



SWAN Leadership Volunteer Guidelines: Roles & Responsibilities

Chair Roles and Responsibilities:

The SWAN Asia-Pacific Alliance Chair will serve a 3-year voluntary term and have the below responsibilities:

- To help co-develop and carry out the 3-year SWAN Regional Alliance Strategy
- To guide, manage, and lead the subgroup members as they collectively contribute to SWAN Regional Strategy, including promotion of regular subgroup call cadence and outputs
- To promote SWAN membership and attract new members, especially water utilities.
- To assist with SWAN Annual Conference outreach (e.g., actively promote the event across your network and recruit top-notch speakers, sponsors and attendees).
- To suggest and help form strategic industry partnerships.
- To review and support SWAN's regional and global programs and services.
- To advise SWAN Staff about future research directions and strategic planning.

Committee Appointments and Terms

- Volunteer role to be filled by an official SWAN Member based on a desire to support SWAN's growth; leaders will be provided with prominent visibility (e.g. SWAN website)
- The position is a 3-year volunteer term with the possibility to have a co-lead
- Appointed by SWAN management and approved by the current SWAN Alliance/Work Group chair
- There should be a minimum of two, non-vendor subgroup leaders (e.g. utility, researcher, academia, regulator) and reflect cross-sectoral diversity
- Prior to your term ending, you may nominate a replacement for consideration

General Group Expectations

- To carry out your Alliance/Work Group's overall strategy and join quarterly leadership calls
- To meet deadlines for deliverables (e.g. research report, newsletter, survey, webinar, partnership)
- To share smart water insights (e.g. common challenges, best practices, utility case studies)
- To promote collaborate with the other Alliance/Work Group subgroups
- To review and support, and guide SWAN management in regional/Work Group initiatives
- To promote SWAN membership amongst your peers and attract new utility and industry members to join the Alliances/Work Group
- To use such tools as Google Drive, Miro, Slack, and Zoom (training to be provided) for improved communication and knowledge-sharing

For any questions, please contact Iznul Muazim, SWAN APAC Project Manager,
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