



ENVIRONMENTAL COMMITTEE CHARTER

2018 Draft under Review

Purpose: As a standing committee of the Green Valley Council,

- Stay abreast of and knowledgeable in environmental issues that affect and/or concern the community with specific reference to water, air, and energy matters.
- Serve as a community resource, researching or investigating environmental issues as needed or directed.
- Prepare informational materials and reports; including conducting public forums, with the objective of communicating with the Council as a whole, individual member HOA's, regulatory agencies, the community and community media, and other concerned organizations or entities.
- Initiate and sustain a pro-active out-reach effort with regional and state level organizations which have similar environmental concerns or objectives, both to be a part in the joint evaluation and decision making process and for these organizations to know who the Green Valley Council is and its desire for representation and participation.

Committee Responsibilities:

1. Establish goals and objectives consistent with the Council's annual goals, and track and report accomplishments.
2. Support the Council Vision and Mission Statements and uphold Council Values.

3. Provide written materials as required electronically to the Executive Committee Liaison for web page, email distribution, flyers, and other marketing materials using Council templates as guidance.
4. Act as ambassadors for the Council, educating committee members and the community on Council activities.
5. Proactively identify problems and seek solutions to issues affecting the Community. Submit recommendations requiring action and/or update reports to the Executive Committee.
6. Champion the GV Community Plan, documenting Committee activities that further Plan objectives.
7. Attend the monthly Board of Representatives meetings, being prepared to respond to questions or issues that might arise and/or present information as required or appropriate.
8. Develop and manage the Committee budget, and work with the Executive Committee to see if grants, local sponsors, or other sources of revenue are possible for specific projects.
9. In conjunction with local providers, regulatory agencies or coalitions, assess the present and future needs of the community and participate in developing appropriate plans and actions with specific reference to:
 - a. The quality and availability of the community's water supply, including addressing and participating in the solution to the community's long-term aquifer depletion situation and local contamination issues.
 - b. Air quality as to particulate matter (dust), airborne pathogens, excessive noise, emission of or exposure to harmful gases or chemicals, or other conditions detrimental to the over-all quality and wellbeing of the community
 - c. Energy related matters, such as solar, natural gas, and electricity, involving best conservation practices, on-going technology advances, and current patterns in local consumption and long-term supply sources.
 - d. Other community concerns specifically assigned to the Committee by the Board of Representatives, the Executive Committee, or the President.
10. Develop effective communications and an on-going interface with those governmental agencies, key local business entities, and local providers, which have jurisdiction or control over the factors associated with our environmental wellbeing and quality of life.

11. Where improvement or additional progress is appropriate or indicated, encourage the responsible individuals or organizations to provide the resources to accomplish such enhancements.
12. Exchange information and views with other Committees of the Council for mutual information and coordination of effort.

Reporting Requirements:

1. Submit recommendations for action as appropriate or required to the Executive Committee for approval.
2. Present Committee goals for the next calendar year and evaluation of the committee's performance in achieving the goals for current year at the February Executive Committee meeting for approval.
3. Submit Minutes and Agendas electronically to the Council's Administrative Secretary, normally one week or sooner prior to next scheduled meeting.
4. Budget submissions:
 - a. All annual calendar year budgets are to be submitted in time for the November Executive Committee meeting.
 - b. If any planned or unanticipated expenditure of an amount over 10% of the annual budget is projected, this is to be submitted to Executive Committee for approval prior to its occurrence or commitment.
5. Monthly summaries of volunteer hours expended to Council Administrative Secretary.

Committee Composition:

1. The Chair is responsible for selecting the committee members from those who wish to volunteer their time, and shall determine the number of members and community representation appropriate to operate effectively. Total membership normally shall be not less than five (5) or more than twelve (12) voting members.
2. Community businesses, governmental agencies, or similar local organizations are most welcome as formal standing members of the Committee and form a critical element in its success. However, such businesses or organizations that are outside the structure of the Board of Representatives will not have a voting status. The Committee Membership List or Roster shall indicate who are voting and non-voting

members. In addition to the Chair, the Roster should designate (1) a Vice Chair or a person who is willing to assume the duties of the Chair when he/she is not available, and (2) an Information Specialist who shall assist with the reporting and web maintenance activities of the Committee.

- 3. As a part of his/her duties, the Chair or the Information Specialist shall monitor the attendance and participation of Committee members. Should an individual or outside entity be unable to partake in at least 50% of the Committee’s sessions or events on a running basis, this matter needs to be addressed. For those individuals who would like to remain associated with the Committee and still contribute as best they can, but are unable to be involved to the degree expected, a Roster category of non-voting Standing Invitee shall be observed to cover these situations.

Unaddressed Aspects and Charter Changes:

- 1. Any operational or policy issues which might arise which are not addressed in this Charter shall be resolved by the Committee Chair developing a suggested course of action or resolution with Committee concurrence, and then submitting this recommendation to the Council President and/or the Executive Committee for approval.
- 2. Should the degree of change or clarification be significant enough, then a formal change to this charter shall be drafted and approved by the Executive Committee accordingly.

Approved By:

Chair, Environmental Committee

Date

Approved By:

President, Green Valley Council

Date