

CANADIAN WATER SYSTEMS COUNCIL “TERMS OF REFERENCE”

AUTHORITY

The Canadian Water Systems Council (CWSC) derives its authority from and is directly responsible to the CIPH Board of Directors.

MISSION

To promote the responsible growth and prosperity of the Manufacturers, their Sales Agents, Distributors and their customers in the Canadian Water Systems Industry.

OBJECTIVES

To build and maintain a membership that represents the Canadian Water Systems Industry.

1. To encourage good relations among Members and to provide effective public relations for the Canadian Water Systems Industry.
2. To maintain influence with Regulatory Agencies in Canada with respect to Water Systems products to work for improved legislation and regulation.
3. To encourage education and training of personnel for the Canadian Water Systems Industry.
4. To encourage market research. To acquire and disseminate useful information and accurate statistics about the Canadian Water Systems Industry.
5. To maintain contact and establish co-operative relationships with allied industry associations in Canada and in the U.S.A.
6. To encourage the CIPH Regions to form active Regional Water Systems Committees.

COMPOSITION

The Chairman of the Canadian Water Systems Council must be a CIPH member, appointed by the Board.

The Chairman shall be responsible for reporting to the Board of Directors through a Director.

The Council shall be composed of no more than ten members. 100% of the Council members shall be members of CIPH. An appointed delegate of other associations or organizations that have a mutual interest in the Canadian Water Systems industry may serve on the Council in a Non-Voting Advisory Role.

These advisors must be approved by the Chairman in consultation with the CIPH Board of Directors. Vacancies on the Council will be filled by the Council Members. Only one representative from each company has a vote on the council.

OPERATION

Annually, the Council shall prepare an Operational Program (program of goals) and a budget for presentation by the Chairman to the Board of Directors for approval. Regular progress reports shall be provided at each Board Meeting. The Council shall meet at least once annually and as many times as are required. There shall be a Chairman and a Vice Chairman. The Vice Chairman will be elected by Members of the Council and will become the Chairman. However, the CIPH Board of Directors has final approval on selection of a Chairman.

At any meeting, a quorum shall consist of fifty (50%) percent of Council Members. No meeting should be held without a quorum. Each meeting must have an agenda and supporting documentation distributed to the Members in advance. There shall be a secretary who will take and promptly distribute the minutes. This position is normally filled by a staff member of CIPH.

FINANCES

The Council, with CIPH Staff, shall prepare an Annual Budget for submission to the Board of Directors for approval. All expenditures over \$100 require a CIPH Purchase Order, signed by the President & General Manager of CIPH.