

**Guidelines for Branch Committees  
2016**

1. Introduction
2. AWA structure
  - 2.1 Board of Directors
  - 2.2 Strategic Advisory Committee
  - 2.3 Staff chart
  - 2.4 AWA Constitution and Strategic Plan
  - 2.5 Volunteer rights, principles and code of conduct
3. Overview of an AWA Branch
  - 3.1 Branch committee
  - 3.2 Branch elections
  - 3.3 Committee positions
  - 3.4 Representing the AWA
  - 3.5 State Manager role and responsibilities
  - 3.6 Branch budgets
  - 3.7 AWA programs and events
4. Membership
  - 4.1 Recruitment
  - 4.2 Retention
  - 4.3 Sponsorship
5. Communication
  - 5.1 Advocacy Submissions

## **1. INTRODUCTION**

Branch committees are an integral part of the Australian Water Association. You must be a member of the Association to be eligible for nomination. The spirit of volunteering and industry expertise that each Branch Committee member contributes is invaluable.

Each of the States and Territories runs its own election process. These can differ slightly in timings but the principles are consistent.

Elections are held each June and are structured so that half the committee remain in post until the next election cycle, ensuring there is support and experienced AWA members there to offer support to new committee members.

The AWA staff team are always happy to be of assistance and each Branch Committee has a designated State Manager.

## **2. STRUCTURE OF THE AWA**

### **2.1 Board of Directors**

The Australian Water Association Limited is a not-for-profit organisation, constituted under the Corporations Act 2001 as a company limited by guarantee. The Board of Directors is responsible for directing the Association. Directors are nominated by the Australian Water Association's Strategic Advisory Council, and ratified at the Annual General meeting.

The Board comprises a President, Deputy President and a maximum of eight other directors. Board meetings are held at least six times per year. [Biographies](#) of all directors can be found on the AWA website.

#### Current Board

Peter Moore PSM (WA Branch)	-	President
Carmel Krogh (NSW Branch)		
Francois Gouws (SA Branch)	-	President Elect
Malcolm Shepherd (QLD Branch)		
Mike Muntisov (VIC Branch)		
Annette Davison (NSW Branch)		
Garth Walter (WA Branch)		
Jeremy Lucas (SA Branch)		

### **2.2 Strategic Advisory Council**

The Strategic Advisory Council (SAC) nominates new Directors to the Board of the Association that are elected at the AGM. In addition the SAC assists with the strategic planning processes. The Manager – Governance and Administration can provide a copy of the SAC guidelines if requested.

Each branch (including IWAA) sends two representatives; Branch President and another Committee member. Water Services Australia is a sustaining member and sends one representative.

#### Current SAC representatives

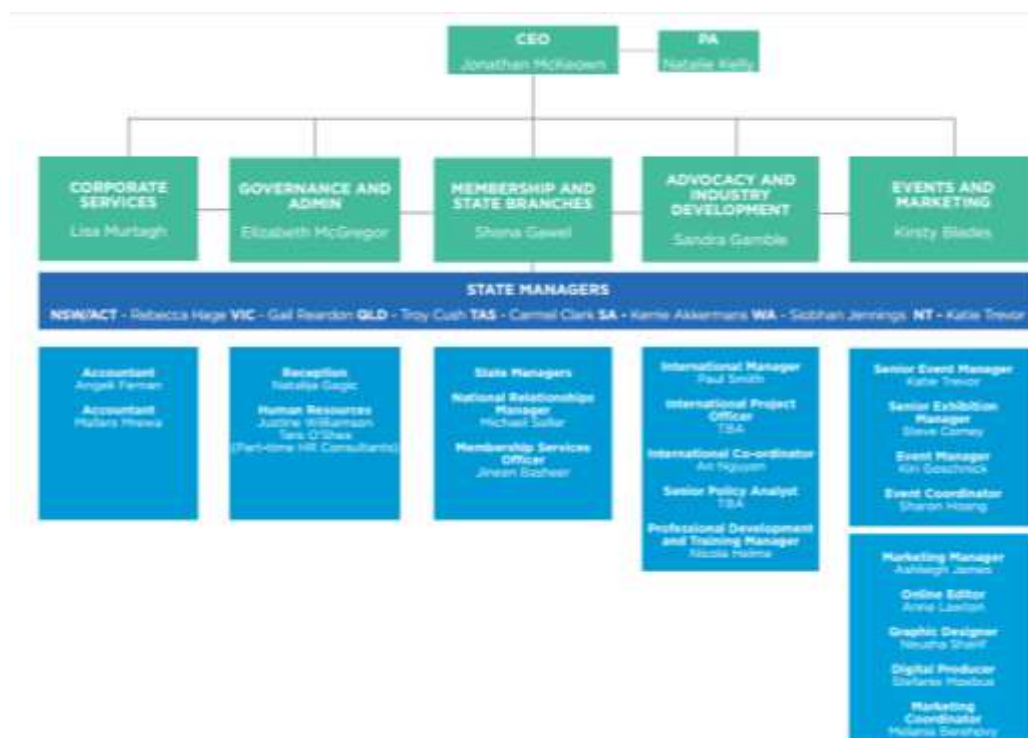
Tim Gardner (TAS Branch)  
Elspeth Moroni (TAS Branch)  
Darryl Day (IWAA)  
Paul Freeman (IWAA)  
Nadine Riethmuller (NT Branch)  
Natalie Fries (NT Branch)  
Victor Cantone (SA Branch)  
Ben Parcell (SA Branch)  
Adrian Piani (ACT Branch)  
Michael Ross (ACT Branch)  
Graham Attenborough (NSW Branch)

Karen Eldridge (NSW Branch)  
 Matt Dawson (QLD Branch)  
 Sandra Hall (QLD Branch)  
 Geoff Frost (VIC Branch)  
 David Kirby (VIC Branch)  
 Deanne McDonald (WA Branch)  
 Daniela Tonon (WA Branch)  
 Stuart Wilson (Water Services Association of Australia)

### 2.3 Staff chart

The CEO is accountable to the Board for achievement of the Board’s Strategic Objectives and compliance with the provisions of the Board’s delegations policies. The CEO is delegated full responsibility for the day to day management and operational control in accordance with Board approved business plans, budgets and procedures.

AWA organisation structure is kept up to date on the [www.awa.asn.au](http://www.awa.asn.au) website



# Allocation of Functions across Staff

CORPORATE SERVICES	GOVERNANCE AND ADMIN	MEMBERSHIP AND STATE BRANCHES	ADVOCACY AND INDUSTRY DEVELOPMENT	EVENTS AND MARKETING
<b>FINANCIAL MANAGEMENT</b> Accounting systems Payroll services Banking services Financial audit compliance Internal audit processes Accounts receivable Accounts payable Budget and performance management reporting Financial forecasting Business planning Tax compliance BAS, GST, FBT, charity status Statutory compliance Internal business processes Investment portfolio Employee and sub-contractor agreements Project and grant funds compliance Asset Management	<b>GOVERNANCE</b> Governance meetings calendar Company secretarial and statutory compliance Board, agendas and minutes Strategic Advisory Council; - agendas - meeting preparations - travel and accommodation Annual General Meeting; - Notice to members - agendas and minutes - ASIC compliance - <b>HR MANAGEMENT</b> - Recruitment - Performance Management - Workplace culture - Staff development/training and - Work Health Safety compliance - <b>ADMINISTRATION</b> Office leases IT support liaison Reception Office support and supplies Document register Register of AWA appointees to external organisations Internal policies and procedures - <b>ONLINE SERVICES</b> IT Development E-commerce - shopping cart Online bookshop	<b>MEMBERSHIP</b> CRM record maintenance Membership data entry Member engagement and retention Membership categories Individual and Corporate members Value proposition and recruitment Renewal & subscriptions processes Corporate sponsorship - <b>STATE MANAGERS</b> Coordination of branch committees & state Young Water Professionals Member engagement State based recruitment & retention Delivery of Branch programs; - Branch conferences, - Annual branch dinner - Seminars - Policy events - Technical events State stakeholder management - <b>SPONSORSHIP</b> Securing support for; - State & national events - Domestic programs - International programs - Publications - In-kind sponsorship Managing our sponsors Sponsorship liaison across all branches	<b>ADVOCACY</b> Stakeholder Engagement Government submissions Media relations National Policy Summit State of the Water Sector Survey Community Water Survey Discussion Papers Specialist Networks - <b>INTERNATIONAL TRADE</b> Austrade and DFAT Projects Overseas expos & conferences IWA and IWA Australia Committee International exchanges International MoU's International exchanges - <b>INNOVATION</b> National Water Innovation Forum Innovation Advisory Group Innovation Incubator Program - <b>PROFESSIONAL DEVELOPMENT</b> PD course design Webinars Online courses CPD Points record management NSW Pilot - Operators National Accreditation Scheme - <b>INDUSTRY PROGRAMS/PARTNERSHIPS</b> AUST - NZ Biosolids Partnership Water Industry Skills Taskforce Bureau of Meteorology	<b>EVENTS</b> Ozwater Conference and Exhibition IWA World Water Congress Host Country Committee to World Water Congress National Policy Summit Innovation Forum Specialist Network Events NSW/ACT and NT events National Awards Program National Calendar of Events Policies and procedures for AWA events - <b>MARKETING</b> Brand and positioning Style guide Marketing plan Event Sponsorship prospectus and contracts Advertising and event sales Promotional and business collateral Image & design Industry awards - <b>COMMUNICATIONS</b> Online Comms for website National Source newsletter State based and Specialist Network newsletters Media monitoring Social media Technical writing Editing and proofing Current Magazine and Water e-Journal - <b>INTERNAL COMMUNICATIONS</b> Staff and meetings, consistency of strategy and value proposition - <b>DIGITAL PRODUCTS</b> Website style & functionality Online directory Online library

## 2.4 AWA Constitution and Strategic Plan

All Branch committee members are encouraged to familiarise themselves with these important document:

- [AWA Constitution and By-laws;](http://www.awa.asn.au/Documents/AWA_Constitution-Amended_Oct_2010.pdf)  
[http://www.awa.asn.au/Documents/AWA\\_Constitution-Amended\\_Oct\\_2010.pdf](http://www.awa.asn.au/Documents/AWA_Constitution-Amended_Oct_2010.pdf)
- [AWA 3 Year Strategic Plan;](http://www.awa.asn.au/documents/3_Year_Strategic_Plan2015-16-2017-18_140316.pdf)  
[http://www.awa.asn.au/documents/3\\_Year\\_Strategic\\_Plan2015-16-2017-18\\_140316.pdf](http://www.awa.asn.au/documents/3_Year_Strategic_Plan2015-16-2017-18_140316.pdf)
- [AWA Financial Year Business Plan](http://www.awa.asn.au/documents/Business_Plan2015-2016.pdf)  
[http://www.awa.asn.au/documents/Business\\_Plan2015-2016.pdf](http://www.awa.asn.au/documents/Business_Plan2015-2016.pdf)

## **2.5 Volunteer rights, principles and code of conduct**

Whilst volunteers are not covered by awards or workplace agreements they do have rights. The Australian Water Association promotes the following as the basic rights of volunteers.

As an AWA volunteer you have the right

- To work in a healthy and safe environment
- To be elected/appointed in accordance with equal opportunity and anti-discrimination legislation
- To be adequately covered by insurance
- To be reimbursed for out of pocket expenses
- To have access to the organisation's policies and procedures and strategic objectives
- To be provided with a specific role and a realistic expectation of the time commitment
- To sufficient orientation and information to do the job
- To have access to suitable support and mentors familiar with the role

Principles of Volunteering for AWA

- Volunteering benefits the organisation, community and the volunteer
- Volunteering is not compulsory and is always a matter of choice
- Volunteering is unpaid, is not a substitute for paid work and will not replace paid workers or constitute a threat to job security of a paid worker
- Volunteering respects the rights, dignity and culture of others
- Volunteers must be financial members of AWA
- Volunteers will be familiar with the purpose, goals and rules of the AWA
- AWA's Board, through the CEO, has ultimate discretion in deployment of effort and resources to deliver AWA's Vision, Mission and Objectives.

### **Volunteer Code of Conduct**

AWA members when volunteering for branch, event organising or specialist networks/interest group committees will be expected to comply with the following code of conduct:-

- A volunteer must recognise that the primary responsibility is to the Association members as a whole, but should, where appropriate, have regard for the interests of all stakeholders of the organisation.
- A volunteer must act honestly, in good faith and in the best interest of the Australian Water Association as a whole.
- A volunteer has a duty to use care and diligence in fulfilling the functions of office and exercising the powers attached to that office.
- A volunteer must use the powers of office for a proper purpose, in the best interest of the Association as a whole.
- A volunteer must not make improper use of information acquired as a volunteer.
- A volunteer must not take improper advantage of the position as volunteer.

- A volunteer must not allow personal interests, or interests of any associated person, to conflict with the interests of the Association.
- A volunteer has an obligation to be independent in judgement and actions and to take all reasonable steps to be satisfied as to the soundness of all decision taken.
- Confidential information received by a volunteer in the course of the exercise of volunteer activities remains the property of the Association and it is improper to disclose it or allow it to be disclosed unless that disclosure has been authorised by the Board, or the person from whom the information's is provided, or is required by law.
- A volunteer should not engage in conduct likely to bring discredit upon the Association.
- A volunteer has an obligation, at all times, to comply with the spirit, as well as the letter of the law and with the principles of this code.
- A volunteer must abide by the AWA data protection and privacy policy.
- A volunteer should always communicate with professional courtesy to AWA staff and other volunteers.



### **3. OVERVIEW OF AWA BRANCHES**

AWA has a strong network of branches embracing each state and territory (and IWA activities in Australia) covering regional issues, state and territory government policy and specialist technical areas. AWA's branch structure provides the necessary local networks for effective member-to-member interactions, member communication and service delivery. State and Territory Managers, supported by Branch Committees are responsible for local activities that support the three pillars of the AWA's Strategic Plan and annual Business Plans: relevant information (including advocacy), professional development, and networking/industry development, working towards the vision of sustainable water management.

Branches support technical and networking events and local member communications including the State or Territory *Source Newsletter*. Additionally Branches may contribute to the development of policy submissions, and regional stakeholder engagement and advocacy in support of raising AWA's profile and credibility as the pre-eminent national water association across Australia.

As Branch Committees inevitably reflect a cross section of water sector backgrounds, connections and expertise, committee members provide enormous value to the Association when this knowledge and experience is strategically applied to branch activities in planning, programming and membership relationship building and garnering industry support.

Branch contributions to the Association's strategy are channelled via the SAC to the Board culminating in a rolling strategic plan.

#### **3.1 Branch Committees**

Branches will have a Committee and may establish sub-committees in accordance with the By-laws. Sub-committees must ensure they adhere to appropriate structures to ensure consistency with AWA business systems and processes.

Branches shall have the right to adopt supplementary rules and procedures for the administration of their affairs, subject to the approval of the Board. Branch rules or procedures should be kept to a minimum, be consistent with AWA's Policies and Operating Procedures and not conflict with the Constitution or By-laws. If any conflict arises, the Constitution, By-laws and other Policies and Procedures as approved by the Board shall prevail.

Branch rules and procedures shall be reviewed whenever amendments are proposed (but at least every two years) by the Governance & Audit (G&A) Committee to ensure consistency with AWA's, Rules, Policies, Procedures and statutory obligations. It is the responsibility of the Branch President to ensure any additional rules and procedures are presented to the G&A Committee.

### **3.2 Branch Committee Elections**

The members of each Branch shall elect a Committee of no fewer than four members and not more than 22. The optimal number of committee positions is between 7 and 15. Nominees must be financial members of the Association and reside in the state or territory they are standing for election.

Branch committee appointments will be for two year terms of office. Half committee elections occur annually.

This also ensures SAC members have at least 12 months experience before being required to participate in AWA Board of Director Elections.

The committee election can be undertaken at a meeting of members or by electronic/web based means. These elections should be completed by the end of September. Committee terms are for two years.

If the number of nominations for the branch committee is equal to or less than the number of required positions, then no election will be held and the nominees will take office unopposed.

The results of the Branch Committee election should be communicated to all members in that region as soon as possible after the election has been finalised.

There is no requirement for a Branch to hold an Annual General Meeting (AGM) as Branches are not separate legal entities and hence have no obligations under law to hold a formal AGM. Branches should avoid using the term Annual Members Meeting or AGM to avoid giving the impression that the Branch has some independent legal status.

### **3.3 Committee positions**

The Branch Committee shall elect the following office bearers from amongst its members; Appendix A – Volunteer position descriptions has additional information.

- A Branch President, who apart from being the chairperson for the Branch Committee, shall represent the Branch on the Strategic Advisory Council.
- A Vice-President (if required by the circumstances above) to act in the Presidents absence for Branch committee meetings.
- A second representative to the Strategic Advisory Council (who may hold another Branch Committee position)
- Such other positions as the Branch Committee may determine from time to time to assist in the delivery of member services and other operations at the local and regional level.

### **3.4 Representing AWA**

To maximise member involvement and AWA's presence and influence in public life and the water agenda, there will be occasions when it is appropriate for a Branch Committee member to represent AWA on external committees or working groups.

- The member must be suitably qualified for the committee and have no conflict of interest (personal or via their employer) that would raise a perception that they could not properly represent AWA's position or interests
- The member must be formally authorised by AWA. This may be undertaken by a resolution of the relevant Branch preferably following consultation with the CEO
- The member will faithfully and diligently represent AWA and its formal policies. Where there are no formal policies, the member must act consistently with AWA's tenets as expressed in its Vision Mission, Values, etc.
- Where appropriate and practicable, the representative should consult or otherwise seek input from National Office or other members to assist in accurately reflecting the prevailing views of AWA.
- The member should seek to report back to AWA (where lawfully able to do so) both through the relevant Branch, National Office and by the provision of relevant material for publication.
- AWA reserves the right to terminate the representative's role at any time and for any reason.

### **3.5 State Manager Role**

Where viable the CEO will appoint a paid employee as State or Territory Manager, reporting to the National Manager- Membership Development to assist in the delivery of branch services and to provide support to the Branch committee.

The Branch Managers are responsible for the following key tasks:

- Facilitate and manage Branch committees and sub committees in alignment with AWA business plans, communicating national strategy and branch activities, ensuring effective two way communication
- Manage annual branch budgets for submission to the Board and delivery of approved budgets, write business cases for any proposed new activity and ensure revenue targets are met
- Report weekly to National Manager, Membership Engagement with branch and member issues and suggestions
- Provide effective management and logistical support for all state based activities including event and award programs. Track budgets and produce state based marketing materials using AWA templates
- Ensure state sponsorship obligations are delivered and post-event and sponsor reports are completed where appropriate
- Communication activities (branch newsletters, updating Branch web pages, maintaining event calendar and online event registrations) for the state, in line with AWA brand guidelines and in consultation with AWA Marketing Manager
- Providing state content for AWA communication activities
- Build and maintain relationships with key industry stakeholders across the water sector including state/ federal agencies and departments and communicate key messages to AWA staff
- Drive AWA membership across the state in line with national strategy and processes and annual business plans

### **3.6 Branch budgets**

The day to day activities and operations of Branches are coordinated through an annual planning process (Business Plan) which is linked to the organisation's current strategic objectives. This annual business plan includes the approved annual budget and the associated annual programme of activities to be implemented primarily by the State Managers under the oversight of the CEO.

First draft programs and budgets are due in February each year for the forthcoming financial year. Within the context of this approved programme and associated budget, branches operate with considerable autonomy at the local level to maximise opportunities to deliver outcomes in line with the organisation's broader strategic objectives.

The State or Territory Manager will be responsible for compiling the event and activity budgets for the Branch for the coming financial year as part of AWA's entity wide annual

budget. This will be done in consultation with the Branch committee. Volunteers have no delegated financial authority.

Branch committees will be provided with a regular breakdown of financial performance for state and national events and activities compared to budget.

The State Manager is responsible for understanding the YTD financial position for branch activities through direct liaison with appropriate volunteers and the Financial Controller regarding budget expectations and variations. The State Manager must advise the Financial Controller of any significant change to the approved forecast positions for inclusion in Board financial reports.

There will remain one set of accounts and one Balance Sheet or 'bank balance.' No individual business unit or Branch has a separate account and there are no carry forward balances (debit or credit) from one year to the next. [Note: Some specific projects, funded by external parties or government grants, may be tracked beyond a single financial period in accordance with the funding requirements.]

Any proposed or new (unbudgeted) branch activities must be prepared in consultation with the Branch committee and submitted to the AWA Financial Controller. The State Manager is accountable to the CEO (or delegate) for the timely and accurate undertaking of these responsibilities.

Branch comparisons will be presented to SAC and to Branch committees at least 4 times a year. This will show performance in:

- Member engagement
- Sponsorship
- Profitability

The following internal financial management principles apply;

1. Expenses All direct costs and overheads incurred in operating the Branch are included in the Branch budget. This includes rent (occupancy), State Manager salary and on-costs, support staff salary (for example AWA staff working on branch events) and on-costs, printing, postage, mobile phone, internet, stationary, travel, membership engagement activities and networking etc.
2. Income All income generated directly from Branch activities will be reported and tracked against the Branch budget including event registration fees, sponsorships, trade booth and exhibition income and any other fee for service directly attributable to a branch function.
3. National Office will cover all global overheads (IT, accounting systems, membership database and administration, insurances, Governance Costs, HR, etc.) and national

programs (national awards, advocacy, national networks, general marketing & communications, journal, e-news, directory, government relations.)

4. No 'charge' will be made to Branches for back office support (banking and general accounting, systems costs, etc). Where a State or Territory Manager supports a national office event (or another Branch's event) or vice versa, the manager's salary will be charged to the event.
5. Profit from National Office events will be recognised in the National Office budget; surplus sharing will occur commensurate with the level of Branch involvement required or where the National Office event may materially impact Branch revenues as agreed in advance. This sharing mechanism will include Ozwater and other events that the Board feels may adversely impact Branch programmes.
6. Sponsorship arrangements will be allocated to the designated job code. The National Manager – Membership Engagement will maintain a sponsorship register that will include national and state agreements.
7. Pricing of events should be a balance of what the market can bear and what the market expects of a member based organisation; this means that AWA does not charge its staff time 'at cost' to all activities. The charge rate will be determined by the Financial Controller based on the activity involved. Branch Managers are required to allocate their time to across the activities undertaken in accordance with AWA's internal policies and procedures.
8. Branch budgets will – as with all business units within national office – require approval as part of the annual financial and business planning process. Once agreed, State or Territory Managers will be required to manage their activities within their budgets providing full disclosure to their Committees. Any budget changes require consultation and approval from the National Office.

### **3.7 AWA Programs and Events**

The annual program for budgeting purposes runs 1 July to 30 June each year.

AWA aims to generate sufficient surplus from its overall activities to cover less financially viable activities. Assembling an annual program, which blends the various styles of meetings, events and committee secretarial activities, and which achieves a balanced or surplus budget outcome, is the task of the State and Territory Managers, supported by the Branch committee and Financial Controller.

The Board of AWA is responsible for considering and approving the combined program budgets for the entire AWA entity. The Board's expectation is that the net result, nationally, will be generally in surplus and at the same time deliver a high standard of competitively

priced and technically relevant events and member services, a range of specific projects, a consistent brand and image and a strategically focused and consistent message.

The use of the approved event budget template will provide for a reasonable estimate of all involved costs (both fixed and variable) which allows for determining the appropriate amount of sponsorship to cover major fixed costs and registration fees to cover all variable costs, remaining fixed costs and required surplus.

Every event must have:

- Budget and business case. If it is a new event that was not accounted for at the time of budgeting, the event must be submitted to the National Office for approval.
- Registration and information page
- Event Order or run sheet
- Post event survey
- Wrap Up Report
- In relation to the post event survey, all State Managers should be using Survey Monkey

Non-members should pay a higher cost (around 40% more), to reinforce the value of being a member. AWA events should have a ticket price unless prior sign off has been given by the CEO (or delegate).

Sponsorship income should be used judiciously, as this is a finite but important resource requiring strong ongoing relationships and excellent service delivery in return for the sponsorship dollar. For major branch events, the majority of sponsorship arrangements should be secured in advance to mitigate financial risk. The National Manager – Membership Engagement needs to sign off all branch sponsorship prospectus to ensure appropriate records are maintained.

## **4. AWA MEMBERSHIP**

The AWA membership services team handles the administrative processes however Branches play a critical role in both recruitment and retention efforts. The State Manager and their Branch committees are encouraged to drive AWA membership across the state in line with national strategy and processes and annual business plans

### **4.1 Membership recruitment**

The Branch Committees should regularly identify potential new members from their daily interactions throughout the water industry and encourage such organisations and people to join and/or attend local events. Volunteers are encouraged to pass leads to the State or Territory Manager who can involve the Membership Services team.

Branches should include membership matters at all committee meetings. In support of AWA recruitment strategies, the committee should regularly discuss membership initiatives. Feedback regarding the AWA membership value proposition, engagement techniques and range of activities for members should be passed on to the Membership Services team by the State Manager.

Branch committees are encouraged to make contact with non-members at branch events and to work in consultation with the State Managers to facilitate joining the AWA.

Resources available include:

- New member packs
- AWA iMIS event registrations (non-member/member registration lists)

### **4.2 Membership retention**

The National Manager – Membership Engagement will circulate a monthly report containing details of lapsed/new Branch members. The State or Territory Manager is responsible for ensuring that these membership reports are tabled at each Committee meeting.

The State and Territory Managers and Branch committees are encouraged to formulate a local action plan to connect with these members. All details of member engagement should be passed on to the Membership services team.

### **4.3 Sponsorship**

AWA has long standing relationships with corporate members that have resulted in strong sponsorship support. Potential sponsorship leads from a committee should be discussed with the State Manager, National Relationship Manager and National Manager – Membership Engagement.



## **5. COMMUNICATION**

AWA is a national organisation so there needs to be consistency in its formal messages across all branches, even though specific circumstances in each State or Territory may differ.

The primary media spokesperson is the CEO or, in his/her absence, the National President. Secondary spokespeople can be authorised by the CEO to represent AWA views. They will usually be a Branch President or another AWA member of sufficient stature. They may be more suitable than a Primary Spokesperson where media is seeking a 'local' personality or a specialist commentator.

All media contact and media releases should be directed to or co-ordinated by the AWA Marketing Manager.

### **5.1 Advocacy submissions**

Policy positions and submissions are co-ordinated via National Office either through the CEO or the National Manager – Advocacy and Industry Development. Branches may have Policy Sub-Committees who initiate or contribute to policy development. Papers or Submissions should be approved by the CEO prior to publication or release. They will ordinarily be issued under the CEO's name.

## **Appendix A: Volunteer Position Descriptions**

### **Branch Committee Office Bearers**

The day to day activities and operations of branches are coordinated through an annual planning process which is linked to the organisations current strategic objectives. These plans and the annual programme of activities are implemented by the Branch Committee and State Manager under the oversight of the CEO. All Branch Committee members must have current AWA membership.

#### **President**

- Automatically a member of the Strategic Advisory Council, representing the Branch Committee. Communicate Board/SAC initiatives to the branch committee and members as appropriate
- Two year term. The maximum may be extended to three years with the approval of the CEO for the purpose of realigning the cycle for the election of AWA Directors.
- Elected by the Branch Committee.
- Must have served a minimum of one year a State Branch Committee member.
- Chair the Branch Committee meetings.
- Liaise with State Manager in relation to meetings, agendas and coordination of other formal Committee business matters.
- Drive branch activities as approved in annual plan and budget toward agreed objectives
- Act as spokesperson to state government, media, and industry in consultation with CEO/President
- Represent the interest of the local branch members
- Responsible for branch budget integrity in collaboration with the State Manager

#### **Immediate Past President**

- Honorary position.
- Not an office bearer
- May step down from the Committee as soon as role of President concludes but will be invited to remain on the Committee for a further one year without nomination/election.

#### **Vice President**

- Two year term. The maximum may be extended to three years with the approval of the CEO for the purpose of realigning the cycle for the election of AWA Directors.
- Elected by the Branch Committee.
- Does not automatically succeed to President.
- Will stand in for the President as necessary.

#### Strategic Advisory Council (SAC) representatives

- Must be able to attend SAC meetings in March and October each year.
- SAC representatives will consist of the President and one other nominated Branch Committee member.

#### Branch Committee members

- Attend Branch Committee induction session.
- Play an active role in the Branch Committee, putting forward industry points of view and expertise to enhance the work of the AWA.
- Attend a reasonable number of Branch Committee meetings.
- Support the implementation of agreed goals and objectives of the Branch Committee.

#### **Young Water Professionals (YWP) Committee Office Bearers**

##### YWP President

- Elected by the YWP Branch Committee.
- Two year term.
- Must have served a minimum of 1 year as a YWP committee members.
- Will chair the YWP Branch Committee meetings.
- Liaise with State Manager in relation to meetings, agendas and coordination of other formal YWP Committee business matters.
- Will sit on the National Representative Council (NRC) as Branch Committee representative.

##### YWP Vice President

- Elected by the YWP Branch Committee.
- Does not automatically succeed to YWP President.
- Will stand in for the YWP President as necessary.

##### YWP Branch Committee members

- Attend YWP Branch Committee induction session.
- Play an active role in the YWP Branch Committee, putting forward industry points of view to enhance the work of the AWA for YWP.
- Attend a reasonable number of YWP Branch Committee meetings.
- Support the implementation of agreed goals and objectives of the YWP Branch Committee.