1. **The Role & Responsibilities of the President**

The President, as Chair of the Board, assures the integrity of the Board’s processes and policies and represents the Board to outside parties. This is further interpreted that:

1.1 The President is expected to provide leadership to the Board and the Association while acting within the governance model and the limitations established through Board policies. The President is uniquely well-positioned to understand the challenges and opportunities available to the Association and must demonstrate leadership in ensuring that these challenges and opportunities are addressed proactively.

1.2 The President is the official spokesperson for the Board to outside parties (including the media) and is accountable for ensuring that the Board’s position and perspectives on matters are fairly and appropriately represented. Unless specifically stated otherwise, the President is the only member of the Board authorized to speak or sign documents on behalf of the Board. The exception to this is the simple reporting of the Board’s decisions. The President may delegate this authority from time to time, but is still accountable for its use.

1.3 The President is authorized to make reasonable interpretations of Board policies on Governance Process and Board-Staff Relationship except where the Board specifically delegates portions of this authority to others. The President may exercise this authority as the Board’s spokesperson but may not make policy statements that go beyond what has been supported by the Board.
1.4 The President ensures that the Board behaves consistently with the Bylaws and its own Governance Process policies. This includes adherence to the Board’s Code of Conduct and dealing with any issues that arise should a Board member breach any of the Board’s Governance Process policies or the Association’s Bylaws.

1.5 With respect to meetings of the Board, the President ensures that:

1.5.1 That the Board meeting agendas and supporting documentation are prepared and distributed in a timely manner.

1.5.2 The content of Board discussions is limited to those issues which, according to Board policy, clearly belong to the Board to decide.

1.5.3 Deliberation will be timely, fair, orderly and thorough, but also efficient and to the point.

1.5.4 The meeting is conducted in accordance with Robert’s Rules of Order, except where there is a specification in the Bylaws that takes precedence.

1.6 Since the CEO reports to the Board as a whole, the President has no authority to supervise or direct the CEO unless specifically delegated this authority by the Board for a defined task.

1.6.1 The Board delegates to the President the responsibility to review and approve the CEO’s expense claims at the end of each fiscal year in the Association office.

1.7 The President or designate will serve as the second BCWWA representative on the AWWA Canadian Affairs Committee (in addition to the AWWA Director).

1.8 The President is accountable to the Board.

2. The Role and Responsibilities of the President-Elect

2.1 The President-Elect has all the powers and responsibilities of the President during the President’s absence.

2.2 The President-Elect will act as Chair of the Governance Committee.

2.3 Other duties assigned by the Board.
3. The Role and Responsibility of the Past-President
   3.1 The Past-President is responsible for duties assigned by the Board.

4. The Role and Responsibilities of the Secretary
   4.1 The Secretary is responsible for all filings on behalf of BCWWA under the Society Act.
   4.2 The Secretary, by affixing his/her signature, shall attest formally to the accuracy of Board documents.

5. The Role and Responsibility of a Director at Large
   5.1 A Director at Large is responsible for duties assigned by the Board.

6. The Role and Responsibilities of the AWWA Director
   6.1 In addition to the responsibilities to AWWA, the AWWA Director shall represent BCWWA on the AWWA Board of Directors and the AWWA Canadian Affairs Committee.

   6.1.1 The AWWA Director is expected to raise with the BCWWA Board all subjects to be discussed at the AWWA and to seek input from the BCWWA Board when taking positions on issues which are believed to impact on activities of BCWWA or policies that guide the operation of BCWWA.

   6.1.2 The AWWA Director is expected to present and explain to the AWWA Board the positions of the BCWWA Board on issues addressed by the AWWA Board which will have an impact on the activities of BCWWA or the policies that guide the work and operation of BCWWA.

   6.1.3 The AWWA Director is expected to advise BCWWA on issues where there is an actual or perceived conflict between BCWWA and AWWA and report this to the Board as soon as the conflict is identified and allow the Board to appoint an alternative individual to represent BCWWA’s interest on that issue.

   6.2 Attendance of the AWWA Director at BCWWA meetings is only expected at the following times:
6.2.1 For discussion of topics on the agenda of the AWWA Board of Directors meetings and Canadian Affairs Committee meetings as they pertain to BCWWA.

6.2.2 To provide a report on issues arising from the AWWA Board of Directors Meetings and the Canadian Affairs Committee meetings as they pertain to BCWWA.

6.2.3 To provide an annual presentation to the BCWWA Board on AWWA strategic programs and initiatives.

6.2.4 At the request of the BCWWA Board of Directors, the AWWA Director will participate in discussion on AWWA/BCWWA issues of common interest.

6.3 The AWWA Director shall receive notification of posting of BCWWA Board agenda packages and meeting minutes of all regular Board meetings but is not required to attend all Board meetings.

6.4 The AWWA Director shall attend the annual general meeting and regional meetings of the AWWA.

6.5 The AWWA Director will be responsible for hosting the AWWA representative at the BCWWA annual conference.

7. The Role and Responsibilities of the WEF Director

7.1 In addition to the responsibilities to WEF, the WEF Director shall represent BCWWA in conduct of all business by the Water Environment Federation (WEF). This shall include representation on the WEF Board of Trustees and the WEF Canadian Affairs Council.

7.1.1 The WEF Director is expected to raise with the BCWWA Board all subjects to be discussed at the WEF and to seek input from the BCWWA Board when taking positions on issues which are believed to impact on activities of BCWWA or policies that guide the operation of BCWWA.

7.1.2 The WEF Director is expected to present and explain to the WEF Board the positions of the BCWWA Board on issues addressed by the WEF Board which will have an impact on the activities of
BCWWA or the policies that guide the work and operation of BCWWA.

7.1.3 The WEF Director is expected to advise BCWWA on issues where there is an actual or perceived conflict between BCWWA and WEF and report this to the Board as soon as the conflict is identified and allow the Board to appoint an alternative individual to represent BCWWA’s interest on that issue.

7.2 Attendance of the WEF Director at BCWWA Board meetings is only expected at the following times:

7.2.1 For discussion of topics on the agenda of the WEF House of Delegates meetings and Canadian Affairs Council meetings as they pertain to BCWWA.

7.2.2 To provide a report on issues arising from the WEF House of Delegates meetings and the Canadian Affairs Council meetings as they pertain to BCWWA.

7.2.3 To provide an annual presentation to the BCWWA Board on WEF strategic programs and initiatives.

7.2.4 At the request of the BCWWA Board of Directors, the WEF Director will participate in discussion on WEF/BCWWA issues of common interest.

7.3 The WEF Director shall receive notification of posting of BCWWA Board agenda packages and meeting minutes of all regular Board meetings but is not required to attend all Board meetings.

7.4 The WEF Director shall attend the annual general meeting and the regional meetings of the WEF.

7.5 The WEF Director will be responsible for hosting the WEF representative at the BCWWA annual conference.

8. The Role and Responsibilities of the CWWA Director

8.1 In addition to the responsibilities to CWWA, the CWWA Director shall represent BCWWA in conduct of all business by the Canadian Water and
Waste Association (CWWA). This shall include representation on the CWWA Board of Directors.

8.1.1 The CWWA Director is expected to raise with the BCWWA Board all subjects to be discussed at the CWWA and to seek input from the BCWWA Board when taking positions on issues which are believed to impact on activities of BCWWA or policies that guide the operation of BCWWA.

8.1.2 The CWWA Director is expected to present and explain to the CWWA Board the positions of the BCWWA Board on issues addressed by the CWWA Board which will have an impact on the activities of BCWWA or the policies that guide the work and operation of BCWWA.

8.1.3 The CWWA Director is expected to advise BCWWA on issues where there is an actual or perceived conflict between BCWWA and CWWA and report this to the Board as soon as the conflict is identified and allow the Board to appoint an alternative individual to represent BCWWA’s interest on that issue.

8.2 Attendance of the CWWA Director at BCWWA Board meetings is only expected at the following times:

8.2.1 For discussion of topics on the agenda of the CWWA meetings as they pertain to BCWWA.

8.2.2 To provide a report on issues arising from the CWWA meetings as they pertain to BCWWA.

8.2.3 To provide an annual presentation to the BCWWA Board on CWWA strategic programs and initiatives.

8.2.4 At the request of the BCWWA Board of Directors, the CWWA Director will participate in discussion on CWWA/BCWWA issues of common interest.

8.3 The CWWA Director shall receive notification of posting of BCWWA Board agenda packages and meeting minutes of all regular Board meetings but is not required to attend all Board meetings.
8.4 The CWWA Director shall attend the annual general meeting of the CWWA.