

## **IWA UK COMMITTEE REVISED TERMS OF REFERENCE (2019)**

### ***Resolution***

1. The Board of Directors of the Institute of Water resolved on 24 June 2008 to establish a sub-committee to be known as the IWA UK Committee: The initial Terms of Reference were agreed by the Board on 14 October 2009. These revised Terms of Reference were approved by the Institute of Water Board on 5 September 2019.

### ***Objective***

2. The principal objective of the Committee is the sharing of best practice for the public benefit. It will do this by promoting knowledge and supporting the UK water community in the exchange of international information and experience, and the promotion, publication and practical application of research into the scientific, environmental, engineering, regulatory and governance aspects of water supply and wastewater management, as well as integrated water resources management in catchments. The Committee will support the delivery of the IWA Strategic Plan, and the Vision and Mission set out within it.

### ***Membership***

3. The Committee shall be representative of the UK water sector, including (but not limited to) researchers, NGOs, utilities, consultants/contractors, industry/consumers, regulators/government, manufacturers/suppliers and professional bodies/trade associations.
4. Members of the Committee other than those representing a professional body or trade association shall be members of the Institute of Water and abide by its Code of Conduct.
5. Members of the Committee shall also be individual members of IWA or representatives of a corporate or global member of IWA.
6. The Institute of Water Board is responsible for seeking nominations from the UK membership, and overseeing the election of members. In filling vacancies, it shall take into account the overall balance and needs of the Committee. It may, at its discretion, delegate this responsibility to the IWA UK Committee.
7. The maximum number of members shall be 15 and shall include at least one Young Water Professional, in recognition of the importance of this group to the aims of the IWA.
8. Additional members (which may take the Committee membership beyond 15) may, by the agreement of the Committee, be co-opted as non-voting members. Co-opted members need not be members of the Institute of Water or IWA.
9. The Institute of Water will service the Committee and the secretariat may serve for an unrestricted period.
10. Other members shall be elected for an initial period of three years and may be re-elected up to a maximum service of nine years.
11. Corporate IWA members may change their representative without seeking the approval of the Committee but the replacement nominee must seek re-election on the third anniversary of the election of the original nominee. If the original representative is the Committee Chair their replacement will trigger an election for a new chair. It will up to the nominating bodies to manage their own turnover in representation.
12. The Committee shall elect by secret ballot a Chair and a Vice Chair, and other Officers as necessary; the Chair shall be a director of the Institute of Water, and their appointment shall be subject to the approval of the Institute of Water Board, and ratified by IWater members at AGM. The Chair will serve for three years, but may stand for election to a second term.
13. The Committee shall elect by secret ballot up to two representatives of the Committee to attend meetings of the IWA Governing Assembly for a period of three years, with the opportunity to stand for election for a second term. In the event of a tied vote there will be a runoff vote; if this fails to secure an outcome the Chair will have a casting vote. Both representatives shall be members of the Institute of Water.

### **Meetings**

14. The Committee will meet as often as required for the transaction of business but not less than once each year when the composition of the Committee will be reviewed.
15. The quorum necessary for the transaction of business shall be five members.
16. The Committee may establish sub-committees and task & finish groups, with defined delegated authority as appropriate, for the purposes of delivering its objectives.
17. Questions arising at any meeting shall be decided by a majority decision of those present. In the case of an equality of votes, the Chair shall have a second or casting vote.
18. The Minutes taken by the Institute of Water Secretariat (or other nominated person) must be approved as a true record at the following meeting

### **Authority**

19. The Committee is authorised to be the governing representative for the UK to the International Water Association (IWA).

### **Duties**

20. The duties of a governing representative are:
  - a) To ensure that all water management interests in the country or region are represented
  - b) To comply with the Constitution, Bylaws & Operating Procedures of IWA at all times
  - c) To ensure that the Committee's objectives remain consistent with those of IWA at all times
  - d) To support fully the activities of IWA including:
    - Promoting corporate, individual & student membership
    - Promoting IWA's publications & congresses; this includes encouraging submission of papers and provision of reviewers/referees
    - Endeavouring to initiate and/or approve and support regional & specialised conferences, workshops and seminars held in their country
  - e) To endeavour to ensure that their representatives attend (as appropriate) all meetings of the Strategic Council, Governing Assembly and the IWA Board. Where the representative is unable to obtain funding from their employer or other source, the UK Committee may provide financial support for travel and subsistence.
  - f) To ensure that their Board representative participates fully in business that is done by mail between meetings
  - g) To aim to secure income so that the activities of IWA UK are self-funding
  - h) To report to meetings of the IWA Board if and when requested
  - i) To pay promptly the agreed Governing Membership fee
  - j) To ensure that each official representative is an individual member of IWA
21. Additionally, in pursuit of its objective, the Committee has a duty to:
  - a) Encourage and promote UK-based young researchers in relevant fields through sponsorship of an annual conference, and through the award of bursaries
  - b) Support, through endorsement using IWA's name, relevant conferences and seminars in the UK

### **Reporting arrangements**

22. The Committee is accountable to the Institute of Water Board, and shall report to it on a quarterly basis, or as requested, and to the Audit & Finance Committee as requested.

**5 September 2019**