

## **IWA YWP Steering Committee – Terms of Reference**

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

### **a. What is the IWA YWP Steering Committee**

The 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**

According to the IWA Strategic Plan 2019-2024, IWA should 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 and lead an active YWP community that helps empower YWPs within IWA and the water sector both nationally, regionally, and internationally.

### **a. Duties and responsibilities of the Steering Committee**

The primary responsibilities and duties of the Steering Committee shall be to:

- **Provide advice to the association** about the appropriate ways to serve young professionals' needs (e.g., networking, learning opportunities, professional development and certain thematic/topical interests) and interests to engage and contribute to IWA's current activities (governance, programmes, conferences, and SGs) at national and international level.
- **Lead an active IWA YWP member community** to encourage members to get engaged and feel a sense of belonging to IWA. This will be done through active communication and dissemination of IWA Secretariat and the Steering Committee information to its members, as well as through subcommittees, online interaction, onsite engagement, networking and encouraging YWP 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 contact for information on and engagement in the IWA Network. This is done by keeping up an exclusive Regional Network of IWA YWP members and engaging with the YWP chapters to encourage membership growth.
- **Actively pursue opportunities to contribute to the network**, such as conference and event organisation, authoring papers and blogs, and supporting other committees across the network (e.g., SGs, Strategic Council, etc.).

Additionally, the Committee will be responsible for:

- **Support the election of the following IWA Steering Committee members.** The Committee is responsible for the nomination process of the IWA YWP Steering Committee (EWL) and subcommittees.
- **Review procedures/ guidance of YWP chapter activities.** Working with IWA Staff, the Committee shall establish and periodically update the **Guidance Document for YWP chapters, Operation Formation and Termination.**
- **Overview and recommendations.** Based on their experience with the YWP, the Committee shall make recommendations to the IWA Secretariat as it deems appropriate to ensure compliance with programme objectives and further enhance the programme's value to the association and its members.

### **c. Additional roles and responsibilities**

The responsibilities described below are on top of the general responsibilities listed above but give a more detailed understanding of what the particular role entails.

**Chair** (*expected involvement of 4 days per month – with peaks during Event months of up to 8 days, including attendance*):

- Supports development and implementation of the IWA YWP strategy.
- Coordinates all members of the Committee (including 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 following period.
- Represents the IWA YWP and the Committee and
  - At Events.
  - At the Board upon request by the president (likely 2 per year).
  - At reporting meetings with the IWA Executive Director, every 6 months.

#### **Vice-Chair:**

- Supports the development and implementation of the IWA YWP strategy.
- 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 following 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.
- Acts as the focal point for those willing to contact the Committee.

#### **Strategic Advisory:**

- Provides advice to the Association about the appropriate ways to serve YWP needs (e. g., networking, learning, professional development and certain

thematic/topical interests) and interests to engage and contribute in IWA's current activities (governance, programmes, conferences, and SGs) at national and international level.

- Gets input from the relevant sub-committees and or the Steering Committee at large and liaises with YWPs from the Strategic Council:
  - Helping YWP representative(s) on Strategic Council to build an Agenda to bring forward.
  - Supporting any strategic discussions from Strategic Council by helping the consultation process with the wider YWP community.
  - Providing feedback from Strategic Council to the Steering Committee.

#### **YWP Chapter Coordination:**

- 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.
- Supports YWP chapters (especially those without IWA Governing Members).
- Leads the YWP Chapter Coordination sub-committee:
  - Maps current challenges and strengths of YWP chapters.
  - Plans 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 organisation, financing and communication).
  - Supports growth of IWA YWP membership through the national chapters (offering support to achieve it).
  - Exchanges good practices to empower YWA within IWA and beyond.

#### **Specialist Group - YWP Coordination:**

- Supports revision and implementation of strategies to enhance IWA YWP engagement in SGs.
- Encourages activities (e.g., position papers) across the various SGs to address IWA focus areas.
- Leads the YWP-SG Subcommittee:
  - To exchange good practices to engage IWA YWPs in SGs and support implementing great ideas across other groups
  - To present new ideas/innovative thinking to enhance YWP engagement in SGs.
  - To support SG leaders to reach out to YWPs and get active engagement from them.

#### **YWP Events and Communications:**

- Supports revision and implementation of strategies for YWP national and regional conferences.
- Supports developing a strategy for IWA YWP presence at non-IWA events.
- Activates IWA communications at IWA YWP Events (including workshops, conferences, webinars, and online meetings).
- Disseminates relevant IWA communications to our IWA YWP members from the Committee and/or the IWA at large.

- Supports raising the profile of IWA YWP members (including the Committee itself).
- Leads potential YWP Events and Communications sub-committee(s) – to be defined.

**Career Building:**

- Works jointly with the Chapters, SGs and IWA Secretariat to develop a topical agenda.
- Takes part in planning and coordinating of the online dialogues.
- Takes an active role on IWA Connect to promote career and capacity building resources and events.
- Gathers a database of inspiring career stories (showing the diversity of career paths to interesting water jobs).
- Leads sub-committee on:
  - Organising the activities of Career Building Troupe and publishing regularly a list of recommended resources.