

Volunteer Job Description

Organization	Western Canada Section American Water Works Association (WCS AWWA)
Job Title	Young Professionals Committee Chair
Objectives	The purpose of the committee is to develop programs of interest to young professionals (YPs) in the water industry. The committee will promote the benefits of membership in AWWA by increasing opportunities for participation, career development and to identify younger industry members who can be encouraged to take an active leadership role in the association.
Duties and Responsibilities	Reviews the past chair's correspondences and Board's Annual Strategic Plan Prepares a proposed work plan with budget that aligns with strategic plan to WCS AWWA Board Liaison before year end December 31 Arranges a minimum of six meetings per year, one in person and the others by conference calls Selects a YP contact for each major city (i.e. Calgary, Edmonton, Regina, Saskatoon and Winnipeg) Presents work plans with budget to the Board at the annual strategic planning session, usually held in February Explores potential partnerships with other appropriate associations Prepares the year end report and becomes past chair
Qualifications and Requirements	Minimum 2 years as a YP committee member or as approved by WCS AWWA Board Liaison
Lines of Communication	YP Chair works with the WCS AWWA Board Liaison and the Western Canada Water (WCW) office
Orientation and Training	On the job training is provided under the guidance of the WCS AWWA Board Liaison and the WCW office
Times Needed and Place of Work	AWWA participation and membership can be promoted anytime industry professionals are present
Commitment Required	60 - 80 hours annually Participation in WCS AWWA Strategic Planning Meeting & Annual Board Meeting (expenses covered)
Benefits	Develop both professionally and personally - make contacts, develop leadership, communication, presentation and meeting skills Attend the YP Summit, usually held in warm places in mid winter
Special Considerations	Mandatory attendance at WCW Annual Conference & Exhibition (expenses not covered). Requires flexibility to attend meetings during regular work hours
Satisfactions	This is a chance to broaden your understanding of the water industry, commit to a worthwhile cause - protecting the environment & public health, and do something different than your regular job
Contact Information	Audrey Arisman WCW Executive Director p: 877-283-2003 e: aarisman@wcwwa.ca