

## **Terms of Reference – Community Water Quality Panel Committee**

These Terms of Reference set out the purpose, structure, and responsibilities of regional Waterwatch UK Community Committees.

1. Purpose
  - Represent and amplify local community concerns about water quality
  - Plan and coordinate local Waterwatch panels, events and summits
  - Act as a liaison between the community and the Waterwatch UK CIO
  - Promote public engagement and environmental action within the region
2. Composition
  - 3 to 9 elected members per Committee
  - Roles include: Chair, Vice Chair, Secretary, and optional roles such as Outreach Lead
  - All Committee members must be registered Community Members
3. Elections and Terms
  - Committee members are elected by local Community Members
  - Elections held annually, using an open and transparent process
  - Members serve 1-year terms and may stand for re-election
4. Stakeholder Involvement
  - Local MPs, councillors, water companies, and institutional partners may attend meetings as Stakeholder Participants
  - Stakeholder Participants may offer updates, advice, or collaborate on projects
  - They do not have voting rights and may not stand for election
5. Meetings
  - Minimum of four meetings per year
  - Quorum is 50% of elected members
  - Meeting agendas circulated at least 5 days in advance
  - Minutes recorded and shared within 10 days
6. Decision-Making
  - Decisions made by majority vote of elected members present
  - Chair has a casting vote in case of a tie
7. Conduct and Integrity
  - All members and participants must abide by the Waterwatch UK Code of Conduct
  - Breaches of conduct may result in removal from the Committee or loss of participation rights
8. Reporting
  - Community Committees report to the CIO trustees at least once per year

- Summary of activities, issues raised, and outcomes must be submitted annually
9. Amendments
- These Terms of Reference may be amended by a majority vote of the CIO trustees
  - Proposed changes may be submitted by any Community Committee for consideration

