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## Communities of Practice Charter

### Purpose

The Pacific Northwest Clean Water Association (PNCWA or Association) Communities of Practice (CoPs or Community) are affiliated groups of PNCWA committees, formed to improve engagement and interaction between those committees.

### Structure

The CoPs are informal in nature, and the existing committee structure remains as-is. All committees will participate in one CoP, apart from Futures, Constitution and Bylaws, and 5S. Subcommittees (e.g., Wave and Racial Social Justice) are assumed to be part of the CoP assigned to the parent committee but can be grouped with a different CoP at the request of the Subcommittee Chair. Grouped committees should reflect the relative sizes of the CoP, seeking to match large and small committees. The Communities are:

- Engagement
- Professional Development
- Management and Operations
- Science and Regulation

CoPs are not intended to be static fixtures within PNCWA. The association's CoPs are reviewed by the President Elect prior to the annual conference board meeting. The President Elect has the option to modify the CoP groupings at the start of their term as President. The President Elect is expected to solicit feedback from the existing CoPs, Committee Chairs and Vice Chairs, and Board before modifying the CoPs.

### CoP Liaisons

Communities of Practice are led by assigned board members who will serve as a CoP liaison. The following board members will each lead a CoP:

- President Elect
- WEF Delegate
- Secretary
- Young Professionals Liaison

Example responsibilities of the CoP liaison positions include organizing and leading quarterly virtual calls between the committees assigned to their CoP, identifying and catalyzing opportunities for cross committee collaboration and resource sharing within the CoP, and organizing in-person CoP gatherings during the annual conference.

The board positions selected to serve as CoP liaisons are at the discretion of the active Board and can be modified with a majority vote. The board liaisons CoP assignments are subject to change year to year. These assignments are appointed during the in-person board meeting held at annual conference and may be re-assigned at any time by the President.

**Activities**

The primary activity of each CoP are quarterly meeting of the member committees. The quarterly meetings will be led by the CoP liaisons. The CoP liaison and the Committee Chairs will develop a program intended to facilitate collaboration and engagement, as well as working to fulfill the Association’s current objectives. At a minimum, Committee Chairs and Vice Chairs are expected to attend the quarterly CoP meetings although the full committee membership attendance is intended and encouraged.

**Committees Assignments**

Table 1 summarizes the groupings of committees within each CoP and the board position CoP liaison assignment. The four communities identified in this table were instituted at the onset of the PNCWA CoP program and may be amended in the future. These groupings are not intended to be static, but rather to evolve at the discretion of the incoming President Elect, with input from the Board, the Committee Chairs, and the Association’s members, to remain relevant and meet the ever-changing needs of the organization.

Table 1. PNCWA Communities of Practice Structure		
Community of Practice	Committees	Board Liaison CoP Assignment
Engagement	<ul style="list-style-type: none"> <li>• Awards</li> <li>• Communications and Outreach</li> <li>• Member Services</li> <li>• Operations Challenge</li> <li>• Water for People</li> <li>• Manufacturers Reps</li> </ul>	President Elect
Professional Development	<ul style="list-style-type: none"> <li>• Leadership Development</li> <li>• Students and Young Professionals</li> <li>• Scholarship</li> </ul>	WEF Delegate
Management and Operations	<ul style="list-style-type: none"> <li>• Collections</li> <li>• Sustainability and Biosolids</li> <li>• Plant O&amp;M</li> <li>• Utility Management</li> <li>• Construction</li> </ul>	Young Professional Liaison
Science and Regulation	<ul style="list-style-type: none"> <li>• Emerging Technologies</li> <li>• Government Affairs</li> <li>• Odor and Air Quality</li> <li>• Stormwater</li> </ul>	Secretary

**CoP Charter Management**

Management and updates of this CoP charter are the responsibility of the active President and can be delegated as needed to a willing board member. Changes shall be ratified by a majority vote of the Board.