

# **IWA EWL PROGRAMME COMMITTEE**

## **Terms of Reference**

### **(Approved by the Board on 15 September 2023)**

#### **1. Definitions and Interpretation**

In these Terms of reference, unless the context otherwise requires, words and expressions shall have the same meaning as ascribed in the Articles of Association. Without limiting the generality of the foregoing:

- a. “Association” means the International Water Association, a company registered in England and Wales;
- b. “Fund” means the IWA Emerging Water Leaders Endowment Fund
- c. “Leaders Programme” means the IWA Emerging Water Leaders Programme.
- d. “Director” means a member of the Board of Directors of the Association; and
- e. References to one gender shall include the other gender.

#### **2. Statement of Intent**

The IWA Emerging Water Leaders Programme will deliver a challenging and transformational experiential programme, plus support, and mentorship to high-potential young water professionals. It will develop their leadership capabilities, empowering them to achieve the best in their professional life, their communities and influencing the global water agenda. Their understanding of self and others will be enhanced through a cohort drawn from diverse regions and parts of the water sector. The programme will provide a solid foundation for building professional networks within the global water community. Participants will benefit from a solid grounding in leadership, fast-tracking their professional development.

The Leaders Programme will mobilise a cohort of young water professionals from all over the world to empower curious and courageous leaders, who will advance the vision of IWA of a world in which water is wisely, sustainably, and equitably managed. The international programme will be run every two years, and build an alumni of IWA leaders, spanning the globe. connected for life and engaged with the IWA Fellows community. The conclusion of the 12-month formal programme will be group presentation of a collaborative project and leadership learning at the World Water Congress (WWC). The programme will offer unique opportunities for participants to deep-dive into their leadership potential and to elevate their ability to effect change. Challenging, rewarding and experiential, the leaders programme is a learning rather than a teaching programme. The journey significantly changes the clarity, confidence, shared vision and strategic capability of each participant, and enhances their capacity to lead within their organisations and communities.

#### **3. Purpose**

The purpose of the Committee is to review applications and decide on candidates to the Emerging Water Leaders programme; to review and provide feedback on the

application and acceptance process; and to periodically review and provide feedback to the Board on the Emerging Water Leaders Programme.

As part of its Mandate, the Committee will engage in the following activities:

- a) Oversee the delivery of the EWL programme.
- b) Review the applications and make decisions of selected candidates.
- c) Monitor and evaluate the delivery of the EWL Programme and periodically provide feedback to the FIC and IWA Board.
- d) Advise on potential vendors and selection of partners for delivery of EWL programme.

#### **4. Reporting and Accountability**

The Committee shall, at all times, be accountable to the Board and shall, on request and no less than twice each year, provide regular updates and reports to the Board on the progress and status of the Emerging Water Leaders Fund. The Committee reports to the Board and receives instructions from the President. The Committee does not act for the Board. Requests for assistance in accomplishing Committee responsibilities, including staff assistance and access to professional services, shall be directed to the Executive Director.

#### **5. Chair and Committee Membership**

- a) There shall be at least six members of the Committee who shall be nominated by the Executive Director, reviewed by the Governance and Nominations Committee and appointed at the discretion of the Board.
- b) A quorum shall be at least one half of the members.
- c) The Chair of the Committee shall be nominated by the Executive Director and appointed by the Board. In the absence of the Chair and/or a duly appointed deputy, the remaining members present shall elect one of their number to chair the meeting. The Chair is responsible for the following at Committee meetings:
  - Calling the meeting to order;
  - Establishing an agenda and ensuring agenda items are addressed;
  - Ensuring the minutes from prior meeting(s) are reviewed and approved by the Committee (with or without modification);
  - Facilitating discussion to reach consensus on matters under consideration in a professional manner;
  - Adjourning meetings after business is concluded; and
  - Acting as the main representative of the Committee.
- d) Equitable, Inclusive and Diverse Membership: The Association strives to achieve equitable, inclusive and diverse membership on its committees that is reflective of its commitment to equity, diversity and inclusion and this should be considered in the appointment of Committee members.

- e) **Best Interests:** Committee members shall deal with matters before the Committee in such a way that the best interests of the Association take precedence over the interests of any of its constituent parts, should those interests conflict or appear to conflict. Any potential Conflict of Interest on the part of a Committee member shall be disclosed to the Chair and managed in accordance with the IWA Conflict of Interest Policy.
- f) **Consultation:** In carrying out its role, the Committee may call upon various resources as it deems required. Any costs must be approved by the Executive Director.

## **6. Term of Office**

- a) The term of service shall normally be three years. Members can serve a maximum of three terms. The letter appointing each member of the Committee shall specify the term of appointment and shall invite the countersignature of each individual as an indication of agreement to the appointment and these Terms of Reference. The Board may resolve to renew the term of a member by agreement.
- b) A member of the Committee may at any time resign by notice in writing to the Board and the Board may likewise by notice in writing remove a member of the Committee at any time.

## **7. Meetings**

- a) **Number of Meetings:** The Committee shall meet at least once per year, or subject to the call of the Chair.
- b) **Notice of Meetings:** Notice of a Committee meeting should be provided to Committee members, at least 15 business days advance of the meeting, unless waived by the Committee members at the meeting.
- c) **Agenda:** Agenda items should be sent to the Committee administrative support at least 10 business days in advance of the meeting. The agenda should be prepared and distributed to the members of the Committee prior to the meeting.
- d) **Quorum:** A majority of the Committee membership must be present at a meeting in order to constitute a quorum.
- e) **Decision-Making:** The preferred model for decision-making is consensus. If consensus cannot be reached, a vote shall be held. The Chair will not vote unless to break a tie.
- f) **Committee Meeting Guests:** All Committee meetings will be limited to members only unless the Chair otherwise grants approval for certain individuals to attend all or a portion of the meeting.
- g) **Electronic Discussion and Meetings:** The Chair may consult with Committee members electronically, and may arrange email, telephone or other electronic meetings, instead of in-person meetings, as the circumstances may require.

- h) Confidentiality: All Committee members, resource persons, consultants, guests, and administrative support persons who may be in attendance at a Committee meeting or privy to Committee information, are required to protect and keep confidential any protected information (e.g., classified or privileged information) received through participation on the Committee, unless such information is otherwise approved for public information. All Endowment Fund applications are strictly confidential.
- i) Minutes & Confidentiality: Minutes are to be taken of business occurring during Committee meetings. However, the Committee may move “in camera” to deal with certain items if the subject matter being considered relates to personal and confidential matters that are exempt from disclosure under applicable access and privacy legislation. Once approved by the Committee, meeting minutes shall be circulated to committee members.

## **8. Administrative Support**

The Committee shall receive administrative support from the Association’s Secretariat. The administrative support shall be provided through an individual whose duties shall include:

- a) Assisting the Chair with preparation of Committee meeting agendas and distributing
- b) notification of meetings;
- c) Ensuring follow-up of Committee action items;
- d) Information gathering;
- e) Preparation and distribution of meeting material;
- f) Minute-taking; and
- g) Maintaining Committee records.

## **9. Dates of Approval, Review and Revision**

15 September 2023 approved by IWA Board of Directors.