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## Become the Area Secretary for the South West Area Committee

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Are you organised, detail-oriented, and passionate water professional? Would you like to make a meaningful difference while developing your skills in a supportive volunteer role?

We're looking for a volunteer Area Secretary to help manage our committee administration and ensure smooth operations for our South West Area.

### What we're looking for:

- Strong organisational and communication skills
- Attention to detail and the ability to manage multiple projects as well as meetings, and documentation
- A willingness to support the committee and contribute to its ongoing success

This is a fantastic opportunity to develop while making a real contribution to our mission. Whether you're looking to apply your existing skills or grow into the role, we'd love to hear from you!

### Pre-requisites and expectations for all Area Committee members

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In order to be an Area Committee member, there are some pre-requisites and expectations that everyone must meet. These pre-requisites and expectations are:

- Be a fully paid member of the Institute of Water.
- Be aware of and committed to IWater's vision, mission and values.
- Sign up to GDPR compliance.
- Agree with and abide by IWater's Code of Conduct, purpose and values.
- Promote IWater within the Area and within relevant local organisations, such as water companies, suppliers, regulators, consultancies, universities, etc.
- Promote good practice, allyship and inclusivity across the sector and IWater.
- Attend at least 50% of all committee meetings (virtual or in-person).
- Ideally attend at least two Area events (virtual or in-person).
- Facilitate/ organise one event per year or be involved in the planning of a larger event.

Please see the Area Committee Terms of Reference (TOR) document for more details, or email [southwest@instituteofwater.org.uk](mailto:southwest@instituteofwater.org.uk)

## **Role Profile: Area Secretary for the South West Area Committee**

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An Area Secretary will:

- Provide administrative support for the Area.
- Maintain Area records (excluding financial).
- Ensure the Area Committee works in-line with GDPR and IWater's Code of Conduct.
- Arrange Area Committee Meetings, including dates, venues, agendas, and notices.
- Produce Minutes of any Area Committee meetings and upload these to IWater's Intranet.
- Manage all communication with the Area membership, Committee and Central Team in collaboration with the Area Communications Lead.
- Advise the Central Team of any committee changes.
- Provide Area News for the magazine in collaboration with the Area Communications Lead.
- Aid with the Area Annual Business Plan.
- Aid with the President's Cup submission.
- Attend online meeting(s) with other Area Secretaries/ Coordinators.

## **Register your interest**

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Please get in touch with [southwest@instituteofwater.org.uk](mailto:southwest@instituteofwater.org.uk) to register your interest and find out more information.