

COMMITTEE ADMINISTRATIVE POLICY NO. 01**GOVERNANCE AND ADMINISTRATIVE SUPPORT FOR TECHNICAL COMMITTEES****Policy**

CWWA will provide general administrative support to Technical Committees without specific charge.

General administrative support includes or may include: taking of Committee minutes, generating or distributing Committee notices and documents, organizing teleconference or face-to-face meetings, hosting Committee Websites within the CWWA Website, etc. It is expected that general legislative and regulatory analytical support will be provided by CWWA staff. However, specialized technical support will be provided by the Technical Committee members or with the assistance of an outside contractor (as needed).

All CWWA Technical Committees must function and operate based on the following governance structure:

- A Chair, a Vice-Chair and a Treasurer will be elected by members of the Technical Committee to meet the general or specific Policy Ends of the Association. Members occupying these positions will have a 2-year mandate (term).
- Where a Technical Committee determines there is a need, a Treasurer will be elected for the same or a less term by the members of the Technical Committee. The Chair, Vice-Chair and Treasurer will have a mandate for two years.
- The position of Chair, Vice-Chair and Treasurer will be rotated every two years (i.e., the Vice-Chair will become the Chair of the Technical Committee and the Treasurer will move to the position of Vice-Chair).
- Once a Chair has served his term, the Chair may move to a Past Chair position and will add in assisting the new executive for that Committee. Members will be invited to propose and vote for a new Treasurer.
- For non-Ottawa, face-to face meetings, the Chair will designate a Secretary intended to taking notes, due to CWWA's difficulty in providing administrative support at these meetings during face-to-face meetings.
- The Chair and Vice-Chair will collaborate to provide CWWA's office with specific articles, notices and technical briefings relevant to the Committee. These articles, notices and technical briefings will be distributed by CWWA's staff, as appropriate.
- CWWA staff will keep Technical Committee members list updated and inform the Chair, and Vice-Chair on any new members who join or leave the Committee.

Given the successful work and events developed and organized in the past few years by CWWA's Technical Committees which has involved the collaboration and support of a large number of Canadian water and wastewater experts, the committees should be *renamed* as to

reflect the cross-national representation as follows:

- National Committee on Wastewater and Stormwater
- National Committee on Security and Emergency Management
- National Committee on Water Quality
- National Committee on Energy
- National Committee on Water Efficiency
- National Committee on Biosolids

Membership and Voting

Membership of CWWA committees shall be generally restricted to representatives of members of CWWA - these are referred to as **full members**. Other persons may be designated as **associate members*** by the Chair of the Committee with the consent of the **full members**.

The Committee is normally expected to function on a consensus basis. However, in the event that a vote is required to conclude an activity, only **full members** may vote.

* Associate members are expected to encourage their organizations to join CWWA and benefit of the numerous advantages offered by the membership to full members.

COMMITTEE ADMINISTRATIVE POLICY NO. 02

PROJECT AND RESEARCH ACTIVITIES

Policy

Where a Technical Committee wishes to carry out a project or a research activity, the Committee may form a subcommittee or a project task force. The subcommittee or task force will have at least one designated representative who will be responsible for managing the project or research activity and keeping the Committee and the Executive Director informed as to the progress and results.

The subcommittee/task force will to develop, plan, and implement the project or research activity with the following functions:

1. define and assess the project's or research activity's benefits and costs;
2. develop a terms of reference, the Terms of Reference shall specify clearly deliverables and milestones;
3. advise the Executive Director of the project or research activity;
4. mandate the issuance^a of a request for proposal(s)^b as the case may be;

^aGenerally a preference will be given to notifying members of CWWA of the request for proposals.

5. review proposal(s) received;
6. select the preferred proposal;
7. seek funding from Committee members or others for the project^c;
8. review reports from the contractor in accordance with the contract^d; and
9. authorize the Executive Director to issue payments from the trust account;

Funding partners will be recognized both on the project report cover and inside on an on the specially designed “Acknowledgments” page.

Policy - Administrative Fees

Where a Committee wishes to carry out a research activity or a project, the Association will impose an administrative fee for the issuance of invoices or the payment of invoices, as the case may be of \$75.00 per /invoice. This fee covers the administrative costs of financial and other administrative requirements related to invoicing for financial contributions, placing received funds in a separate trust account, receiving invoices from contractors relevant to the project or research and making payments to the contractors when authorized to do so, etc.

COMMITTEE ADMINISTRATIVE POLICY NO. 03

WORKSHOPS, SEMINARS, CONFERENCES

Policy

Where the Association or the Technical Committee is hosting an event (i.e., workshop, seminar or conference), the Committee is expected to actively participate in the Program Technical Committee to plan the event, review and select abstracts and to assist in the carrying-out of the event.

CWWA staff will undertake organizational, logistical and other support activities as necessary.

^b In general, a project or research activity having a cost of \$25,000 or less can be sole-sourced. For projects or research activities having a higher estimated cost a request for proposals shall be issued by CWWA on behalf of the Committee.

^cThe Executive Director will issue invoices to contributors for funds to be held in a trust account for the project and will provide the Committee with periodic reports of funds received and expended.

^dThe Executive Director on behalf of the Committee will enter into a contract with the contractor for the project or research activity.

Meeting agendas, locations and frequencies shall be determined by the Chair of the Technical Committee in consultation with its members and the Executive Director or the Manager of Technical Services and the designated CWWA staff person.

Where the event is financially successful, the net revenues (i.e. gross revenues less out-of-pocket costs) will be retained by the Association to cover costs incurred or as a general contribution to the Association's financial condition.

A minimum of 5% and a maximum of 10% of the net revenue shall be allocated to the Technical Committee reserve fund for use by the Committee to support its activities. The uses contemplated for the reserve fund are contributions to research projects, flight and accommodation expenses - when needed - to key persons or guests whose presence and involvement for present or future events is deemed necessary by the Committee.

Funds will be held in trust by CWWA and reported annually or on request by the Committee.