

**Atlantic Canada Water and Wastewater Association
Scholarship Chair & Committee
Terms of Reference
Revised December 2018**

Purpose:

The purpose of the Scholarship Committee is to establish, maintain and distribute scholarships sponsored by ACWWA.

Committee Chair:

The Scholarship 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 or the Water Environment Federation.

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

The Scholarship Committee Chair is responsible to:

- Lead the Scholarship Committee in developing long- and short-term objectives.
- Ensure that the *ACWWA Lloyd Douglas Scholarship* and *ACWWA Craig Kelman & Associates Scholarship* programs are effectively administered annually by:
 - Preparing the calls for applications for both scholarship programs to be reviewed at the May board meeting.
 - Developing and maintaining a list of all post-secondary institutions that provide water, wastewater and environmental education in Atlantic Canada.
 - Establishing and maintaining a scholarship application review committee.
 - Promoting the call for scholarship applications through the ACWWA newsletter, webpage and direct electronic mail-outs to administrative contacts established in the post-secondary institution target list.
 - Administering the review process of scholarship programs, including receiving applications, assigning review duties to committee members, and forwarding final recommendations for scholarship winners to the Technical Director and Executive Director.
 - Promoting the annual scholarship winners in the ACWWA magazine, *Go with the Flow*, the webpage, and other media venues, including pictures and abbreviated biographies of the winners.
 - Providing recommendations to the ACWWA Board for improvements to the scholarship programs.

- Serve as or identify an ACWWA member volunteer when requested to serve as the ACWWA representative on the *Canadian Stockholm Junior Water Prize (CSJWP) Committee* by
 - Participating in CSJWP conference calls
 - Creating liaison between CSJWP and ACWWA
 - Contributing to organizing fundraising/sponsorship/marketing efforts of the national committee
 - Contributing to promotion efforts of Canadian winner
 - If the national winner is from Atlantic Canada, provide liaison between the CSJWP committee and the winner, and assist with any travel or itinerary logistics of the winner.
 - Assist the Atlantic Canada Water and Wastewater Association in creating a diverse and inclusive membership and establishing an organizational environment that recognizes, encourages, celebrates, and effectively utilizes each individual member's talents.

Reporting Structure:

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

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

Committee Composition:

The Scholarship Committee should be comprised of the following members:

- Committee Chair
- A representative from each of the four Atlantic Provinces (3-year term)

Ideally all committee members will be members of the American Water Works Association or the Water Environment Foundation.

Committee Responsibilities:

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

- Assist the Scholarship Committee Chair in the development of long- and short-term objectives of the committee.
- Assist the Scholarship Committee Chair with advertisement of the call for applications through various venues (college/university administration, ACWWA newsletter/webpage).

- Review and rank scholarship applications submitted to ACWWA, and recommend scholarship winners to the Scholarship Committee Chair within the timeline and deadlines established within the annual applications call.
- Assist the Atlantic Canada Water and Wastewater Association in creating a diverse and inclusive membership and establishing an organizational environment that recognizes, encourages, celebrates, and effectively utilizes each individual member's talents.

Committee Goals and Objectives:

- Effectively administer the *ACWWA Lloyd Douglas Scholarship and Craig Kelman & Associates Scholarship* programs on an annual basis.
- Promote information on scholarships available through the Canadian Water and Wastewater Association (CWWA), AWWA and WEF to ACWWA members.
- Represent and provide liaison for ACWWA on the *Canadian Stockholm Junior Water Prize Committee* when requested.