

# Member Representation

Your link to maximising membership benefits

## Active engagement of our members with us and each other is the key to better outcomes.

The core role of a member representative is to be the primary contact for their organisation, promote opportunities for their organisation through collaboration with other WaterRA BIG Team Members and provide feedback to their organisation and to us on activities, opportunities and benefits gained through membership.

We provide a myriad of ways for member representatives and organisations to become involved and stay connected with WaterRA;

- Member meetings including our General Meetings and AGM
- WiSE events
- eNews

These meetings are held at various venues across Australia to allow full participation across our broad and diverse membership.

Member organisations should allow an annual budget for travel expenses for the Member Representative to attend these functions and any other events that are of interest.

We encourage member organisations to carefully choose who will represent them to ensure receive the maximum benefit from their membership.

## Fulfilling the role of an Industry Member Representative

- Attend one General Meeting per year and the AGM. If unable to attend these meetings, complete proxy forms by due date and consider participating in all or part of the event via webinar
- Consult with management of the member organisation in preparation for voting on resolutions relating to membership, election of board directors, or changes to the Constitution and Members Agreement
- Consider the benefits to their organisation in participating in events, meetings, Community of Interest workshops, knowledge transfer workshops and other promotions and encourage interested / relevant staff members to attend
- Consider opportunities to showcase their work/ university/utility by presenting at WaterRA events
- Host events and give colleagues the opportunity to network with members and showcase their organisation
- Encourage staff members from their organisation to register on the WaterRA website to access a range of resources including Health Stream
- Actively work with WaterRA staff to determine the best way for their organisation to engage with WaterRA
- Ensure that their organisation's internal communications appropriately support opportunities available through highlighting WaterRA membership in internal newsletters/web links etc
- Provide feedback to assist WaterRA to focus on providing the best service to their organisation
- Be fully aware of the requirements for members set out in the following documents
  - WaterRA Constitution
  - Members Agreement
  - WHS Corporate Policy
  - WHS Managing Contractors Guideline\*

- IP Policy
- In-kind Policy \*\*see page 2
- Distribute information relating to employment of contractors to their relevant staff and assist WaterRA by providing assurance of compliance on an annual basis, as required.

## Fulfilling the role of a Research Member Representative

Research Members contribute to our BIG Team through an in-kind contribution of 0.5 FTE per annum rather than a membership fee, using their expertise to help solve industry challenges.

To ensure that research organisation members are maximising engagement opportunities and meeting their commitment, the WaterRA Board reviews the in-kind contributions every three years (See Item 9.1(b) of the Members Agreement).

Accounting for in-kind contributions - each Member should keep separate documentation that records all non-cash contributions, including records of the time spent by each of its personnel on activities and it must provide this documentation in the format advised by WaterRA. (This excludes project in-kind which is tracked by WaterRA in its program management system (EDOS).

- Suggested guide on in-kind contribution: Development of research plans and proposals
- Supervision of students
- Hosting of events
- Staff attendance at events
- Volunteered time spent on WaterRA committees
- Assistance with factsheets, fielding subject matter, queries etc
- Other contributions as agreed with WaterRA

## Change of Member Representative

Member representatives do not last forever, should you need or want to re-assign member representation to another team member we ask that your organisation notify us in writing, provide updated contact details of the new Member Representative so that we can update our systems and keep your organisation in the loop.

A list of current Member Representatives is available on our website under the Membership heading.

If you require any further information or clarification of the Member Representative role please direct your enquiries to [info@waterra.com.au](mailto:info@waterra.com.au) and one of our Team will be in contact.