

IWA Emerging Water Leaders Committee – Terms of Reference

This document is compiled from ***IWA Emerging Water Leaders Guidance Document***, in which a detailed description of the Young and Emerging Water Leaders community, the governance, nomination & election process, and operational guidelines for the Emerging Water Leaders can be found.

a. What is the Emerging Water Leaders Steering committee

The Emerging Water Leaders Steering Committee is a representative body of young members (35 and below) that will **provide advice to the association, lead an active young water professional community, provide regional representation for young IWA members and actively pursues opportunities to contribute to the network.**

b. Purpose and scope

In light of the first of the 5 strategic priorities (IWA Strategic Plan 2019-2024) “An Engaged and Balanced Membership”, IWA needs to address the changing needs of its young members, attracting and empowering them as they are considered to be the Emerging Water Leaders. IWA should therefore consult with and engage young members to stay relevant and current and trickle down its vision and mission to the regions.

The committee should advise IWA on how to attract and serve its young members, as well as lead an active YWP community that helps empower YWPs within IWA and the water sector both nationally, regionally and Internationally.

c. Duties and Responsibilities of the Steering Committee

The primary responsibilities and duties of the committee shall be to:

- **Provide advice to the association** about the appropriate ways to serve young professionals needs (eg. Networking, learning, professional development and certain thematic/topical interests) and interests to engage and contribute in IWA’s current activities (governance, programmes, conferences, and specialist groups) at national and international level
- **Lead an active Young Water Professionals member community** encourages members to get engaged in and feel a sense of belonging to IWA. This will be done through the active communications and dissemination of IWA and IWA EWL information to its members, as well as through subcommittees, online interaction, onsite engagement, networking and encouraging ywp’s to contribute/ interact with the broader IWA network, as well as present and profile the IWA network and opportunities for non-members to learn about IWA.
- **Provide Regional Representation** and a contact for information on and engagement in the IWA Network. This is done through keeping up an exclusive Regional Network of IWA YWP members, and engaging with the YWP chapters to encourage growth of membership.

- **Actively pursue opportunities to contribute to the network** such as conference organization, event organization, authoring papers and blogs, and supporting other committees across the network (e.g. Specialist Groups, Strategic Council, etc.).

Additionally they will be responsible for:

- **Support the election of next IWA Emerging Water Leaders Steering Committee.** The Committee is responsible for the nomination process of IWA Emerging Water Leaders committee and subcommittees.
- **Nominating themselves to be Judges of the Young Leadership Award** A minimum of 2 and maximum of 5 of the committee shall put themselves forward to review the nominations of the IWA Young Leadership Award.
- **Review procedures/ guidance of Young Water Professionals chapter Activities.** Working with staff, the Committee shall establish and periodically update as necessary the **Guidance Document for YWP chapters; Operation Formation and Termination.**
- **Overview and Recommendations.** Based on their experience with the Young Water Professionals, the Committee shall make recommendations to the Board as it deems appropriate to ensure compliance with programme objectives and to further enhance the value of the programme to the Association and its members.

A more detailed description of the kind of responsibilities the position can have

Chair (4 days per month – with peaks during Event months of up to 8 days (includes attendance)

- Supports Development and Implementation of the Strategy of IWA Young Water Professionals
- Coordinates all members of the Committee (includes vice-chair, secretary and sub-committee leaders) - ensuring their active participation, staying abreast of all developments, resolving any uncertainties, and providing advice.
- Reviews Committee Terms of Reference for the Next period
- Represents the young members of IWA and the Committee at large
 - At Events
 - At the Board upon request by the president (likely 2 per year)
 - Every 6 months reports to IWA Executive Director.

Vice-Chair:

- Supports the Development and Implementation of the Strategy and high level aims of IWA Young Water Professionals
- Supports the Coordination of the Sub-committees
 - Reviews Sub-committees work to indicate progress to chair periodically
 - Stays abreast of all developments in sub-committees
- Performs functions and duties of the chair if the chair is not able to do so
- Reviews Committee Terms of Reference for the Next period

Secretary:

- Schedules (together with the IWA Secretariat) all meetings for 2 year time periods (that allow all members to sit) and takes minutes for these meetings
- Establishes a process of communications, a means to access all information, templates, and sends reminders for Upcoming Deadlines, meetings, etc

- Contact person for those contacting the committee from outside.

Strategic Advisory Role Description:

- Provide advice to the association about the appropriate ways to serve young professionals needs (eg. Networking, learning, professional development and certain thematic/topical interests) and interests to engage and contribute in IWA's current activities (governance, programmes, conferences, and specialist groups) at national and international level
- Gets input from the relevant sub-committees and or committee at large and liaises with YWPs from the Strategic Council:
 - Help YWPs on Strategic Council to build an Agenda to bring forward
 - To support any strategic discussions from strategic council by helping the consultation process with the wider YWP community
 - Provides feedback from Strategic Council to the Committee

YWP Chapter Coordination Role Description:

- Supports revision and implementation of strategies and guidelines for IWA YWP chapter formation, and operation through online meetings with IWA and consultation meetings (online or onsite) with chapters.
- Support YWP chapters (especially those without IWA Governing Members).
- Lead the YWP Chapter Coordination Sub-committee
 - Map current challenges and strengths of YWP chapters.
 - Plan online/physical Global Coordination meetings to address current challenges of the YWP chapters and to inform on recent developments and resources (Previous examples have been to focus on developing or established chapters. Topics of meetings have been organization, financing and communication)
 - To support growth of IWA YWP membership through the Chapters (offering support to achieve it)
 - To exchange good practices to empower young water professionals in the water sector and IWA

Specialist Group - YWP Coordination Role Description:

- Supports revision and implementation of strategies to enhance IWA YWP engagement in SGs
- Encourage activities (e.g. position papers etc) across the various SGs to address IWA focus areas.
- Lead the YWP-SG Subcommittee:
 - To exchange good practices to engage IWA YWPs in Specialist Groups and support implementing great ideas across other groups (eg. They also have a form of shadowing in SGs)
 - To present new ideas/ innovative thinking to enhance YWP engagement in Specialist Groups
 - To support SG leaders to reach out to YWPs and get active engagement from them.

YWP Events and Communications Role Description:

- Supports revision and implementation of strategies for YWP conferences (national, regional, International) developed by IWA Secretariat
- Supports developing a strategy for IWA YWP presence at (non) IWA events

- Activate of IWA Communications at IWA YWP Events (includes workshops, Conferences, webinars/ online meetings)
- Disseminate relevant IWA communications to our IWA Young Water Professional Members from the Committee and or the IWA at large
- Support raising the profile of young IWA members – Including the Committee itself
- Lead potential YWP Events and Communications Sub-committee(s) – To be defined

Career Building Role Description

- Co-working with the Chapters and SG and IWA Secretariat to develop a topical agenda
- Taking part in planning and coordinating of the online dialogues.
- Taking an active role on IWA Connect to promote career and capacity building resources and events.
- Gathering a database of inspiring career stories (showing the diversity of career paths to interesting water jobs)
- Lead Sub-committee on:
 - Organizing the activities of Career Building Troupe and publishing regularly a list of recommended resources

d. Criteria of eligibility

The following are minimum requirements to be eligible on the committee.

- Have been an IWA Member for at least 1 year
- 35 years old or younger upon election
- Fulfil the criteria per role (as per described below).
- Support from their employer to fulfil the role

The specific roles have their own additional eligibility:

- **Chair, Vice Chair, and Secretary:** Must be a committee member of the preceding term, or an IWA member who has proven engagement in IWA (Sub-committees, SGs, Events, YWP chapter committee, strategic council, etc)
- **Strategic advisory:** one of the two is IWA member who has proven engagement in IWA (Sub-committees, SGs, Events, YWP chapter committee, strategic council, etc), the second position is offered to Strategic Council members only.
- **Specialist Group:** Must have been engaged in Specialist Groups (eg. YWP affiliate, SG events, SG management committee)
- **Communications and Events:** Must have served on IWA (YWP) Conference/ workshop/events committees
- **Career Building:** Must have been involved in IWA communities (eg. Young Water Professionals Chapters; Specialist groups), IWA workshops (eg. Career development workshops)

e. How to apply

The positions will be opened for self-nominations who fulfill the eligibility criteria and submit before the deadline

- Fill in the application form; applying for a specific role in the committee, describing their motivation for that role both in terms of what they can give and what they want to learn, describe prior engagement with IWA, providing overview of their commitment to represent the IWA members in their region as well as time commitment.
- Submit an Employer Support letter – specifying the employer will allow and fund two travels per term to attend IWA Congresses/ IWA YWP Conferences.
- Submit a 2 page CV – Detailing education, work experience, voluntary experience, and special skills

