

**MEMBERSHIP/PUBLIC RELATIONS COMMITTEE**  
**JOB DESCRIPTION**



**NAME OF THE COMMITTEE:** Membership/PR Committee

**PURPOSE:**

- Promote Water Works Pride
- Recruitment and engage new members
- Enhance the image of the association and the profession
- Bring members together to network and knowledge share

**ORGANIZATIONAL STRUCTURE:**

- Co-Chairs
- Rotating Note Taker (Minutes/Action Items on per meeting basis)
- A committee “Bulldog” is a person with no assignment to be responsible to check in on progress of Action Items of other committee members on per meeting basis
- Members

**MEETING SCHEDULE:**

- Bi-monthly Committee Meetings on Teams (currently Third Tuesday of every other month at 1 PM)
- 1 in-person meeting at the NEWWA Spring Conference at the DCU Center

**GENERAL TIME COMMITMENT:**

- 1 hour, 15-minute meetings every other month
- 30-minute block of time in off-meeting months for action items

**COMMITTEE TASKS/DELIVERABLES DURING A YEAR:**

- Organize Roundtable Topics
- Provide Newsletter Content
- Membership and Public Outreach
- Staff the MWWA Booth at the Summer Expo
- Help Execute the Annual Association Goals (if applicable to committee mission)
- Ambassador at MWWA events

**COMMITTEE MEMBER RESPONSIBILITIES:**

- Rotating Note Taker takes meeting minutes
- “Bulldog” Assigned each meeting to follow up on Action Items
- Commit to 30-minute block of time to focus on completing action items in the off-month
  - Examples of Action Items
    - Write a social media post
    - Write a newsletter article
    - follow up with new members
    - Social Media Calendar
    - Organize panelists for roundtable

**CHAIR(S) RESPONSIBILITIES:**

- Schedule meetings
- Work with Executive Director to Develop Committee Meeting Agenda
- Align work plan with Association annual goals
- Coordinate with executive director
- Attend Board of Directors/Committee Chairs meetings and provide an update on the Committee's activities (four times per year)
- Attend Annual Planning Session and prepare and present Committee's Annual Report

**MINIMUM EXPECTATIONS FOR PARTICIPATION:**

- Attend Committee Meetings (at least 4 of 6 requested)
- Attend at least 1 of 4 New Member Roundtables
- Must take on 1 assignment during the year
- Encouraged to attend Membership Meetings
- Encouraged to attend Annual Planning Session