

The International Water Association

Young Water Professionals Steering Committee

Terms of Reference

The following Terms of Reference (ToR) describe the scope, structure, and roles of the Steering Committee for the Young Water Professionals Community.

HISTORY OF DOCUMENT

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NOTE: TO BE APPROVED BY IWA STRATEGIC PROGRAMME AND ENGAGEMENT DIRECTOR

IWA YWP Steering Committee – Terms of Reference

This document is compiled from the **IWA YWP Steering Committee Guidance Document**, which provides a detailed description of the Young Water Professionals (YWP) community, including its governance structure, nomination and election processes, and operational guidelines for the Steering Committee.

1. What is the IWA YWP Steering Committee

The Committee shall be a representative body of young members (aged 35 and below) that shall provide advice to the Association, shall lead an active YWP community, shall provide regional representation for young IWA members, and shall actively pursue opportunities to contribute to the IWA network.

a. Purpose and scope

In line with the IWA Strategic Plan 2025-2030, IWA shall consult with and engage young members to stay relevant and responsive, and to cascade its vision and mission to regional and national regions. The Steering Committee shall advise IWA on how to attract and serve its young members, and shall lead an active YWP community that helps empower YWPs within IWA and the water sector, both nationally, regionally, and internationally.

b. Term

Each Steering Committee shall serve for a term of 2 years.

c. Duties and responsibilities of the Steering Committee

The primary responsibilities and duties of the Steering Committee shall be to:

- **Provide** advice to the Association on appropriate approaches to meet young professionals' needs (e.g. networking, learning opportunities, professional development, and thematic interests), and to support YWP engagement and contribution to IWA activities (including governance, programmes, conferences, and Specialist Groups) at national and international levels.
- **Lead** an active IWA YWP community to foster engagement and a sense of belonging. This **shall be achieved** through active communication and dissemination of information from the IWA Secretariat and the Steering Committee, as well as through subcommittees, online interaction, in-person engagement, networking activities, and encouragement of YWPs to interact with the wider IWA network. The Committee **shall also** promote IWA opportunities to non-members.
- **Provide** regional representation and act as a point of contact for information and engagement within the IWA network, by maintaining regional YWP networks and engaging with YWP Chapters to support membership growth. **Actively pursue** opportunities to contribute to the IWA network, including

through conference and event organisation, authorship of papers and blogs, and support to other IWA bodies (e.g. Specialist Groups, Strategic Council).

Additionally, the Committee shall be responsible for:

- **Supporting the election of the following IWA Steering Committee members.**
- **Reviewing procedures and guidances for YWP country chapter activities.** In collaboration with the IWA HQ, the Committee shall establish and periodically update the YWP **Guidance Document on Country Chapters Operation, Formation, and Termination.**

Providing oversight and recommendations. Based on experience within the YWP community, the Committee **shall make** recommendations to the IWA Secretariat, as appropriate, to ensure alignment with programme objectives and to enhance the value of the programme to IWA and its members.

d. Composition

The Steering Committee shall consist of YWPs (below 35 years old) with an active IWA membership, elected by the IWA YWPs community and appointed by the IWA Executive Director. The Committee shall be composed of representatives from different segments of the water sector, including representatives from:

- Water utilities
- Water technology companies
- Water consultancy companies
- Software & communication technology companies
- Research institutes
- Academia

Members of the IWA YWP Steering Committee shall, to the best of their ability, advocate for the strategic interests of the IWA. Participation shall be on a **voluntary basis**. No budget **shall be allocated** to remunerate representatives or to cover participation in meetings during their term of engagement.

e. Structure, roles and responsibilities

In addition to the general responsibilities listed above, specific roles within the Steering Committee shall carry specific responsibilities.

Chair

(Expected involvement: approximately 4 days per month, with peaks of up to 8 days during major event periods)

The Chair **shall**:

- Support the development and implementation of the IWA YWP strategy.
- Coordinate the work of all Committee members (including the Vice-Chair, Secretary, and subcommittee leads), ensuring active participation, oversight of developments, resolution of issues, and provision of guidance.
- Review the Steering Committee Terms of Reference for the subsequent term.
- Represent the IWA YWP community and the Steering Committee:
 - At events;
 - At Board meetings, upon request by the IWA President (typically up to twice per year);
 - At reporting meetings with the IWA Executive Director, held every six (6) months.

Vice-Chair:

The Vice-Chair **shall**:

- Support the development and implementation of the IWA YWP strategy.
- Support coordination of the subcommittees, including periodic review of progress and developments.
- Assume the duties of the Chair when the Chair is unable to do so.
- Review the Steering Committee Terms of Reference for the subsequent term.

Secretary:

The Secretary **shall**:

- Schedule, in coordination with the IWA Secretariat, all meetings for the two-year term and **shall** take minutes of such meetings.
- Establish communication processes, maintain access to shared information and templates, and issue reminders for deadlines and meetings.
- Act as the primary focal point for external enquiries addressed to the Steering Committee.

Strategic Advisory:

The Strategic Advisory role **shall** provide strategic guidance to the Association on how to best serve the needs and interests of Young Water Professionals (YWP) and enhance their engagement across IWA activities.

The Strategic Advisory **shall**:

- Provide advice to the Association on appropriate approaches to support YWP engagement in IWA governance, programmes, conferences, and Specialist Groups at national, regional, and international levels.

- Consolidate inputs from relevant subcommittees and the Steering Committee to inform strategic discussions.
- Liaise with YWP representatives involved in the IWA Strategic Council and other strategic bodies.
- Support YWP representatives on the Strategic Council in developing agendas, positions, and contributions.
- Facilitate consultation with the wider YWP community on strategic matters, as required.
- Provide feedback from strategic bodies to the Steering Committee to ensure alignment and transparency.

YWP Chapter Coordination:

The YWP Chapter Coordination role **shall** support the development, implementation, and effective functioning of IWA YWP Chapters globally.

The YWP Chapter Coordination **shall**:

- Support the revision and implementation of strategies, policies, and guidelines related to the formation, operation, and sustainability of IWA YWP Chapters.
- Engage regularly with YWP Chapters through online and in-person consultations, as appropriate.
- Provide targeted support to YWP Chapters, particularly those without IWA Governing Members.
- Lead the YWP Chapter Coordination Subcommittee.

The YWP Chapter Coordination Subcommittee **shall**:

- Map and assess the strengths, challenges, and needs of YWP Chapters.
- Plan and organise global or regional coordination meetings to address shared challenges and disseminate updates, resources, and good practices.
- Support the growth of IWA YWP membership through national and regional chapters.
- Facilitate the exchange of good practices to strengthen chapter leadership, governance, communication, and impact.

Specialist Group - YWP Coordination:

The Specialist Group–YWP Coordination role **shall** strengthen engagement between Young Water Professionals and IWA Specialist Groups (SGs).

The Specialist Group–YWP Coordination **shall**:

- Support the revision and implementation of strategies to enhance YWP participation in Specialist Groups.

- Encourage collaboration between YWPs and SGs on activities aligned with IWA priority areas, including technical outputs such as position papers and knowledge products.
- Act as a liaison between SG leadership and the YWP community.
- Lead the YWP–SG Subcommittee.

The YWP–SG Subcommittee **shall**:

- Exchange good practices to promote effective YWP engagement in SGs.
- Identify and propose innovative ideas to enhance collaboration between YWPs and SGs.
- Support SG leaders in outreach to YWPs and in fostering active and meaningful participation.

YWP Events and Communications:

The YWP Events and Communications role **shall** support the visibility, coordination, and strategic coherence of YWP-related events and communications.

The YWP Events and Communications role **shall**:

- Support the revision and implementation of strategies for YWP national, regional, and global conferences and events.
- Support the development of strategies to enhance IWA YWP presence at non-IWA events.
- Coordinate activation of IWA communications at YWP-led events, including workshops, conferences, webinars, and online meetings.
- Disseminate relevant IWA communications to the YWP community in coordination with the IWA Secretariat.
- Support initiatives to raise the profile of YWP members and highlight their contributions across the IWA network.
- Lead one or more YWP Events and Communications Subcommittees, as defined by the Steering Committee.

Career Building:

The Career Building role **shall** support professional development, capacity building, and career progression opportunities for Young Water Professionals within IWA.

The Career Building role **shall**:

- Work jointly with YWP Chapters, Specialist Groups, and the IWA Secretariat to develop a relevant and forward-looking career development agenda.
- Support the planning and coordination of online dialogues, workshops, and capacity-building activities focused on career development.

- Promote career and capacity-building resources and events through IWA Connect and other IWA platforms.
- Develop and maintain a repository of career stories that reflect the diversity of career pathways in the water sector.
- Lead the Career Building Subcommittee.

The Career Building Subcommittee **shall**:

- Organise and coordinate career-focused activities and initiatives.
- Periodically publish and disseminate curated lists of recommended career development resources.

2. Functioning of the Steering Committee

The IWA Secretariat shall provide administrative and logistical support to the Steering Committee. The Strategic Programmes & Engagement Manager, reporting to the Strategic Programmes & Engagement Director, shall approve actions undertaken by the Steering Committee.

Steering Committee meetings shall be held monthly or on an ad-hoc basis, either at the request of the IWA Secretariat or the Chair, subject to majority approval. Meetings shall be conducted virtually, with one annual in-person meeting organised at a Tier 1 IWA event, subject to availability.

Meeting agendas shall be prepared jointly by the Membership Engagement Senior Officer and the Chair. Minutes shall be prepared by the Secretary (or delegate) and circulated to all members.

Conflicts of interest shall be avoided or mitigated. Attendance expectations and procedures for absence shall apply as outlined, with repeated non-attendance potentially resulting in removal and replacement.

3. Nomination & Selection

The nomination and selection process **shall follow** the Nomination and Election Guiding Principles for IWA Communities and Activities and **shall be described** in detail in Annex 1.

4. Equal Roles and Responsibilities

All representatives **shall have** equal roles and responsibilities under these Terms of Reference. The guiding principles articulated herein **shall apply** equally and without discrimination. Specific operational responsibilities **may be assigned** to designated office bearers.



5. Limitations

Representatives of the Steering Committee understand their participation is subject to advocating only for the strategic interest of the International Water Association.

This document expresses the good-faith intentions of the Steering Committee representatives. It is not intended to be legally binding, does not create any contractual or funding obligations, and is not enforceable.