**MWWA EMERGING WATER PROFESSIONALS COMMITTEE JOB DESCRIPTION**

**NAME OF THE COMMITTEE:** Emerging Water Professionals Committee

**PURPOSE**: Engage younger members and those new to the industry with the ultimate goal of getting them integrated and more involved in MWWA and participating as active volunteers.

**ORGANIZATIONAL STRUCTURE:**

Chair > Vice Chair > Outreach Coordinator > Committee Member (including Liaisons)

**MEETING SCHEDULE:**

One 30-minute Zoom meeting a month (currently the 1st Thursday of the month)

**GENERAL TIME COMMITMENT:**

* Committee Member = one 30-minute meeting a month, plus attendance at 1 MWWA Membership Meeting, Planning Session, and 2 Emerging Water Professionals events
	+ Event Champion = 2 hours per planned event, plus requirements of a committee member (+2 hours)
* Outreach Coordinator = Attend one 30-minute meeting a month, plus attendance at 1 MWWA Membership Meeting, Planning Session, and 2 Emerging Water Professionals events, Plan 2 school visits and 1 intern roundtable per year (+7 hours)
* Vice Chair = Attend one 30-minute meeting a month, plus attendance at 2 MWWA Membership Meetings; Prepare meeting minutes; Attend 3 Emerging Water Professionals Events; Attend Board/Committee Chair Meeting and Planning Session
* Chair = Attend one 30-minute meeting a month, plus attend 2 MWWA Membership Meetings and 3 Emerging Water Professionals Events; Prepare Committee Meeting Agendas; Prepare Annual Report, Budget/Workplan; Attend Board/Committee Chair Meetings and Planning Session

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

* Treat & Meets = 4 per year
* School Outreach = 2 per year
	+ Talks at Colleges/Universities or High Schools, Attendance at Career Fairs etc.
* Intern Roundtable = 1 per year
* Technical Event = 2 per year
* Liaison = monthly updates at Emerging Water Professionals Committee meetings
* Networking Events = 1 per year (i.e., Quabbin Hike, Trivia, etc.)
* Summer Expo KanJam Tournament

**COMMITTEE MEMBER RESPONSIBILITIES & MINIMUM EXPECTATIONS FOR PARTICIPATION:**

* Attend 30 minute monthly zoom call (a minimum of 6 throughout the year)
* Attend 1 MWWA Membership Meeting per year
* Attend 1 Emerging Water Professionals Event per year
* Do one of the following: be an event champion; participate in a school outreach event; come up with an idea for a technical event
* Attend at least 1 meeting for another committee of your choice

**CHAIR(S) RESPONSIBLITIES:**

**Chair:**

* Attend 2 MWWA Membership Meetings per Year
* Attend 3 Emerging Water Professionals Events per Year
* Run the Monthly meetings and prepare the agendas
* Prepare the Annual Report, Budget and Workplan
* Attend the Board of Directors/Committee Chair Meetings
* Attend the Planning Session

**Vice Chair:**

* Attend 2 MWWA Membership Meetings per Year
* Attend 3 Emerging Water Professionals Events per Year
* Prepare Meeting Minutes
* Follow up with Event Champions on progress
* Attend the Board of Directors/Committee Chair Meetings
* Attend the Planning Session