

4.0 COUNCILS AND COMMITTEES

4.1 Types of Councils and Committees

EWRI Councils and Committees include:

- Executive Committees
- Coordinating Councils
- Standing Committees
- Task Committees
- Subcommittees

EWRI nonmembers may participate in the activities of Standing Committees, Task Committees and Subcommittees. Participation in the leadership of the EWRI, through membership on the Executive Committees and Coordinating Councils, is restricted to EWRI members in good standing.

4.1.1 Executive Committees (EXCOM)

Each EXCOM operates under EWRI GB oversight. At present, there are three EXCOMs: the Member Services EXCOM, the Products & Marketing EXCOM and the Technical Activities EXCOM. Because EXCOMs are responsible for the day to day affairs of the EWRI, EXCOM membership normally includes entrepreneurial individuals with an interest in the business aspects of the EWRI affairs.

4.1.2 Coordinating Councils

Coordinating councils, as the name implies, are responsible for coordinating a number of Standing Committees that have common or overlapping interests and or for coordinating efforts that can spring broadly from throughout EWRI. The primary role of a council is to energize the efforts of standing committees and to be an incubator for ideas. Council membership normally includes the standing committees and an EXCOM contact member. Each council is responsible for establishing its own rules of operation.

4.1.3 Standing Committees

Standing committees are charged with completing service, products & marketing and technical assignments approved and delegated by the councils. Standing committees may also form subcommittees from within their membership and appoint task committees as needed. A member of a task committee is automatically a non-core group member of the parent standing committee. Within EWRI, standing committees are intended to be working committees. Membership on the committee as well as the continuing existence of the committee depends on its productivity.

4.1.4 Task Committees

Task committees are charged by a parent committee/council with completing a specific task of defined scope, schedule and budget. They are disbanded upon task completion. Because task committees are normally funded committees, a staff EWRI Coordinator monitors progress with assistance from the parent standing committee under whose initiative they were created.

4.1.5 Subcommittees

Subcommittees are assigned responsibility by a parent committee/council for an ongoing segment of any committee/council activity. Subcommittee membership usually, but not necessarily, comprises individuals from the parent committee/council.

4.2 Formation and Termination

4.2.1 Councils/Standing Committees/Task Committees

Proposals to form new committees or councils are submitted to and approved by the appropriate EXCOM. The EWRI GB need not approve committees within the EXCOM reporting structure, but the EXCOM Chair and the staff EWRI Coordinator provide the information to the EWRI GB. Formation of new committee/council does not automatically ensure funding availability. A new committee proposal form is provided in Appendix C.

Councils and standing committees are created for an indefinite period of time. Task committees are created for specific terms coinciding with the EWRI Fiscal Years. Terms should be for one year or more, consistent with the task to be accomplished, but normally not more than three years in duration. Task committees not completing their objectives within their original term may be extended by the responsible EXCOM upon approval of a written progress report justifying the need for an extension.

4.2.2 Subcommittees

Subcommittees are formed and appointed by existing committees/councils. Formation does not require EXCOM approval. Subcommittee travel is not funded. Other expenses, such as telephone calls, postage and other costs normally allowable by EWRI, may be covered out of the parent committee/council budget.

4.2.3 Termination of Committees/Councils

Task committees normally terminate when they have achieved their objectives. Other councils/committees do not terminate except for cause or when they have outlived their usefulness. An EXCOM or the EWRI GB may terminate a council/committee at any time

for cause. At its discretion, the EWRI GB may require that each EXCOM perform periodic sunset reviews of committees/councils under its jurisdiction

4.2.4 Property and Records

All tangible work products and records of an EWRI committee/council must be turned over to the staff EWRI Coordinator upon discharge of the committee/council, disbanding or completion of its term or mission. This is a requirement of the EWRI Bylaws.

4.3 Membership Duties and Other Considerations

4.3.1 Executive Committees

An EXCOM consists of four rotating members and the elected GB member who normally chairs the committee. The EXCOM nominates its rotating members on an annual basis. The EWRI GB appoints the EXCOM members. Candidates are selected from EWRI members in good standing who have demonstrated a serious commitment to the mission of EWRI by past service. The EXCOM evaluates the background and qualifications of several candidates and selects its nominee. This nomination is submitted in time to be placed on the July EWRI GB meeting. The appropriate EXCOM chair notifies the new EXCOM member upon affirmation by the EWRI GB.

When deliberating nomination of members, current EXCOM members should consider:

- The nominee's stature among peers, as evidenced by recommendations,
- Background, including education and experience, in the specific field of endeavor,
- Past contributions to the profession through committee work with EWRI and other societies, as well as publications and presentations at conferences and conventions,
- Managerial abilities, in addition to technical skills, as manifested primarily by the ability to contribute vision to committee meetings both at the EXCOM level and beyond.
- Intangible factors such as integrity, leadership and team building skills, public speaking and writing skills, the ability to network and recruit, the ability to run a productive meeting and the willingness to work cooperatively with others in advancing the environmental and water resources fields,
- And perhaps most importantly, the availability of time (including employer support when applicable) and the diligence to participate productively in EXCOM activities.

A geographical distribution and balance by employment (education, government, private enterprise, industry, and so on) among the EXCOM members is desirable to maximize the diversity of viewpoints and range of knowledge available to the EXCOM.

4.3.2 Councils, Standing Committees and Task Committees

Councils may consist of the chairs of the standing committees they oversee. Where there may not be sufficient standing committees to form a council, the EXCOM may form the council membership according to its best judgement, subject to GB approval. The EXCOM assigns one of the council members to serve as council chair. Appointments to standing committees and task committees are made by the appropriate EXCOM from committee chair recommendations. Committee chairs inform the new member and all committee members of all new appointments. The parent committee chair makes appointments to subcommittees. No EXCOM approval is necessary for subcommittee membership.

The EXCOM appoints standing committee chairs for a specified term. The EXCOM secretary informs the committee chair of the appointment. By separate letter, the EXCOM chair thanks the outgoing committee chair and communicates the successor's name.

Periodically, the *EWRI Newsletter* will contain a notice of invitation for members to apply for committee membership. The committee chair is required to acknowledge all applications. The committee chair is also required to copy the staff EWRI coordinator on correspondence pertaining to the disposition of all applications for committee membership.

4.4 Core Groups

Each standing committee and task committee has certain members designated as the Core group. Core group members are responsible for defining and executing the committee activity based on the committee members' opinions and committee/council needs. The core group has continuing committee administrative responsibility.

The committee control group consists of not less than three members nor more than ten members. Core group personnel are named annually by EXCOM action, and changes in Core group membership are only made by EXCOM action. The EXCOM secretary forwards notice of changes in core group membership to the staff EWRI coordinator. Core group appointments become effective upon filing with the staff EWRI Coordinator.

Core group members may be entitled to reimbursement for expenses (incurred while participating in authorized committee activities) in accordance with EWRI policies. The level of funding available for each committee meeting is set by EWRI GB policy. The committee core group members may determine how the funds are allocated among their membership. Core group members requesting reimbursement authorization must be identified by the committee chair at least 30 days prior to any activity.

4.5 Executive Committee Contact Members

The EXCOM member designated as contact member represents the EXCOM to the council and vice versa. An EXCOM member may be contact member to more than one council. Duties of EXCOM contact members include, but are not limited to the following:

- Acts as facilitator of communications between the EXCOM and the council,
- Interprets and champions the councils' requests at EXCOM meetings,
- Assists the council in forming committee rosters,
- Acts as a voting member of the council,
- Assures that EWRI policies and procedures are observed.
- Facilitates communication within and between councils,
- Provides advice to councils to stimulate activity and to ensure technical committee leadership,
- Serves as quality control officer for all activities taking place within the purview of the council, including facilitating the review of committee manuals, monographs, reports, sessions and so on and makes recommendations to the council for corrective actions when required,
- Leads sunset reviews.

4.6 EWRI Nonmember Service on Committees

EWRI nonmembers may serve on standing committees, task committees and subcommittees and may hold any office except chair. EWRI nonmembers may be committee core group members, but are not eligible for reimbursement of expenses associated with their committee activity, except by special advance approval of the EWRI GB. EWRI nonmembers serving on committees are encouraged to join EWRI.

4.7 Committee/Council Operations and Review

Each council/committee purpose is described in the *ASCE Official Register*. Council/committee tasks are normally developed within the council/committee, but may be assigned by the EXCOM, usually in consultation with the council/committee chair.

Each chair submits an annual (at a minimum) committee/council activity report and a budget request by those dates specified by the EWRI GB. Reports are normally

submitted through the EXCOM vice-chair. The EWRI Budgeting Process schedule is provided in Appendix E.

Committee/council activities and related budget requests are prioritized by the appropriate EXCOM. The prioritization is at the EXCOM discretion based on: 1) the probable contribution to the water and environment fields and 2) the availability of funds.

The appropriate EXCOM reviews each committee/council efforts. This duty also includes an evaluation of committee/council chair effectiveness and review of committee/council purpose, function, and structure.

The appropriate EXCOM makes recommendations and may implement inter-committee and inter-EWRI liaison where a particular topic overlaps the objectives of more than one committee.

Committee/council chairs keep EXCOM contact members fully informed of all activities and send copies of all correspondence to the EXCOM contact member.