

YWPK Organization

Structure, Roles, and Descriptions

Introduction

The overall purpose of Young Water Professionals Denmark (YWPK) is to provide a free of charge and non-profit networking platform for young and new water professionals in the Danish water sector.

We focus on professional networking, knowledge sharing, skills development, exploration of new trends and international collaboration.

We are embedded in and an active part of the water sector through partnerships and collaborations with various Danish stakeholders. We are also an official part of the International Water Association (IWA).

This document describes the structure of YWPK and introduces roles and responsibilities of the members of the network. Interested members, active regional group members, and newly elected board members can use this document to get acquainted with the structure of YWPK.

Fejl! Henvisningskilde ikke fundet. presents the overall structure of the network, while the individual components are described in detail in the following sections.

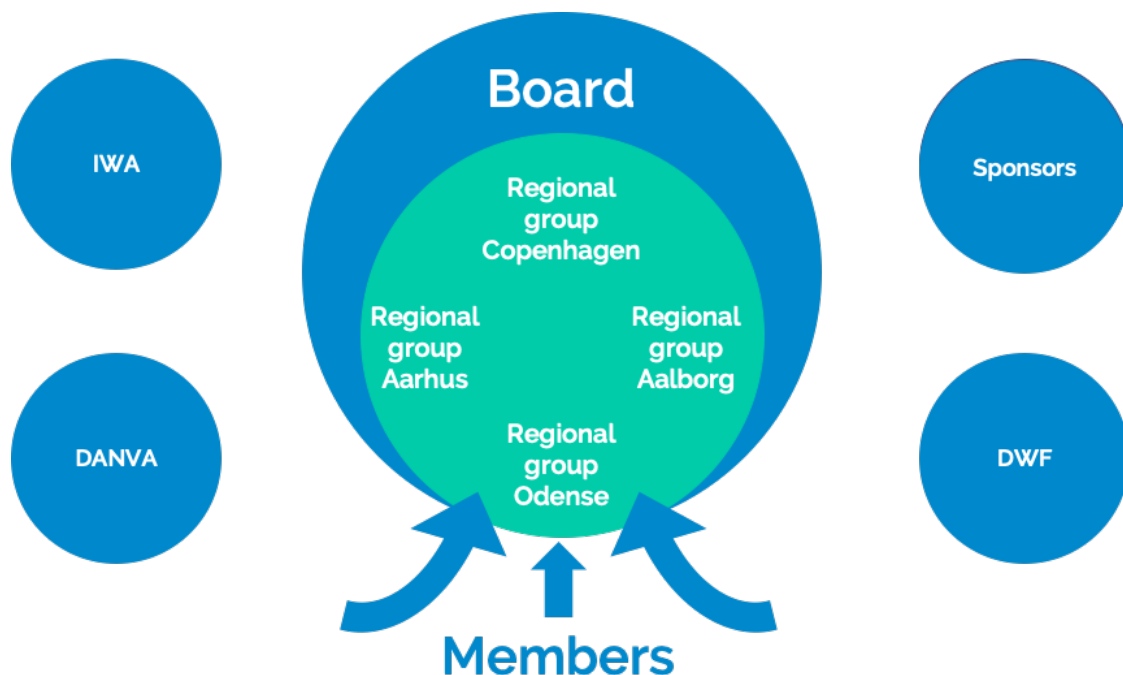


Figure 1: Overview of YWPK.

Overview of Network Structure

The backbone of YWPDK is a regional and national representation consisting of four regional groups and a national board. YWPDK is also represented and closely linked with a number of national and international organizations such as IWA, DANVA, DWF as well as several sponsors.

The board of elected members, also known as the *Country Chapter Steering Committee (CCSC)*, is composed of six members, who are elected by the members of the network during the yearly general assembly. Board members are elected for a period of two years, besides the alternate who sits for one year. Responsibilities of the CCSC include:

- The overall leadership of the network
- Guiding and supporting the regional groups
- Network strategy implementation, revision and update
- Financials
- Sponsorships and partner communication
- Suggestions of focus areas
- That national events are being held
- Coordination of communication policy and style

These responsibilities can however advantageously be handled in close collaboration with other members. Roles and responsibilities within the board are described in higher detail in the section *Country Chapter Steering Committee*. Notice that no single person is responsible for updating the website and social media platforms. This is a collective effort.

The regional groups consist of driving and leading members centered around a regional representative, who is elected at the general assembly for a period of two years. The different types of members are described below. The regional groups are responsible for:

- Local events
- Attracting new members
- Contribute to other YWPDK activities on national or international level
- Social media and website communication

The groups will be in close contact with the board and active members placed in their respective region, And the board will provide the regional groups with support, a budget for each year they can spend on activities. The groups can decide on certain topics they want to explore, which fits the member base of the specific groups. Examples of topics include climate adaptation, water treatment, leakage detection, the workforce of tomorrow, or digitalization in the water sector. Responsibilities and roles of the regional groups are described in detail in the section *Regional Groups*. Along with the regional representative, the groups decide on the number of members they find appropriate for the group. A group of four to six people is recommended as a starting point.

YWPDK members are at the core of the network. Without members willing to participate and engage, there would be no network. The success of YWPDK is thus based on being an attractive network for the Young Water Professionals of Denmark. This requires that there is a pathway for the members to be increasingly active in the network. In this process of becoming more active they contribute to the activities of the network, while at the same time strengthening their own skills and gaining exposure in the water sector. YWPDK is currently depicting the ladder of engagement as presented in Figure 2.

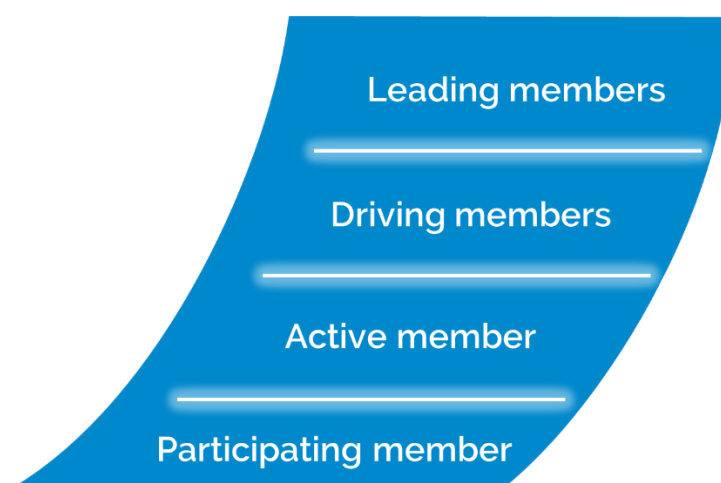


Figure 2: The ladder of YWPDK based on levels of engagement.

Participating members make up the majority of the network and are engaged through their participation in physical and online activities. The first step up the ladder of engagement is to become an active member of the network, who might participate in regional group meetings and help planning a local event or contribute to the national conference. The driving members are the members who have agreed to lead the organization of an event or who drive the exploration of a certain topic within the network. A driving member can thus be a regional group member. Contrarily, the leading members have taken on an elected role in the network and has thus committed to the long-term development and leadership of YWPDK. A leading member is a regional representative or a board member. By defining different levels of engagement, we hope to lay out a pathway for more members to find a role within the network that fit with the time they have for commitment and to hopefully become more engaged with time.

Country Chapter Steering Committee

The CCSC consists of five members and one alternate. Figure 3 shows the roles and overall structure of the CCSC.

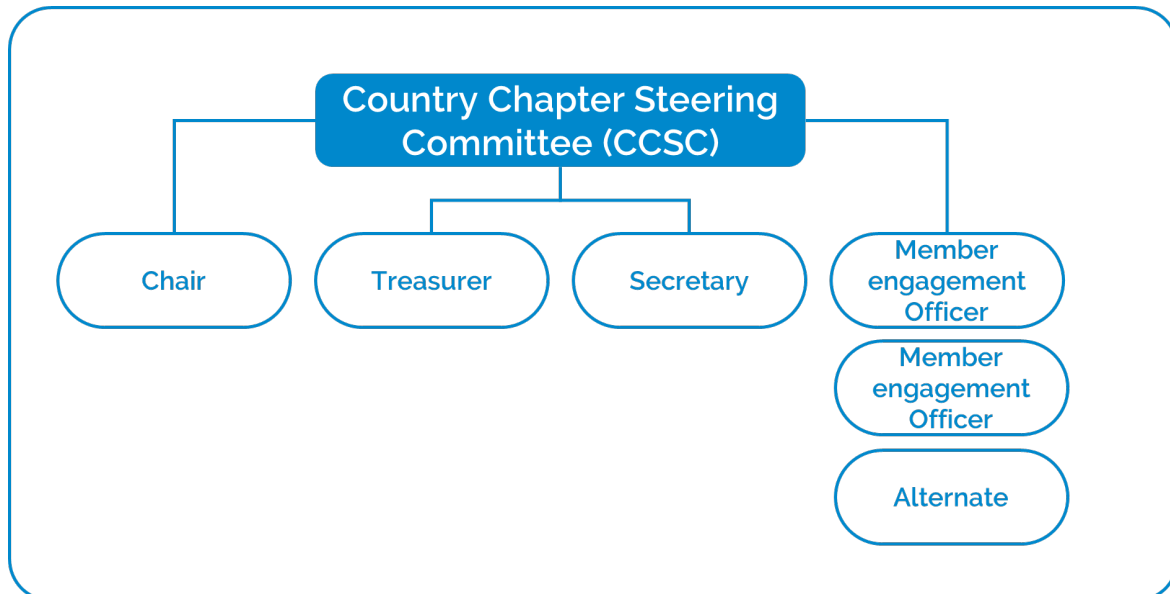


Figure 3: Structure of the CCSC.

The board works as one unit and each member supports the others. Responsibilities are outlined below although they can change between members to make sure no one is overburdened and that we work with what we prefer.

CCSC meetings are held every three weeks and all CCSC members are expected to participate, except the alternate, who is expected to participate once every three months as a minimum. Meetings are online; usually from 20:00 to 21:00. This can however be changed, if the board agrees. The agenda and minutes are on OneNote where the members have access. All board members are responsible for communicating the activities of the network that they are engaged in.

Responsibilities should be considered as suggestions and can be redistributed within the CCSC as the current board sees fit according to preferences and skills. Responsibilities are based on the experiences of the previous boards and the needs of the network going forward.

The Chair is responsible for leading the network and ensures that the network lives up to the articles of association and strategy outlined by previous boards. The main responsibilities and activities of the chair include:

- The strategy of YWPDK and its progress/implementation
- The overall operation of the network
- Run General Assembly
- Creates the Annual Report with support from the rest
- Organize bi-yearly team meetings
- Main contact person to IWA-DK and IWA
- The international involvement of the network
- Coordinating attendance at other conferences

The Treasurer is responsible for the financials of the network and the bank account. The treasurer is thus responsible for:

- Handling payments
- Maintaining the financial statement for the General Assembly and the Annual Report
- Preparing the yearly budget meeting
- Sponsor contact, agreements and payments
- Keeping track of budgets for regional groups
- Present financial status at board meetings

Secretary is responsible for:

- The yearly plan for the board, which depicts important dates for meetings, conferences, national activities and deadlines for important activities
- Invite to and update agenda for regular board meetings
- Run the board meetings and take minutes
- Planning the online national meetings of YWPK for the next year and allocate responsibilities
- Communications of YWPK including Dansk Vand articles
- The branding of the network (visual guideline, templates etc.)
- Ensure there is a plan for the newsletter with responsible person for each month and quality assurance

Member Engagement officers are responsible for the activity level and recruitment work of YWPK through the regional groups. YWPK is 100% dependent on their members' willingness to contribute, and for the network to be active and engaging. This responsibility is placed with two board members. They will make sure that there is a stable level of activity at the regional level by offering support, guidance and knowledge sharing between regional groups. They will furthermore make sure that the regional groups have a plan for the year ahead in terms of activities and topics to explore/focus on. The responsibilities can be summarized as:

- Supporting regional groups in having a yearly plan and having the overview of upcoming and past events
- Setting up the yearly conference team
- Coordinates and communicates with regional groups
- Recruitment efforts for new members
- Engagement efforts to recruit leading and driving members
- Ensure that activities are communicated by regional groups
- Planning and facilitating three to four (minimum) meetings between regional group representatives to coordinate, share knowledge and plan collaborations

Alternate is in charge of:

- Assisting the secretary with communication and branding

- Assisting the chair in planning, facilitating and summarizing strategy meetings
- Building own responsibility area based on the first board meeting after the General Assembly

The board members are welcome to collaborate with active members where they can get support for their responsibilities and see the need.

Regional Groups

Regional groups are the local anchor of YWPDK. They are the groups that build the network and sustain the activity of the network. They organize events with focus on certain topics of interest to the member base and of relevance to the water sector. Examples of events are:

- Workshops
- Technical tours
- Social gatherings over professional networking
- Webinars
- Company visits
- Technical talks

A regional group is comprised of a regional representative leading the group, driving members, and active/participant members. The structure in Figure 4 illustrates the group. The regional representative is a leading member. The driving members take the lead on event planning and/or drive the exploration of a certain topic while active members assist in the planning. Leading and driving members are thus the core members who commit to be an active and long-term part of the group and support the regional representative. We suggest that a regional group consists of a regional representative and four to six driving members. Regional group members can still additionally fill national and international roles.

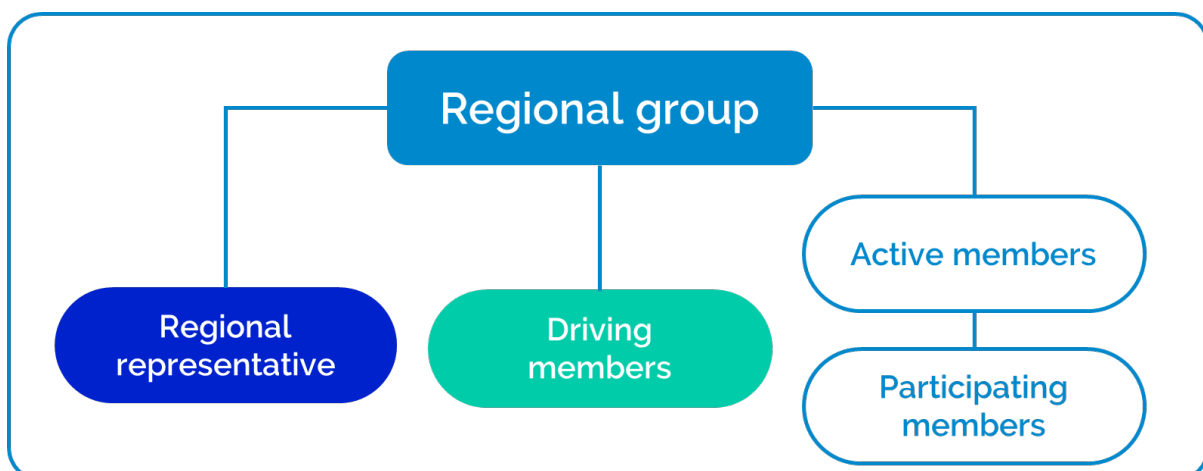


Figure 4: The structure of a regional group.

The board will be responsible for organizing online meetings between the regional groups to share experiences and to plan national events. The board will make sure to

coordinate groups that work on the same topic and to find potential national events. The regional groups will have a budget they can use for their activities assigned to them by the board for a given year. The board and the regional groups interact. The relationship is illustrated in Figure 5.

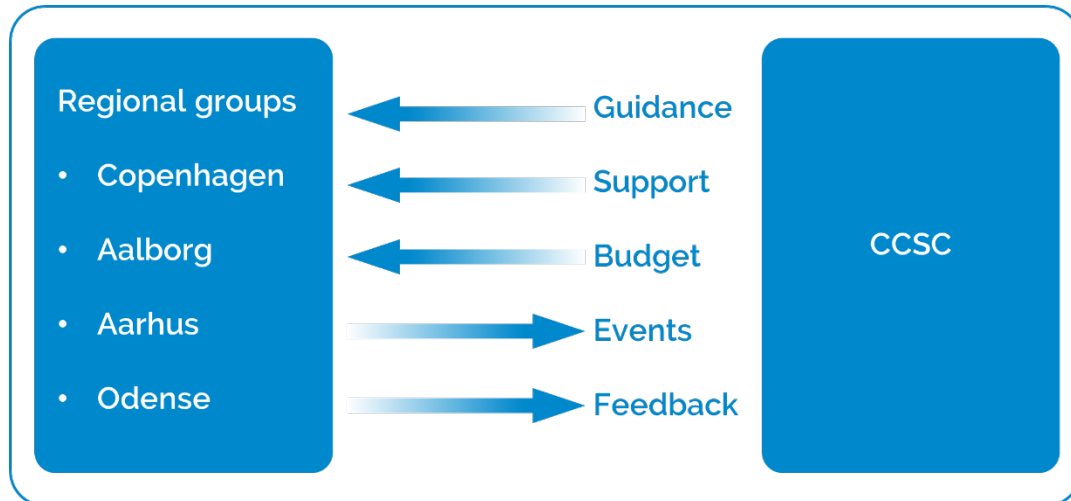


Figure 5: Relationship between regional groups and board of YWPKD.

The Regional Representative is the leader of the regional group and is responsible for:

- Organizing and ensuring meetings in the regional group
- Collaboration and communication with the board and other regional representatives
- Ensuring a consistent activity level of events
- Communication of events before and after

These responsibilities can be delegated to driving members in the group. It is important to note that the regional groups decide themselves how they want to delegate the responsibilities internally. A suggestion to get started is to plan the activities of the year in January and then have frequent meetings in the group. An example could be for the regional representative to invite the regional group to a planning meeting for the year and decide who is responsible for what, and then end with a "fyraftensøl" open for everyone in YWPKD. The driving members and regional representative can of course also invite other members to join in planning activities.

Driving members are a core part of the regional groups. They commit to contribute and be responsible for activities and topics. They are an official part of YWPKD and drive the network and its activities. Driving members should commit to at least a year in the regional group. The driving members and regional representative can also invite other members to join in planning activities. Board members are also encouraged to contribute to their regional groups. To sit in a regional working group, you have to commit to contribute and show up for meeting. You, and not the board, drive the network.

Topics of YWPK can be what the previous working groups focused on. The board have decided to move these groups into the regional groups to get active members together, rather than having them alone. A previous working group lead can thus be a driving member in a regional group and be responsible for activities under the topic they have a special interest in. A regional representative is also a valid topic lead. The board will suggest topics to regional groups, which are of special interest to the water sector. Groups can also decide on their own topics to focus on provided consultation with the board to make sure that we stay relevant to the broader member base of the region and to ensure that we coordinate and align our focus.