



## Member Representation

*Membership is the lifeblood of WaterRA. Active engagement of our members with the company and each other is critical to WaterRA's success and ability to deliver its strategic vision for members and their customers.*

The core role of the Member Representative is to be the primary contact for their organisation. Ideally this will entail attending WaterRA Member meetings, promoting opportunities for their organisation through collaboration with other WaterRA Members and providing feedback to their organisation on activities, opportunities and benefits gained through membership.

We encourage member organisations to carefully choose who will represent them to ensure their expectations of membership are met.

The Member Representative will be invited to attend the General Meeting in February and the AGM held in October. These meetings are held at various venues in Australia. 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.

Various other types of WaterRA meetings scheduled throughout the year will be advertised via the WaterRA website and newsletters.

### **Recommended guidelines to assist a Member Representative fulfil their role:**

- 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 Member only information.
- 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 appropriate feedback (eg. through completing surveys) 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 available on the WaterRA website under 'Corporate Publications'.
  - *WaterRA Constitution*
  - *Members Agreement*
  - *WHS Corporate Policy*
  - *WHS Managing Contractors Guideline\**
  - *IP Policy*
  - *Inkind 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.



### **\*\*Special guidelines for Research Member Representatives on in-kind contribution:**

- Research Members are not charged a membership fee, however the Research Members Agreement stipulates an in-kind contribution of 0.5 FTE per annum.
- 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:**

A Member organisation must notify the Company Secretary of any change of Member Representative in writing and provide full contact details of the new Member Representative.

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

Any further information or clarification of the Member Representative role should be directed to the Company Secretary.