

Chesapeake Bay Program's
Wastewater Treatment Workgroup (WWTWG)
Call for Nominations: Chair position description

Nomination/Selection Process: Nominations for the positions of **Chair** are invited for the Chesapeake Bay Program's Wastewater Treatment Workgroup (WWTWG). The Chair is not required to be a current signatory or at-large member of the WWTWG but can be nominated from across all participants of the workgroup and the broader Chesapeake Bay Program partnership. Please send your nominations to Jeremy Hanson, Water Quality Goal Implementation Team (WQGIT) Coordinator (hansonj@chesapeake.org) and Jackie Pickford, WQGIT/WWTWG Staffer (pickford.jacqueline@epa.gov) by **COB July 17, 2023**.

Nominees will be verified and invited to provide brief CVs or biographies to be reviewed by the WWTWG. At their next meeting, the WWTWG will be asked to elect a new Chair. The Chair would then begin a two-year term once confirmed by the WQGIT, according to CBP and WQGIT governance.

Based on response or interest in the position, the WWTWG and WQGIT may choose to elect and confirm **Co-Chairs** or a **Chair and Vice-Chair**, as appropriate. In the case of Co-Chairs, the individuals would share the primary responsibilities for the two-year term. In the case of a Vice-Chair, there would be an expectation that the Vice-Chair would rotate into the role of Chair after one or more terms of the newly chosen Chair.

About the WWTWG: The WWTWG is a sector specific, technical group that advises and reports to the Water Quality Goal Implementation Team (WQGIT) on all aspects of policies, programs, and research related to the reduction of pollutant loads delivered from wastewater treatment facilities within the Chesapeake Bay watershed. See [website](#) for full WWTWG scope and purpose, as well as the current membership list.

Due to the successes in the wastewater sector to reduce pollutant loads the workgroup has been relatively dormant since 2018. The partnership seeks to revive the group under the leadership of a new Chair, to continue the workgroup's vital role to advise the WQGIT and partnership on new and existing wastewater treatment issues. Emerging issues can be identified and pursued in coordination between WWTWG leadership and CBP staff.

Position Description:

- **Chair Responsibilities:** Two-year term. The Chair can be re-nominated and serve at their discretion. On average, the position is expected to require 3-5 hours per month, dependent on WWTWG activities at a given time, and meeting frequency.

Essential or standard duties:

- a) Facilitate and moderate meetings of the WWTWG, at a frequency deemed appropriate by the Chair with input from the workgroup members. Currently, the WWTWG has 2-hour virtual meetings on a quarterly basis.

- b) Conduct additional internal meetings in support of the WWTWG and in between regularly scheduled meetings as needed and to ensure progress on special or time-sensitive initiatives.
- c) Coordinate with WWTWG leadership team (staffer, coordinator) in the development of meeting agendas and workload priorities.
- d) Provide leadership in establishing and facilitating WWTWG meeting and work priorities.
- e) Facilitate consensus building within meetings and through active outreach to WWTWG participants between meetings, as needed.

Encouraged, optional activities:

- f) Serve as liaison to the WQGIT including participation on monthly, three-hour remote (web and phone) based conference calls and rare face-to-face meetings.
- g) Interact with other sector workgroups on issues of cross-sector relevance as well as the Modeling- and Watershed Technical workgroups.

As-needed, or upon-request, activities:

- h) Provide occasional presentations/reports on behalf of the WWTWG to other Chesapeake Bay Program entities including Advisory Committees, the WQGIT or Management Board.
- i) Support and foster expert panel development addressing BMP and other science-based evaluations.
- j) Serve on special initiatives of the WWTWG such as verification guidance development for the wastewater sector.