



Volunteer Job Description

Organization	Western Canada Section American Water Works Association (WCS AWWA)	
Job Title	Membership Committee Chair	
Objectives	The purpose of this committee is to promote American Water Works Association membership across all areas and interests associated with the water industry, and to promote and urge continued membership among the present members.	
Duties and Responsibilities	<ul style="list-style-type: none"> • Promote AWWA membership within the water industry, including utilities and service providers. • Host 3-4 committee meetings via conference call per year • Host one face to face committee meeting per year • Liaise with board and committee to ensure events are being scheduled and planned in each centre • Develop and assist board with membership recruitment and retention programs. • Assist Provincial Trustees with monthly calls to new and dropped members. 	
Qualifications and Requirements	Must be energetic and enthusiastic, with an appreciation of the value of AWWA membership.	
Lines of Communication	You will work with the assigned WCS AWWA Board Liaison and the Section office.	
Orientation and Training	On the job training is provided, under the guidance of the WCS AWWA Board Liaison and the Section office.	
Times Needed and Place of Work	AWWA membership can be promoted anytime water industry professionals are present.	
Commitment Required	<ul style="list-style-type: none"> • An average of 1 hour per week is required. • Committee meeting are via conference call with one or two face to face meetings per year. • Opportunity to participate in the AWWA membership summit, held in Denver CO in mid winter. 	
Benefits	Develop both professionally and personally - make contacts, develop leadership, communication, presentation and meeting skills.	
Special Considerations	<p>Require attendance of WCS AWWA Board Annual Planning Meeting and other Board meetings when requested.</p> <p>Require attendance of WCW Annual Conference (expenses not covered).</p> <p>Requires some flexibility to attend meetings during regular work hours.</p>	
Satisfactions	This is a chance to broaden your understanding of industry, commit to a worthwhile cause, and do something different than your regular job	
Contact Information	<p>Audrey Arisman WCS AWWA p: 403-709-0064 x2 e: aarisman@wcwwa.ca</p>	<p>Mike Sadowski Board Liaison p: 306-291-6337 e: mike.sadowski@saskatoon.ca</p>