

Environmental Committee Terms of Reference

It is the role of this Environmental Committee to promote the development of an environmental ethic in ETFO staff of the Waterloo Region District School Board and in the students served by them. It is the intent of the committee to recognize and support environmentally sound activities in environmental education programs initiated by ETFO members. By doing this, the committee hopes to promote the knowledge, skills and values that encourage staff and students to live in harmony with the environment.

1. Name:

The name of this ETFO-WRTL committee shall be the Environmental Committee.

2. Composition:

- a) The Environmental Committee shall consist of a minimum of 4 people and a maximum of 15 .
- b) The chairperson shall be appointed by the committee.
- c) The ETFO-WRTL president or designate shall be an ex-officio member.

3. Function and Role:

- a) The Environmental Committee is responsible to and shall take direction from ETFO-WR.
- b) Prepare and present a proposed budget and program outline to be approved by Executive prior to program implementation
- c) It shall be the responsibility of the Environment Committee to:
 - i) Prepare and present a proposed budget and program outline to be approved by Executive prior to program implementation
 - ii) It is the intent of the committee to recognize and support environmentally sound activities in environmental education programs initiated by ETFO members.
 - iii) The committee hopes to promote the knowledge, skills and values that encourage staff and students to live in harmony with the environment.

4. Duties of the Members:

- a) The duties of the chairperson shall include:
 - i) calling and chairing meetings of the committee as needed
 - ii) reporting regularly, or as requested to Executive
 - iii) submitting a written report and proposals of expenditures to ETFO-WRTL
 - iv) keeping records of expenditures and maintaining the approved budget of the committee
 - v) submitting receipts for payment of expenses, to cover expenditures incurred during the current year, to the ETFO-WRTL treasurer by June 1st
 - vi) ensuring that the ETFO-WRTL committee member mileage or equivalent be submitted to be charged to the Travel Expense budget line
- b) The duties of committee members shall include:
 - i) attending scheduled meetings of the Environmental Committee
 - ii) notifying the chairperson of the Environmental Committee if unable to attend a meeting
 - iii) carrying out the functions as directed by the committee chairperson
 - iv) submitting mileage or equivalent by year-end

5. Meal Allocation:

- a) an allocation of up to \$15 per committee member is available to be put towards a committee year-end meeting that includes a meal. The committee may choose to pool the allocated amount at their discretion

5. Procedure for Resignation:

- a) All resignations shall be by letter to the chairperson of the Environmental Committee who in turn will forward the resignation to the ETFO-WRTL President.
- b) With the advice of the Environmental Chairperson, Representative Council upon recommendation of ETFO-WRTL executive, will decide on the advisability of appointing a new member to fill the vacancy and to complete the term of office of the resigning member.

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