

Thank you for your interest in the WEF Board of Trustees Application Process. Applications are collected via an online system which can be accessed from [this WEF website page](#).

The detailed text below describes the qualifications, necessary time commitment, and provides the detailed application questions for each open position. This text also appears in the online submittal system.

WEF Trustee Application - 2023

Trustee qualifications:

WEF trustees, including the officers, come from a wide variety of experiences and backgrounds. Ideal candidates will have a passion for water, the people who work in the sector, and the communities served by the sector, as well as a curiosity that compels them to ask probing questions and seek new solutions. They will also be open-minded, collaborative, and have a vision for how WEF can better serve its constituents. In inter-personal interactions, they will be frank and truthful while also able to listen and accept information from others even when it contradicts one's personal experiences.

Ideal candidates will have leadership experience in the majority of these areas:

- Executive management
- Financial acumen and/or operational expertise
- Strategic and/or change leadership experience
- Policy experience
- A demonstrated commitment to diversity, equity, and inclusion
- Prior board or governance experience
- Executive oversight experience
- Connection to strategic partners or sectors outside of WEF

In 2023 we are looking to increase the diversity of our board background to better represent the diversity of our membership. We are especially interested in attracting strong candidates that are outside the United States and/or currently work in industrial water (e.g. Agriculture,

Technology Sector, Food & Beverage), manufacturing, Communications, and/or large utility management. Experience with the Circular Water Economy or Workforce Development is also desired.

Trustee Duties:

WEF trustees have fiduciary, governance, and strategic responsibilities for the organization. They set the strategic direction and governing policies for WEF, as well as provide budgetary oversight, general programmatic direction, and oversight of committees, task forces, and standing programs. The trustees also select, hire, evaluate, and establish contract terms for the executive director.

The WEF board meets in person in North America four to five times per year for approximately three days and at various times for shorter virtual meetings. Trustees are expected to travel to Member Association and other conferences, as well as other assignments as needed. WEF trustees serve three-year terms beginning in the fall, immediately after WEF's annual conference (WEFTEC).

WEF covers reasonable travel expenses for its trustees.

Vice-president duties:

The Vice President is an officer of the Board who shall serve a term of one year beginning at the conclusion of the WEF annual conference (WEFTEC). The Vice President shall automatically succeed to the office of President Elect for a one-year term, then to the office of President for a one-year term, and finally to the office of Past President for a one-year term. Individuals are limited to one full term in the office of President, President Elect, and Vice President except for an individual appointed to fill a vacancy who may serve for the unexpired term in the office which they fill, and an additional one-year term in the office.

Treasurer Duties:

The Treasurer is an officer of the Board who will serve as the Board advisor with respect to the funds of WEF. This includes chairing the Finance and the Audit Committees, leading Board action on financial matters including the annual budget and considerations of the long-term financial sustainability of the organization, and ensuring the Board receives reliable and timely information on financial performance. The Treasurer also works closely with the House of Delegates' Budget Committee, as well as WEF's financial staff. The Treasurer shall serve a term of three years beginning at the conclusion of the WEF annual conference (WEFTEC). The Treasurer may be elected to serve a second full three-year term plus any partial term for which the individual may have been elected or appointed.

Application and selection process:

Applications are due by 11:59 PM Eastern Time on, June 4th, 2023. After receiving applications, members of the WEF Nominating Subcommittee will review the applications. Some applicants and their references may be selected for interviews. The Nominating Subcommittee will provide a slate of nominees to the WEF Board of Trustees to be considered by the end of July. If the slate is approved, applicants will be informed as to whether they are nominated, and the slate of nominees will be forwarded to the WEF House of Delegates for confirmation of the Trustees and election of the Officers at their meeting at WEFTEC in late September.

Time Commitment:

Serving as a Trustee is a significant time commitment. Trustees are expected to attend up to five board meetings and represent WEF at 5-6 other conferences each year. In addition, Trustees will serve on Board Committees and Task Forces and may be asked to attend additional virtual meetings as needed. This can be up to 30-40 days of travel and take 400-500 hours per year. Applicants are encouraged to discuss this time commitment with their family and employer prior to applying.

Officer positions typically have additional responsibilities that add to this time commitment.

There is flexibility in scheduling travel to accommodate other commitments. The Board works collaboratively on a year-to-year basis to accommodate the needs of Trustees but cannot eliminate the need for travel.

**** To complete an application, please review the guidelines for what needs to be submitted for each application type below then click on the “Apply Here” blue link at the bottom of the page. ****

Applicant information: Name, address, phone, email address, WEF membership number.

Applicant experience (trustee and officer):

Note: All responses have a 400-word limit unless otherwise stated.

1. Describe a time when you were part of leading and/or implementing a strategic vision or change. Include your role, hurdles, and insights you encountered, the impact it had, and the lessons you would bring with you to the WEF board.
2. How do you envision helping to advance WEF’s strategic plan during your term on the Board?
3. The Water Environment Federation (WEF) maintains diversity, equity, and inclusion as core principles of the organization’s mission. Trustees must lead by example in upholding these principles. Please tell us about your experience as an advocate for

diversity, equity and inclusion, as well as specific activities or initiatives you have been involved with, and insights you have gained from your experiences.

4. An important role for WEF trustees is to connect WEF to the broader water sector and adjacent sectors that could have strategic relevance. What strategic partnerships or relationships would you bring as a member of the WEF board?
5. From your perspective, what are one or two of the most pressing challenges facing WEF and/or the water sector, and what do you think WEF's response should be?
6. Why do you believe you are a good candidate to join the WEF Board this term?
7. Will you be able to obtain permission from your employer to serve on the WEF Board of Trustees if selected? (YES/NO)
8. Have you received approval from your employer to the time commitment required of WEF trustees and do they understand that you will have significant travel? (YES/NO)
 - o Optional: You may use this space to describe anything we need to know relative to your ability to commit to the time and travel expectations.

Vice-President application:

1. *(same as above)*
2. *(same as above)*
3. *(Same as above)*
4. *(same as above)*
5. From your perspective, what are the one or two most pressing challenges WEF over the next 4 years, and how would you use your role as the presidential officer (i.e. vice-president through past-president) to help address them?
6. One of the most important responsibilities of a board is oversight of the organization's executive. Per WEF policy, the president and president-elect are tasked with leading this process. Please tell us about your understanding of the distinction between the board's role and the executive's role in leading WEF. Also, please describe any experience you have with executive oversight (including hiring and transitions) and any lessons you have learned through that experience. You may include your own experience as an executive that answers to a board. *Note: please do not include names or other confidential information that you are not authorized to share.*
7. Have you discussed your application to become a WEF vice president (with progression through presidential officer roles) with your employer? (YES/NO)
8. Have you received approval from your employer to the time commitment required of WEF vice presidents (and sequential presidential officer roles) and do they understand that you will have significant travel? (YES/NO)
 - o Optional: You may use this space to describe anything we need to know relative to your ability to commit to the time and travel expectations.

Treasurer application:

1. *(same as above)*
2. *(same as above)*

3. *(Same as above)*
4. Describe your experience with financial oversight, especially as it may relate to a nonprofit organization.
5. From your perspective, how does the WEF Treasurer role differ from that of the Chief Financial Officer and other elected or employed leaders of the organization?
6. From your perspective, what are the one or two most pressing challenges for WEF over the next 4 years, and what is Treasurer's role in addressing those?
7. Will you be able to obtain permission from your employer to serve on the WEF Board of Trustees if selected? (YES/NO)
8. Have you received approval from your employer to the time commitment required of WEF trustees and do they understand that you will have significant travel? (YES/NO)
 - o Optional: You may use this space to describe anything we need to know relative to your ability to commit to the time and travel expectations.

Other information requested:

- Resume (including past board experience and relevant non-profit leadership).
- References:
 1. References may not be current WEF board members or members of the WEF Nominating Subcommittee
 2. Reference letters are not required