



Member @ Large Job Description

Western Canada Water (WCW)

Job Title	Western Canada Water Editorial Committee Member	
Objectives	The purpose of the Editorial Committee is to support the mission and strategic initiatives of WCW through the quarterly production of a full colour magazine focusing on the activities of individual members, corporate supporters and constituent associations.	
Duties and Responsibilities	The Committee is responsible for the editorial strategy, developing themes for each magazine issue, assisting in identifying projects and members who can be profiled, news items, new products in the marketplace, continuing education opportunities for our Events page, etc. Members with interest and aptitude in writing skills may also prepare articles themselves but that is not an expectation. Members also proof-read the draft magazine to catch typos, correct technical errors, etc	
Qualifications and Requirements	Must be energetic and enthusiastic, with an interest in communications, member networking and publishing.	
Lines of Communication	Communication is through the Editorial Committee and its Chair.	
Orientation and Training	On the job training is provided, under the guidance of the Editorial Committee Chair and the Association office.	
Commitment Required	<p>An average of 1-2 hours per month is required.</p> <p>Committee meetings are via conference call on a quarterly basis, plus an annual planning meeting at the WCW Conference to select the themes for the coming year's issues. An annual planning meeting is convened at the WCW Conference to consider themes for issues in the coming year and to consider possible changes in magazine content (regular features).</p>	
Times Needed and Place of Work	<p>Quarterly meetings are held by conference call during work hours.</p> <p>Annual planning meeting at WCW Conference.</p>	
Benefits	Develop both professionally and personally - make contacts, develop leadership, communication, presentation and meeting skills. Broaden your understanding of the water industry; commit to a worthwhile cause (protecting the environment & public health); do something different than your regular job; gain knowledge of social media and marketing.	
Special Considerations	Preferably, members should be able to attend at WCW Annual Conference to plan for the coming year (expenses not covered).	
Contact Information	<p>Bill Brant Committee Chair p: 204.259.1465 bill.brant@wsp.com</p>	<p>Audrey Arisman WCW Executive Director p: 877.283.2003 e: aarisman@wcwwa.ca</p>