

Atlantic Canada Water and Wastewater Association

Inclusion, Diversity & Equity Committee

Terms of Reference

Drafted November 20, 2018

Revised December 6, 2018

Revised January 10, 2019

Purpose:

The goal of the Inclusion, Diversity and Equity (IDE) Committee is to assist the Atlantic Canada Water and Wastewater Association (ACWWA) in creating an inclusive, diverse, and equitable membership and to establish an organizational environment that recognizes, encourages, celebrates, and effectively utilizes each individual member's talents.

Committee Chair:

The IDE Committee Chair is a three-year term position with a maximum of two consecutive terms. The position is appointed by the Board. The committee chair shall be a member of the American Water Works Association (AWWA) or the Water Environment Federation (WEF).

The IDE Committee Chair is not a voting member of the Board and does not attend Board meetings unless requested.

The IDE Committee Chair is responsible for carrying out the following duties:

- Provide strategic direction for the IDE Committee with linkage to the Board's strategic direction;
- Lead the IDE Committee in developing long- and short-term objectives;
- Maintain and submit material for the webpage on a regular basis;
- Manage and maintain the IDE Committee, including length of terms, soliciting new members, etc., on an annual basis and submit list of committee members to the Chair and the Executive Director; and
- Provide recommendations to the ACWWA Board to improve inclusion, diversity, and equity in the organization.

Reporting Structure:

The IDE Committee Chair reports to the ACWWA Chair through written reports two-weeks prior to each Board meeting to provide update on activities of the committee.

If the IDE Committee Chair requires decisions made by the Board, then they should be presented in writing through the ACWWA Chair for direction.

Committee Composition:

The IDE Committee should be comprised of the following members:

- IDE Committee Chair; and
- At least one representative from each of the four Atlantic Provinces (3-year term).

Ideally all committee members will be members of the AWWA or the WEF.

Committee Responsibilities:

The IDE Committee is responsible to carry out the following duties:

- Strive to promote inclusive, diverse, and equitable representation of individuals in the ACWWA membership;
- Assist the IDE Committee Chair in the development of long- and short-term objectives of the committee;
- Encourage the participation of diverse members from within the ACWWA to join committees; and
- Build programs, activities, and practices that are focused on welcoming new and current members and educating members on IDE initiatives.

Committee Goals and Objectives:

The goals and objectives of the IDE Committee are as follows:

- Build diversity in the Board so that organizational decision making is informed by a wider range of experience and knowledge;
- Incorporate inclusion, diversity, and equity into committee action plans and support all ACWWA committees in doing the same;
- Establish an IDE session at the ACWWA Young Professional Seminar and/or Annual Conference by offering topics about IDE or nontechnical issues that may appeal to a wider audience and encourage participation by new members or attendees; and
- Submit recurring “Diversity Moments” or other IDE Committee features to each magazine publication
- Encourage diversity of visuals (e.g., pictures) in the ACWWA magazine, calendar, website, and other publications.