

TECHNICAL ADVISORY COMMITTEE
JOB DESCRIPTION



NAME OF THE COMMITTEE: Technical Advisory Committee

PURPOSE:

Follow evolving technical issues and coordinate responses within the organization. Provide technical review and advocacy including regulatory and operational matters.

ORGANIZATIONAL STRUCTURE:

Chair/Co-Chair, Members, Staff (Executive Director ex officio), Guests with specific knowledge or expertise.

MEETING SCHEDULE:

Second Monday every other month (starting in February). At least annually plan to meet jointly with Legislative Committee and conduct additional joint meetings as needed.

GENERAL TIME COMMITMENT:

- 14 hours for planned meetings.
- 4-20 hours of document review based on interests and subjects under review by the committee.

COMMITTEE TASKS/DELIVERABLES DURING A YEAR:

- Review regulations, guidelines, policies, laws, and issues impacting the industry. Provide redline regulation review for new and revised regulatory packages.
- Coordinate and provide in person public comments at hearings and other venues.
- Provide technical review of letters of support/comment/opposition that the Association intends to submit.
- Proactively following issues or concerns of the membership from a technical perspective.
- Organize sub-committees for significant issues.
- Provide an annual committee report.
- Assist those participating on behalf of MWWA on state committees/task forces with any technical expertise needed.
- Volunteer to represent MWWA on state committees/task forces, if needed.

COMMITTEE MEMBER RESPONSIBILITIES:

- Attend meetings.
- Contribute on one or more technical issues, as area of expertise dictates, including providing comments or other feedback.
- Utilize personal network to identify subject matter experts.
- Actively participate in discussions.
- Volunteer to take meeting notes.
- Attend Annual Planning Session.

CHAIR(S) RESPONSIBILITIES:

- Provide an annual committee report
- Develop meeting agendas
- Run meetings
- Attend Board Meetings and Annual Planning Session
- Facilitate and maintain engagement of all committee members
- Welcome and recruit potential/new committee members
- Annual and ongoing reviews of committee membership (engage and remove members as needed)

MINIMUM EXPECTATIONS FOR PARTICIPATION:

- Attend at least half of committee meetings
- Review/provide comments on at least one deliverable (white paper, letter, regulatory review, etc.) per year
- Attend and participate in at least one MWWA event