



## IWA Emerging Water Leaders Committee - Scope and Responsibilities

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.**

### a. 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.

### b. 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.

Detailed responsibilities per role are available in ANNEX 1.

### **c. Reporting Relationships and Duties:**

The Committee shall report annually (in alternating biennial cycles) to the Board through the Governance and Nominations Committee on the recommended appointment of new Emerging Water Leaders Committee members, the Young Leadership Award Winner. Additionally they will report to board on the status of the Young Water Professionals community, and at any other times and on other topics it judges necessary or beneficial to the Association.

## **Composition of the IWA Emerging Water Leaders Committee and its terms**

The IWA Young Water Professionals are led by a Steering Committee that is composed of 3 Management Committee members (Chair, Vice Chair and Secretary) and 10 additional members generally representing the diversity in experience, gender, type of affiliated organization, and geography, etc. of the IWA YWP membership.

The core group of the committee comprises:

- **Chairperson**
- **Vice Chair**
- **Secretary**

The Committee shall consist of, at a maximum 10 additional members. These members will be elected into specific roles (see Detailed roles and responsibilities) by the IWA Young Water Professional Members. The required conditions to be elected into these roles and number of positions available are outlined below:

- **Strategic Advisory Role (2 positions)**
- **Specialist Group Role (2 positions)**
- **YWP Chapter Coordination Role (2 positions)**
- **YWP Events and Communications Roles (2 positions)**
- **Career Building Role (2 positions)**

The normal term in office for a committee member shall be 2 years (there is no maximum term). The Chairperson shall be appointed from nominations of preceding Committee and shall serve for 2 years (Chairperson can serve a maximum of 2 consecutive terms – is 4 years). The Vice chair, secretary and strategic advisory role can be nominated from the preceding committee OR actively engaged young members.

## **The Nomination and Election process**

### **1. 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)

## 2. Who can make a nomination

IWA Young Water Professionals can self-nominate themselves under opened positions as determined above by the Emerging Water Leaders Committee (this will ensure certain constituencies and regional balance, etc).

## 3. Submission documents / forms

- Fill in the IWA Emerging Water Leader Committee Nomination Form in online tool (Annex 2)
- Employer Support Letter
- CV

## 4. Process for Election

- 1) The IWA Emerging Water Leaders Committee shall create a Nominations Committee (existing of those IWA EWL Committee members that are not nominating themselves in any capacity) who shall ensure geographical diversity of the committee, by opening the right positions for nomination.
- 2) IWA Secretariat will then use this selection for the call for nomination
- 3) IWA Secretariat reviews completeness of nomination and eligibility:
  - 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
- 4) IWA Secretariat issues voting to the IWA Young Water Professional community
- 5) EWL nominations Committee validates the voting result with the following voting rules:
  - a. Definitions
    1. The **Proposed candidate** refers to a valid proposal from an existing young water professional or the Secretariat, for the selection on the Emerging Water Leaders Committee
    2. **Eligible voters** are IWA young water professionals (IWA members aged 35 or below). **The preceding Steering Committee members' vote counts twice.**

b. Voting Rules

1. Eligible voters will be presented with the list of proposed candidates who want to be considered for election.
  2. **Eligible voters will decide for each opened position the best 1 and second candidate** on their own merits.
  3. Abstentions are permitted during the voting process. Abstentions do not count in tallying the vote negatively or positively and are not counted towards the total number of votes cast.
  4. For a **voting round to be considered 'valid'** for a particular position, the total number of votes cast in respect of that candidate must equate to **at least 20% of eligible voters**. If there are less than 20% of eligible voters, the decision is up to the nominations committee.
  5. The candidate who gets the majority of votes will be **proposed for the position on the IWA Emerging Water Leaders Committee**.
- 6) IWA Emerging Water Leader Nomination Committee to submit the elected candidates to the Governance and Nominations Committee for recommendation to the Board
- 7) Should vacancies appear out of the normal nomination and appointment cycle, the Committee shall nominate candidates to fill vacated terms according to their established duration, for review and approval by the Board.

5. Timeline

- **Beginning March even year:** Call for Nominations
- **Mid April even Year:** Submission Deadline
- **End April even Year:** IWA Secretariat checks eligibility
- **5 May - even Year:** Steering Committee Nominations committee - puts voting forward (ensure the diversity/ geographical/ age and background diversity is created)
- **25 May even Year:** Voting by IWA YWP finished
- **30 May even Year:** IWA EWL nominations Committee: Writes paper with outcomes to present to the Governance and nominations Committee
- **June Board meetings even Year:** Recommendation goes to the IWA Board:

## **Operating guidelines for the committee**

### **1. Subcommittees**

The Committee may establish subcommittees with members consisting of current Young Water Professionals as it deems necessary / desirable to accomplish the duties listed above. The Committee has the sole authority and responsibility to establish the membership and Terms of Reference for any subcommittees it establishes.

### **2. Meetings**

The Committee shall first meet in an Inauguration meeting the day before the IWA World Water Congress in the even years. During this meeting the strategy of the committee will be developed. The committee will then e-meet every 6 weeks to report on the implementation of the strategy. In addition, the committee will meet face to face at least once a year (a mandatory meeting). The time and location shall be decided at the previous meeting.

Communication and activity of the Committee shall mainly be facilitated via IWA connect, email, skype/other conference calling facilities.

The agenda and supporting papers for Committee meetings will be prepared by the IWA Secretariat and Secretary in consultation with the Chairperson. The Minutes of Meeting should be prepared and circulated on rotation base by Committee Members.

Costs of travel and subsistence of the members to attend meetings will not normally be covered by IWAHQ (except in exceptional circumstances and only when agreed in advance by the IWA Secretariat in accordance with the Association's General Travel Policy). Therefore as part of your nomination, we request a support letter of your employer highlighting their support for your committee role, and financial support of 1 travel per year.

### **3. Decision Making**

- Chair, Vice-chair and Secretary can make decisions in case of urgent need for decision making (without consulting the entire committee)
- Elected committee members can make non-strategic decisions within their sub-committee. These are decisions that do not influence IWA practice, IWA groups, the steering committee, or other sub-committees. Such decisions have to be presented and recorded in the minutes of the next Committee meeting
- Other decisions will always have to be proposed to the entire EWL committee at large (with a week's notice to review the materials necessary)
- Seven members of the Committee shall constitute a quorum
- The Chair shall report to the IWA board upon request
- The Committee shall report to the IWA Executive Director once every 6 months
- The Committee shall report to the IWA Secretariat (Member Engagement Officer – Emerging Water Leaders)
- The Sub-committees shall report to the Vice Chair, Chair and IWA Secretariat (Member Engagement Officer(s) Emerging Water Leaders).

#### **4. Termination of Committee or its members**

Membership of the committee is at the absolute discretion of the IWA Secretariat who may terminate such membership (in consultation with the Core Group) if in the opinion of the IWA secretariat a member:

- Has failed to fulfil the requirements of proper professional and ethical standards;
- Is engaged in activities which are detrimental or contrary to the objectives or interests of the Association.

The IWA secretariat shall have the right for good and sufficient reason to dissolve the Committee.