



Editorial, Public Communication & Outreach Committee

Committee Guide

Approved April 2025

Table of Contents

Table of Contents	2
I. Mission Statement	3
II. Committee General Objectives.....	3
III. Communication Protocol.....	3
IV. General Functions and Objectives	3
V. Data Management.....	4
VI. IWEA Staff.....	4
VII. IWEA Executive Board	4
VIII. Committee Positions.....	5
VII. Succession Plan Guidelines	5

Editorial, Public Communications & Outreach Committee Guidelines

I. Mission Statement

The purpose of the Editorial, Public Communications & Outreach Committee (EPCO) is to serve as a resource for IWEA membership and Staff to provide outreach opportunities within communities, as well as provide editorial reviews of Association publications. Members coordinate periodically as needed to achieve the responsibilities stated in later sections.

II. Committee General Objectives

- Serve as an outreach resource for IWEA Membership
- Serve as an editorial resource for IWEA Membership
- To help provide a consistent image and messaging from IWEA Membership

III. Communication Protocol

The EPCO Committee shall not have recurring meetings, in person or virtual, unless specified by its members. Most communication shall be carried out electronically, with some exceptions regarding meetings on an as-needed basis.

IV. General Functions and Objectives

The Editorial, Public Communication & Outreach Committee has the following major responsibilities:

- **Public Communication and Outreach:** This committee is focused on educating students, teachers, and the public on the importance of maintaining and improving our water environment. The committee develops and coordinates activities with other association and federation committees, as well as with organizations outside of the association to facilitate broader participation and cooperation on issues of common concern, and to mutually strengthen knowledge and understanding. The committee strives to achieve its public outreach goals through recommending, developing, and assisting community groups in conducting public education programs and improving relationships with like-industry associations.
- **Stockholm Junior Water Prize:** The U.S. Stockholm Junior Water Prize (SJWP) was founded in 1997 by the Stockholm International Water Institute (SIWI) to complement the Stockholm Water Prize. The SJWP is the world's most prestigious award presented to a high school student for a water-research project. The EPCO committee attends as many Indiana science fairs as possible to judge and present awards to water-related projects.

- **The *Digester*:** This committee reviews submitted articles for *The Indiana Digester* on a quarterly basis. The committee sets the standard, the theme, and holds all rights as to which articles are released in the magazine. IWEA offers a variety of ways to showcase the innovative products, cutting-edge research, and revolutionary technology that is shaping the wastewater industry. The IWEA EPCO Committee is interested in receiving professional articles to be considered for this quarterly magazine.
- **Annual Utility Calendar:** This committee puts together a flip calendar showcasing wastewater treatment plants throughout Indiana. Facilities interested in being part of the calendar, or companies wishing to become a calendar sponsor may contact the committee to contribute.
- **Rain Barrels:** This committee may participate in a program where kids of all ages are provided an opportunity to paint a rain barrel that will be part of an auction at the IWEA Annual Conference. All the proceeds from the auction have historically been donated to Water for People.
- **Awards:** In addition to the WEF Stockholm Junior Water Prize, this committee is responsible for reviewing award nominations for the following IWEA Awards:
 - Junior Water Bug
 - Outstanding Website
 - Ricky D. Dodd Public Outreach Award

V. Data Management

This committee maintains a cloud-based platform for file-sharing. All committee tasks may be performed via the platform or electronic correspondence. Each committee, upon discussion with its current members, may determine their preferred communication method. Current and active committee members may be given access to the shared platform for ease of communication and task completion.

VI. IWEA Staff

IWEA employs staff through an association's management firm, Mattison Corporation. A list of IWEA staff and contact information can be found on the IWEA website.

VII. IWEA Executive Board

IWEA Executive Board members are nominated and voted on by IWEA membership each year. Current Board members, positions held, and contact information can be found on the IWEA website. The responsibilities of the Board include:

- Approval of financial statements
- Approval of committee reports and initiatives
- Communicate with committees and associations under IWEA
- Offer support to each committee and association under IWEA

VIII. Committee Positions

- **Committee Chairperson:** Oversees the overall strategy and operations of the committee. Acts as the primary spokesperson for the committee.
- **Committee Co-Chairperson:** Assist the Chair as a liaison for the committee to the IWEA Executive Board and Staff and fulfills the role of the Committee Chairperson in the absence of the Chair.
- **Content Editors:** Responsible for creating, curating, and editing content for various communication channels, ensuring alignment with organizational goals, and messaging.
- **Calendar Chairperson:** Solicits and reviews any current projects or communities to be highlighted for the IWEA Calendar. Calendar Chairperson may be the same person as Committee Chairperson or Committee Co-Chairperson.
- **Committee Members:** Committee members will provide input in selecting the recipients of the WEF and IWEA Awards that are the responsibility of the EPCO Committee, as well as assist in providing kids of all ages an opportunity to paint a rain barrel that will be auctioned at the IWEA Annual Conference. All proceeds from the Rain Barrel auction benefit Water For People:
 - WEF Stockholm Junior Water Prize
 - Junior Water Bug
 - Outstanding Website
 - Ricky D. Dodd Public Outreach Award

VII. Succession Plan Guidelines

- **Identification of Potential Successors:**
 - The Committee Chairperson, in collaboration with IWEA staff and current members, identifies potential successors for key roles within the committee.
 - Successors should demonstrate a strong commitment to the organization's mission, possess relevant skills and experience, and show potential for leadership.
- **Mentorship and Training:**
 - Current committee members will mentor potential successors, providing guidance and support to familiarize them with their roles and responsibilities.
- **Transition Planning:**
 - A transition period of at least one-half year will be implemented to facilitate knowledge transfer from outgoing to incoming Committee Chairperson or Co-Chairperson.
 - Committee Members will not have a specific expiring tenure.
 - During this period, outgoing members will document key processes, contacts, and ongoing projects to ensure continuity.

- Committee Chairperson role will not last any longer than a 3-year term without consensus from the remainder of the committee and the Executive Board that continuing beyond the term is acceptable.
- **Regular Review and Updates:**
 - The succession plan will be reviewed annually by the Committee Chairperson and Executive Director to assess its effectiveness and make any necessary updates.
 - Feedback from outgoing and incoming committee members will be solicited to continuously improve the succession planning process.
- **Communication and Transparency:**
 - Succession planning efforts will be communicated transparently to all committee members and organizational stakeholders.
 - Regular updates on succession planning progress will be shared during committee meetings and through organizational communications channels.