

TERMS OF REFERENCE

Emerging Water Leaders Steering Committee 2018-2020

Purpose and scope

The demands on water professionals to provide innovative solutions to the growing water challenges and opportunities will continue to rise. From entering the sector and throughout their career, (young) water professionals need to stay current by regularly updating and enhancing their skills, knowledge and know-how. This is done not only through established training, but increasingly through being part of an organisation that fosters learning.

IWA aims to be a ‘learning organisation’, an organisation that facilitates the learning of its members and continuously transforms itself, building on systems thinking, personal development, shared vision and team learning. In particular IWA needs to address the changing needs of its young members, attracting and empowering¹ them as they are considered to be the Emerging Water Leaders. IWA should therefore consult with Emerging Water Leaders (young members) to stay relevant and current as well as engage them in trickling this vision down to the regions.

The Emerging Water Leaders Steering Committee is a representative body of young members (35 and below) that will provide advice to the association about the appropriate ways to serve young professionals needs (eg. Networking, learning, professional development) and interests to engage and contribute in IWA’s current activities (the steering committee sub-committees, programmes, conferences, specialist groups, IWA YWP chapters and Governing member committees) at national and international level.

¹ Empower by connecting, engaging and providing professional development and learning opportunities.

Duties/Responsibilities

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

- i. 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
- ii. Lead an active Young Water Professionals member community (online at [IWA connect](#) and where applicable onsite) that encourages members to get engaged in and feel a sense of belonging to IWA. This will be done through the 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.

Composition of the Steering Committee

The core group of the committee comprises:

- i. The Chairperson:
 - o Must be a committee member from preceding term.
 - o If more than one committee member expresses an interest in being chairperson, there shall be a vote by the IWA YWP members with a double vote from the committee members of the preceding term
- ii. The Vice Chair:
 - o Must be a committee member of preceding term, or an IWA member who has proven engagement in IWA (SGs, Events, YWP chapter committee)
 - o Voting is done by the IWA YWP members with a double vote from the committee members of the preceding term
- iii. Secretary
 - o Must be a committee members of the preceding term, or an IWA member who has proven engagement in IWA (SGs, Events, YWP chapter committee)
 - o Voting is done by the IWA YWP members with a double vote from the committee

members of the preceding term

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 Council Role
 - i. Two positions
 - ii. Must be a current member of the Strategic Council
- Specialist Group (SG) Role
 - i. Two positions
 - ii. Must have been engaged in Specialist Groups (eg. In the shadowing programme, the SG events, SG Management committee)
- YWP Chapter Coordination Role
 - i. Two positions
 - ii. Must have a current or immediate past position on YWP chapter committees (eg. Or be part of the YWP chapter Coordination Subcommittee)
- Events Role
 - i. Two positions
 - ii. Must have served on IWA (YWP) Conference/ workshop/events committees
- Communication Role
 - i. Two positions
 - ii. Must have been involved in IWA communities (eg. Specialist groups) in function of communications or organising committees or judges for awards

Detailed Roles and responsibilities:



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 Steering 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 Steering Committee Terms for the Next period
- Represents the young members of IWA and the Steering Committee at large
 - At Events
 - At the Board upon request by the president (likely 2 per year)
 - At Quarterly 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-committee
 - Reviews Sub-committees work to indicate progress to chair
 - 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 Steering Committee Terms 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 steering committee from outside.

Strategic Council 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 steering committee for the Strategic Council Discussions
- Lead the Strategic Council Sub-committee
 - To plan attendance of Strategic Council Meetings strategically
 - To develop great input to Strategic Council discussions bringing forward clear proof of consultation, and open input from the wider YWP community
 - Provides feedback to the Steering Committee

YWP Chapter Coordination Role Description:

- Supports revision and implementation of strategies and guidelines for IWA YWP chapter formation, and operation
- Lead the YWP Chapter Coordination Sub-committee
 - To introduce new strategies and the high level aims for chapters with the YWP chapters and Governing members
 - To exchange good practices to empower young water professionals in the water sector and IWA
 - To enhance visibility by creating better and easy reporting and communications vehicles.

Specialist Group - YWP Coordination Role Description:

- Supports revision and implementation of strategies to enhance IWA YWP engagement in SGs
- 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.

Events Coordination Role Description:

- Supports revision and implementation of strategies for YWP conferences (national, regional, International)
- Supports developing a strategy for IWA YWP presence at (non) IWA events
- Lead the Events Coordination Sub-committee (that can have sub events committees)
 - To introduce and support implementation of new strategies.
 - To collate and exchange good practices, ideas, and suggestions of professional development at IWA YWP conferences
 - To drive the IWA YWP conferences away from once of events towards a more tangible output for future conferences by; a) Analysing YWP conferences for their Themes (and its relevance across the globe) b) To develop a process of how conferences can build on top of each other c) To develop a yearly/ bi-annual output (and develop a unique format for it)
 - Calendarise Events WorldWide and strategise where IWA YWP community (active members will be present) and what we can do!
 - Review proposals of IWA YWP members to host a workshop under the IWA YWP Umbrella (as part of that)
 - Organise IWA “Meet the IWA YWP & IWA Fellows” meetings

Communications Role Description

- Supports the development/ implementation of a IWA YWP communications plan (in line with IWA branding)
- Reviews Young Leader Award, and judges the nominations
- To generate a plan to profile all Steering Committee Members – and seek for external funding for them to participate in (IWA) events
- Lead the YWP – Communications and Profiling

- To develop a strategy for collecting, and generating interesting content for various channels (map the groups and channels to send links to IWA connect to through content)
- To collect this content to drive online profiling at: IWA website, [IWA connect](#), YWP social media – facebook, twitter using hashtag, etc
- To generate a Communications Calendar for all IWA YWP conferences, IWA YWP presence at events, online discussions, YWP chapter gatherings/ news)

Eligibility Criteria

- 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 above in the composition of the steering committee).
- Proof of active engagement within IWA through:
 - One of the Sub-Committees for the Steering Committee (Communications, Events, Fundraising, SG, YWP chapters etc) OR
 - Specialist Groups – eg. YWP position/ shadow position on the management committee OR
 - A IWA YWP chapter Committee OR
 - A YWP Conference committees (Programme committee; organizing committee) OR
 - A SG Event committees (Programme Committee, organizing committee)
 - Strategic Council Member
- Commitment to represent the young IWA members in the region
- Support from their employer to fulfil the role

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

Election process

Only the nominees that meet the minimum Eligibility Criteria will be put forward for voting. Should you not yet meet the aforementioned requirements, you still have an opportunity to be involved in the IWA YWP community through the active Sub-committees - SGs, Events, Communications, YWP chapter. We will approach you once these sub-committees are formed, and please look out for their calls for participation!

There shall be a vote per position, executed by the IWA YWP members and the preceding Steering Committee. The preceding Steering Committee members' vote counts twice, and they will ensure that the entire committee will have:

- a balance of geographical representation (recognising IWA regional divisions)
- a balance between research and practice, science, technology and management; and
- a balance of interest/expertise between advanced and developing country interests and technologies.

Terms

The normal term in office for a committee member shall be 2 years (there is no maximum term). The Chairperson shall be appointed from among the Committee and shall serve for 24 months (Chairperson can serve a maximum of 2 consecutive terms).

ANNEX 1: General Procedures

Reporting and decision making

- a. Chair, Vice-chair and Secretary can make decisions in case of urgent need for decision making (without consulting the entire committee)
- b. 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.
- c. Other decisions will always have to be proposed to the entire Steering committee at large (with a week's notice to review the materials necessary)
- d. Seven members of the Committee shall constitute a quorum
- e. The Chair shall report to the IWA board upon request
- f. The Committee shall report to the IWA Executive Director once every Quarter
- g. The Committee shall report to the IWA Secretariat (to the Learning and Capacity Development Officer)
- h. The Sub-committees shall report to the Vice Chair, Chair and IWA Secretariat (Learning and Capacity Development Officer; and when relevant report to the Governing Membership / YWP Officer).

Meetings and communication:

- i. The Committee shall meet face to face at least once a year (a mandatory meeting). The time and location shall be decided at the previous meeting.
- j. Communication and activity of the Committee shall mainly be facilitated via [IWA connect](#), email, skype/other conference calling facilities.
- k. The agenda and supporting papers for Committee meetings will be prepared by the IWA Secretariat (Learning and Capacity Development Officer) and Secretary in consultation with the Chairperson. The Minutes of Meeting should be prepared and circulated on rotation base by StC Members.
- l. 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 (Learning and Capacity Development Officer) 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.

Termination of committee or its members

- i. Membership of the committee is at the absolute discretion of the IWA Secretariat who may terminate such membership if in the opinion of the IWA secretariat a member:
 - a. Has failed to fulfil the requirements of proper professional and ethical standards;
 - b. Is engaged in activities which are detrimental or contrary to the objectives or interests of the Association.
- ii. The IWA secretariat shall have the right for good and sufficient reason to dissolve the Committee