

## Program and Membership Advisory Committee Member

---

Reports to:	BCWWA Staff and Program & Membership Advisory Committee Chair(s)
Supervisory responsibilities:	N/A
Job description revision date:	September 2025

---

### Link to the Mission

Standing BC Water & Waste Association (BCWWA) program and membership advisory committees operate to support our staff team in delivering events and programs that connect and empower the British Columbia and Yukon one water sector to advocate for and safeguard public health and the environment.

### Role Summary

Committee members collaborate with the Chair(s) to develop the annual workplan and are responsible for completing assigned tasks promptly and to a high standard. They actively engage in meetings and discussions, offering insights that represent the diverse perspectives of BCWWA's membership. This role involves collaborating closely with the Committee Chair(s), BCWWA's Manager of Events & Networking, fellow committee members, and occasionally other volunteers.

### Key Responsibilities

- Identify annual deliverables and assist the chair(s) with finalizing a workplan for the committee, ensuring the committee's work aligns with the Association's strategic and operational plans.
- Continually and routinely seek out input and ideas from a broad cross-section of BCWWA members and water sector stakeholders. Assist with promoting BCWWA programs, services and activities.
- Provide meeting agenda topics that would be of interest to the committee chair(s) for consideration.
- Actively participate in committee meetings – generally nine (9) per year depending on the committee's annual workplan.
- Complete the actions and tasks either volunteered for or assigned to in a timely and high-quality manner. Additional time may be required to complete tasks depending on the committee's workplan
- Ensure any committee documents or resources shared or developed are catalogued according to file management guidelines.
- Help identify potential future committee members.
- Identify and advise staff of any issues or topics not already addressed in the committee's workplan, that may warrant BCWWA action (e.g. professional development events or education ideas, policy or guideline responses, research projects, etc.).
- Act honestly and in good faith with a view to the best interests of the Association.
- Maintain a membership in good standing with the BCWWA or its affiliates (AWWA and WEF).

## **Experience**

- 1+ years of related experience in the committee's area of focus.

## **Knowledge**

- Basic awareness and understanding of BCWWA strategic and operational plans.

## **Skills and Abilities**

- Strong communication and interpersonal skills – listens and understands, shares ideas or concerns with others clearly and effectively.
- Excellent time management skills – able to plan and manage workload so that deadlines are met and responses are sent in a timely manner.
- Strong industry contacts – connected to members; brings a diverse network of industry contacts that can help support implementation of the committee and BCWWA's plans.

## **Benefits**

- Meet new people and build your professional network of water professionals and stakeholders.
- Expand and deepen your own professional knowledge across various areas of practice in the water sector.
- Make a meaningful and significant contribution to realizing the vision of people having safe water and a healthy one water environment.

## **Recognition**

Program & Membership Advisory Committee Members are recognized for their volunteer contributions at the BCWWA Annual General Meeting (AGM) and Annual Conference, and in/at any event or program they assist in delivering. Upon request Committee Members may be provided with a letter of recommendation and other references as appropriate.