

## Responsibilities of a CWWA Director

The CWWA Board of Directors operates under the Policy Governance Model. Responsibilities of a CWWA Director, as stated in the Association By-Laws and the Board Policies, include:

- serving for a period of three years as the representative of the Utility Members of the Province or Territory;
- possibly being elected as an Officer of the Association (President, 1<sup>st</sup> Vice-President, 2<sup>nd</sup> Vice-President, Secretary-Treasurer, and Past-President) - a voluntary function and opportunity;
- producing and fostering the link between the Association and the membership in their jurisdiction;
- seeking to retain and increase the membership from their jurisdiction;
- acting from time to time, as may be necessary, as an Ambassador of the Association to events of other organizations;
- attending 2-4 teleconference Board Meetings; and
- participating in other governance activities of the Association including:
- developing the governance and ends policies of the Association,
- reviewing and approving Association policies and positions developed through membership consultation processes, and
- reviewing the performance of the Executive Director.

Directors (depending on their function in their municipality) may represent either or both water or wastewater interests - but there is no pre-requisite for one or the other, it happens that there is within the Board a reasonable balance of interests and expertise - so no special requirements are sought.

In addition to the above, there are generally two in-person Board meetings each year - in the Spring and the Fall:

- The Spring meeting is held in Ottawa, in early June, in conjunction with The ***Window on Ottawa***, and;
- The Fall meeting(s) are held at different locations around the country in conjunction with the National Water & Wastewater Conference (Halifax, Nov 2021 & Niagara, Nov 2022).

Board meetings on rare occasions, may be held partially on a weekend to minimize impact on normal work schedules.

Travel and accommodation assistance is available, although the Association asks, if the member municipality/organization can absorb this cost to do so – especially for the Fall conference as this is associated with the National Conference and Annual General Meeting and members are expected to attend that function.

The workload of a Director varies according to the Director's availability and interests. Normally, it will total 4 to 8 days per year including travel to attend the in-person Board Meetings.

Reviewing draft policy and position papers, and attending to communication and representational activities might absorb in total a further 15 hours per year, at various intervals.

*Membership on the Board is both personally and professionally rewarding in the contacts and special information and experience exchanges that occur in the governance of the Association. Serving on the Board enriches experience and knowledge of Canada's water and wastewater management, policies and programs.*