Western Canada Water Environment Association

Provincial Trustee Job Description

WCWEA Trustees are elected positions and take part in all actions of the Board. Each trustee will have voting power within the Board.

Duties

- 1. Represent the interests of the members within their constituency through the operation of the Board, the Association and its committees.
- 2. Provide input and direction to the Association and to the Board to develop sound policy in accordance with the Association objectives.
- 3. Serve on Association committees as agreed upon with other members of the Board.
- 4. Serve as Board liaison to select committees as required.
 - Prepare summary reports of committee activities to present to the Board and the committee.
 - Follow up on committee activities.
- 5. Become familiar with Association bylaws and WEF Governing Documents.
- 6. Act as liaison/coordinator with the residing WCW Provincial Council for the Association.
- 7. Perform such duties as may be assigned by Chair.
- 8. Recruit new members.
- 9. Contact new and dropped members to encourage membership and activity within the Association in support of the Membership committee.

Term of Office

1. Each trustee shall serve a three year term.

Meetings

- 1. Attend regular meetings of the Association Board (usually held through teleconference) when possible; conduct a major portion of business by mail or electronic media;
- 2. Attend Western Canada Water Environment Association annual conference (part of the Western Canada Water annual conference).
- 3. Attend the Annual Water Environment Federation Conference (WEFTEC) and Association Meetings when possible.
- 4. Attend Regional Meeting of Association Officers (hosted bi-annually within Canada) when possible.