

## Volunteer Job Description

<b>Organization</b>	Western Canada Section American Water Works Association (WCS AWWA)
<b>Job Title</b>	Membership Committee Chair
<b>Objectives</b>	The purpose of this committee is to promote American Water Works Association membership across all areas and interests associated with the water industry, and to promote and urge continued membership among the present members.
<b>Duties and Responsibilities</b>	Promote AWWA membership within the water industry, including utilities and service providers. Host 3-4 committee meetings via conference call per year Host one face to face committee meeting per year Liaise with board and committee to ensure events are being scheduled and planned in each centre Develop and assist board with membership recruitment and retention programs. Assist Provincial Trustees with monthly calls to new and dropped members.
<b>Qualifications and Requirements</b>	Must be energetic and enthusiastic, with an appreciation of the value of AWWA membership
<b>Lines of Communication</b>	You will work with the WCS AWWA Chair Elect and the Association office
<b>Orientation and Training</b>	On the job training is provided, under the guidance of the WCS AWWA Chair Elect and the Association office
<b>Times Needed and Place of Work</b>	AWWA membership can be promoted anytime water industry professionals are present
<b>Commitment Required</b>	An average of 1 hour per week is required. Participation in WCS AWWA Strategic Planning meeting & Annual Board Meeting (expenses covered)
<b>Benefits</b>	Develop both professionally and personally - make contacts, develop leadership, communication, presentation and meeting skills Opportunity to participate in the AWWA membership summit, held in warm places in mid winter
<b>Special Considerations</b>	Require attendance of WCW Annual Conference (expenses not covered). Requires some flexibility to attend meetings during regular work hours.
<b>Satisfactions</b>	This is a chance to broaden your understanding of industry, commit to a worthwhile cause - protecting the environment & public health, do something different than your regular job
<b>Contact Information</b>	Audrey Arisman WCS AWWA p: 877.283.2003 e: aarisman@wcwwa.ca