing on a particular area of practice within the water sector among a large group of water professionals. As discussion and information sharing may occur using a variety of written, verbal, virtual and in-person formats, Leads/Co-leads must be experienced and capable of organizing resources as well as facilitating conversations of a technical nature in those various formats. This role is responsible for preparing topics and items for agendas, chairing meetings/sessions, moderating discussion, and reviewing summary notes or minutes. Community of Practice leads/co-leads work closely with the BCWWA staff person assigned to the community and the community participants; they also work (less frequently) with BCWWA leadership council co-chairs and other BCWWA volunteer leaders.

### Key Responsibilities

- Source discussion topics from participants and other sources of interest to the community's area of practice; draft agendas and review minutes/notes prepared by BCWWA staff.
- Lead Community of Practice meetings/sessions – generally two (2) to six (6) per year depending on the community – moderate discussion during meetings/sessions; actively listen to and reflect on views that differ from your own.
- Moderate virtual and written discussions between participants.
- Ensure any community documents or resources are catalogued according to file management guidelines.
- Participate in periodic meetings (remotely) between BCWWA leadership council co-chairs and volunteer leaders.

- Ensure the community is connected to affiliate committees in American Water Works Association (AWWA), Canadian Water and Wastewater Association (CWQA), and Water Environment Federation (WEF) and other industry associations, where appropriate.
- Assist BCWWA staff in onboarding new community members.
- Identify potential successors for the role of lead/co-lead; provide coaching and support to potential successors.
- Assist with promoting BCWWA programs, services and activities upon request from BCWWA staff.
- Identify and advise BCWWA staff of any issues or topics that may warrant BCWWA action (e.g. professional development event or education ideas, policy or guideline responses, research projects, etc.).
- Identify and advise the BCWWA Board of Directors of any issues or topics that may warrant their attention (e.g. changes in the industry that pose an opportunity or threat to the Association, etc.).
- Act honestly and in good faith with a view to the best interests of the Association.
- Maintain a membership in good standing with the BCWWA or its affiliates (AWWA and WEF).

### **Time Commitment**

The term of a BCWWA Community of Practice Lead/Co-lead will be stated in the community's terms of reference.

A Community of Practice Lead/Co-lead can expect to spend up to 24 hours preparing for and leading up to six (6) meetings/sessions each year.

Additional time will be required to moderate virtual discussions and information-sharing between community participants.

A Community of Practice Lead/Co-lead may periodically be asked to attend meetings with the BCWWA Board of Directors and/or BCWWA leadership council co-chairs and other volunteer leaders.

### **Experience**

- 5+ years of related experience in the community's area of practice.
- Experience facilitating and moderating group discussion.
- An active member of the BCWWA, including past participation on committee(s).
- Current member of the Association in good standing.

### **Knowledge**

- Basic knowledge of moderator/facilitator techniques.
- Basic awareness and understanding of BCWWA strategic and operational plans.
- Very strong understanding of the community's area of practice.

## Skills and Abilities

- Fluent written and oral communication skills in English.
- Strong communication and interpersonal skills – listens and understands; shares ideas or concerns with others clearly and effectively.
- Effective moderator/facilitator skills – able to guide discussions in a respectful, inclusive and dynamic manner.
- Strong leadership abilities – deals honestly and fairly with others; sets a positive example and creates followers.
- Strong industry contacts – connected to members; brings a network of industry contacts that can help support discussion and conversation within the community.

## Primary Competencies

- Accountability
- Collaboration
- Communication
- Engaging
- Initiative

## Benefits

- Meet new people and build your professional network of water professionals and stakeholders.
- Enhance your facilitation and leadership skills.
- Expand and deepen your own professional knowledge in the community's subject area.
- Make a meaningful contribution to realising the vision of people having safe water and a healthy water environment.

## Recognition

Community of Practice Lead/Co-leads are recognized for their volunteer and leadership contributions at the BCWWA Annual General Meeting (AGM) and Annual Conference.

Community of Practice Lead/Co-leads may be provided with a letter of recommendation and other references as appropriate.