

Program and Membership Advisory Committee Member

Reports to:	BCWWA Staff and Program & Membership Advisory Committee Chair(s)
Supervisory responsibilities:	N/A
Job description revision date:	April 12, 2021

Link to the Mission

Standing BC Water & Waste Association (BCWWA) program and membership advisory committees operate to support our staff team in delivering events and programs that connect and empower the British Columbia and Yukon water sector 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 2, Strategy 2c – Qualify and recognize professionals with a specialization in water
- End 4, Strategy 4 – Showcase innovation and excellence in the water sector

Role Summary

The BCWWA Program & Membership Advisory Committee Member is responsible for assisting the committee chair(s) with developing the committee's annual workplan, and completing actions and tasks related to the approved workplan on-time and to a high-quality standard. Committee members are expected to be active and contributing participants in committee meetings and discussions, continually seeking out and offering input and ideas to the committee from a broad cross-section of the Association's membership. Program & Membership Advisory Committee Members work closely with the BCWWA staff person assigned to the committee, the committee chair(s) and fellow committee members; they work with other BCWWA volunteers on occasion.

Key Responsibilities

- Identify annual deliverables and assist the chair(s) with finalizing a workplan for the committee, ensuring the committee's work aligns with the Association's strategic and operational plans.
- Continually and routinely seek out input and ideas from a broad cross-section of BCWWA members and water sector stakeholders.
- Provide meeting agenda topics that would be of interest to the committee to the chair(s) for consideration.
- Actively participate in committee meetings – generally two (2) to six (6) per year depending on the committee's annual workplan – listening to and reflecting on views that differ from your own.
- Complete the actions and tasks you volunteer for and/or are assigned in a timely and high-quality manner.

- Ensure any committee documents or resources you find or develop are catalogued according to file management guidelines.
- Help identify potential future committee members.
- Assist with promoting BCWWA programs, services and activities upon request from BCWWA staff.
- Identify and advise BCWWA staff of any issues or topics, not already addressed in the committee's workplan, that may warrant BCWWA action (e.g. professional development event or education ideas, policy or guideline responses, research projects, 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 Program & Membership Advisory Committee Member will be stated in the committee's terms of reference.

A Program & Membership Advisory Committee Member can expect to attend up to six (6) committee meetings each year, each lasting approximately one (1) hour.

Additional time will be required to complete tasks and actions assigned to you, depending on the scope of the committee's workplan.

Experience

- 1+ years of related experience in the committee's area of focus.
- Current member of the Association in good standing.

Knowledge

- Basic awareness and understanding of BCWWA strategic and operational plans.

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.
- Excellent time management skills – able to plan and manage workload so that deadlines are met and responses are sent in a timely manner.
- Strong industry contacts - connected to members; brings a diverse network of industry contacts that can help support implementation of the committee and BCWWA's plans.

Primary Competencies

- Accountability
- Collaboration
- Communication

- Focus on service (to the membership and water community)
- Initiative

Benefits

- Meet new people and build your professional network of water professionals and stakeholders.
- Expand and deepen your own professional knowledge across various areas of practice in the water sector.
- Make a meaningful and significant contribution to realising the vision of people having safe water and a healthy water environment.

Recognition

Program & Membership Advisory Committee Members are recognized for their volunteer contributions at the BCWWA Annual General Meeting (AGM) and Annual Conference, and in/at any event or program they assist in delivering.

Program & Membership Advisory Committee Members may be provided with a letter of recommendation and other references as appropriate.