

WEF Policy Terminology and Definitions *As of September 12, 2024*

Overview

The WEF Board of Trustees, as the governing body of WEF, holds legal authority and fiduciary responsibilities on behalf of WEF and its membership. The Board is responsible for the supervision, control, and direction of WEF under such rules as the Board may determine, subject to the specific conditions of the WEF Bylaws. In addition to governing documents such as Articles of Incorporation and Bylaws, the Board is responsible to provide for and implement WEF policies to: 1) Comply with State and Federal Regulations 2) Protect the organization and 3) Provide clarity on long term, on-going issues.

WEF Board policies are reviewed on a defined schedule; however, when organizational or business needs dictate, a policy may be reviewed off-schedule. WEF staff coordinate with the WEF President and/or appropriate Board Committees to initiate and complete policy reviews and maintain an ongoing schedule of reviews. Staff, Board Committees, and legal counsel, as appropriate, collaborate on policies to prepare and present recommendations to the Board.

Policy Terminology and Definitions

The following terminology and definitions in this handout were developed and are used to streamline WEF policy language. While the intent is to provide a common understanding across separate WEF policies, there may be some variations between language in this handout and policies needed to accommodate how the terminology is used in the policy. The terminology and the definitions contained in this handout are not, nor are they intended to be, an “all inclusive” list of WEF terminology used at WEF and are focused on terminology used within policies. You will note several labels that could apply to WEF Members as they become involved with the business of WEF at varying levels and which may be referred to in policies according to their level of contribution to the WEF business work/discussions at hand. Please note this is a living document and will be maintained by staff as needed.

BOT or Board: The Board of Trustees (BOT or Board) which is the governing body of WEF and holds legal authority and fiduciary responsibilities on behalf of WEF and its membership.

CLC: The Community Leadership Council (CLC) which consists of the Chairs and Vice-Chairs of WEF Communities and members of a formed CLC Steering Committee.

HOD: The House of Delegates (HOD) which is comprised of delegates representing the various Member Associations and Delegates-at-Large, which represent a self-identified, selected constituency.

Non-member Participant: Individual that is not a WEF Member but is participating in a WEF Function(s).

WEF: Water Environment Federation.

WEF Function(s): WEF-Sponsored Functions; Member Association Functions in which WEF members participate; WEF-Affiliated Functions; or volunteer representation of WEF at a non-WEF function or in WEF business. A description of the various terms in this “WEF Functions” terminology definition are as follows:

- **WEF Sponsored Function(s):** *WEF meetings, events and activities organized and hosted by WEF. Examples include, but are not limited to, Conferences, House of Delegate meetings/activities, Community Leadership Council meetings/activities, Community or Committee meetings/activities, Board or Board Committee meetings/activities, etc.*
- **WEF Member Association Function(s):** *Function(s) organized and/or hosted by a WEF Member Association(s).*
- **WEF-Affiliated Function(s):** *Events organized and hosted by another organization, that are: 1) held in conjunction with a WEF-Sponsored Function and/or 2) that are promoted by WEF, and/or 3) that are utilizing venue meeting space that is under WEF control.*

WEF Member: An individual or entity holding membership within WEF.

WEF Participant(s): WEF members, WEF staff, WEF contractors, or non-members participating in a WEF Function(s).

WEF Staff: WEF staff as a whole or as individual staff members regardless of position within WEF.

WEF Staff Leader(s): WEF’s Executive Director and those designated by the Executive Director as senior management or executive staff of WEF.

WEF Trustee(s): WEF members who serve as a Trustee on the WEF Board of Trustees.

WEF Volunteer(s): WEF members who are engaged in WEF business work/discussions in one or more of the following ways within WEF’s volunteer organizational structures or in collaborative efforts with Member Associations: 1) contributing to WEF products and services 2) involvement in producing and/or presenting recommendations for Trustees to consider 3) representing WEF externally as a Board appointed representative to an allied or partner organization, legislative body, etc.

WEF Volunteer Leader(s): WEF Volunteers who also lead group(s) of WEF Volunteers to meet WEF mission objectives/outcomes, etc. within WEF Communities, the CLC, HOD, or BOT.