

GREEN COMMITTEE TERMS OF REFERENCE

Source of Authority: Board of Directors



Direction from the Board will be communicated through the Committee Liaison Officer, but authority for providing direction will rest with the Board. Any recommendations concerning committee operations will be made through the Committee/Group Chair.

Composition: 7 members (additional for ad-hoc tasks or events)

Term of Office: 2 years, no maximum

Purpose:

To support environmental awareness and protection as a guiding principle and mandate of Co-op operations.

To support the ongoing implementation of the Hugh Garner Environmental Policy (approved by members in 2007), including updates to the Environmental Policy. The policy may be revised and renamed.

To support and advise the Board, staff, members and the larger Co-op community on sustainability issues including implementation strategies as they relate to the Co-op.

To liaise with all levels of governments, with the larger Co-op community and non-government organizations to fulfil our Environmental Policy Action Plans and sustainability projects.

Article I. Specific Duties and Responsibilities:

1. Carry out projects that fulfill our commitment to our Environmental Policy (2007) and ensure that all our initiatives to 'assume our social, ethical and educational responsibilities and actively promote the preservation and restoration of a sustainable environment' are actively pursued.
2. Update our Environmental Policy (2007) to bring it in line with goals already accomplished and list present day and future goals
3. Consult with the Board and staff to create an annual work plan with recommendations that will include but not be limited to core components of the Policy, i.e.:
 - a) Building energy efficiency
 - b) Resource consumption,

GREEN COMMITTEE TERMS OF REFERENCE

- c) Waste reduction and recycling,
- d) Purchasing materials,
- e) Member and staff awareness.



*The development of the work plan will be guided by certification standards referenced in the Policy.

Major Projects and Timeframes:

- a) Energy conservation programs –educate and update members of projects completed and in research, including projects for energy and cost savings. Continued consultation with the Board, members and staff on possible fundraising and act as a resource to the Board for existing and future retrofit projects. Timeframe: seasonal and ongoing
- b) Member Education and Engagement for Sustainability Awareness – workshops and projects (eg: FoodShare and food workshops, ToolShare, water and other resource use awareness, bike raffle, etc). Timeframe: seasonal and ongoing
- c) Recycling Education - liaising with City of Toronto departments for best recycling practices. Promoting recycling and sustainability education in the Co-op and to public through tours, and City programs. Timeframe: seasonal and ongoing
- d) Programs and Policies – consultation and implementation advice on Purchasing Policy Timeframe: seasonal and ongoing

Article II Meetings

- (a) Quorum shall be 50% plus 1 of the Committee/Working Group, including any vacant positions.
- (b) Meetings shall be held once per month or more often as required.
- (c) An agenda shall be prepared by the Chairperson in consultation with the staff representative prior to each meeting
- (d) Meetings shall be closed to non-committee members due to the confidential nature of the business. If members wish to attend a meeting to discuss a particular item of business , the item will be put on the agenda and they may attend that portion of the meeting. members.

Article III Minutes

- (a) Minutes are to be recorded at all Committee meetings, and distributed to Committee members, Committee Liaison Officer and to the Staff representative as soon as possible after the meeting. These minutes should be marked as “DRAFT”
- (b) Once the Committee has approved the minutes, they are to be distributed as follows: Committee, Office (Committee), and Committee Liaison.

GREEN COMMITTEE TERMS OF REFERENCE

- (c) All confidential matters considered by the Committee shall be recorded in a separate confidential section of the minutes.
- (d) The committee secretary shall be responsible for maintaining a master Binder of approved minutes. The Committee will store this binder in the office.



Article IV Committee Member Responsibilities

- (a) Attend all meetings of the Committee/Group unless prevented from doing so by ill health, or by work or family commitments. When a member is unable to attend a committee meeting, that member must inform the Chairperson or the Co-op office of that member's inability to attend as much in advance of the meeting as possible.
- (b) Sit on the Committee/Group for at least one year
- (c) Give at least two months' notice if planning to leave the Committee
- (d) Take an equal share of the Committee's/Group tasks, contribute constructively to decision making and carry out any specific duties assigned by the Committee/Group
- (e) Be familiar with by-laws and policies and procedures of the Co-op
- (f) Respect the confidentiality of matters considered by the Committee/Group, and matters to which the Committee has access
- (g) Elect a Chair and secretary annually from among its members (October/November meeting), or if the position falls vacant.

Article V Committee Assignments

SECTION 5.01 CHAIR:

The Chair's responsibilities are to:

- (i) Book meeting rooms, ensure that all committee/group members are notified of meeting dates and times are properly posted on co-op Calendar
- (ii) Prepare and distribute an agenda for each meeting (in consultation with other committee/group members)
- (iii) Chair meetings of the Committee/Group
- (iv) Ensure that clear decisions are made on each item of business and that committee/group members have an opportunity to speak.
- (v) Ensure that the committee/group develops a plan to recruit new members when vacancies occur
- (vi) Carry out annual review of its functioning, including its Terms of Reference and any by-laws, policies and procedures under which it operates in conjunction with the Committee Liaison Officer.
- (vii) Prepare Reports for the Board and an annual report for the Members in October
- (viii) Call for volunteers from the committee for the position of Secretary.

GREEN COMMITTEE TERMS OF REFERENCE



SECTION 5.02 SECRETARY:

- (a) The Committee/Group will elect a secretary annually, or more often, if the position falls vacant.
- (b) The Secretary must be a member of the Committee
- (c) The Secretary's responsibilities are to:
 - (i) *The Secretary will take minutes of each meeting.*
 - (ii) *The Secretary will ensure that a copy of the minutes is placed in the committee Master Binder and distributed as noted in Article III promptly and prior to the following meeting.*

SECTION 5.03 BOARD LIAISON OFFICER

- (a) Facilitate good communication between the Board and Committee.
- (b) Committee functioning to help ensure that the committee is fulfilling the responsibilities delegated to it
- (c) Help ensure that the Board takes responsibility for providing any support that the Committee may need to fulfil its responsibilities.
- (d) Advise the Board to provide support that the Committee needs to fulfil its responsibilities
 - a. Attend committee meetings as routinely as possible
 - b. Communicate with the Committee Chair to review Committee operations
 - c. Provide the Board with any information it may require to make decisions on Committee recommendations.

Article VI Removal of Committee Members

- (a) A Committee/Group member may be asked to clarify their position on the committee after missing three meetings without explanation.
- (b) The procedures prescribed in the Organizational By-Law will be followed for removing a committee member.

Article VII Filling Vacancies

- (a) When there is a vacant position on the Green Committee and the Green Committee maintains a quorum, the Committee may seek a volunteer from among the general membership to fill the vacancy. The Committee will recommend the replacement for appointment by the Board

GREEN COMMITTEE TERMS OF REFERENCE

When the Membership Committee does not have a quorum of members, the Board shall seek volunteers from the general membership to fill the vacancies. The Board may appoint as many members as required to fill any and all vacancies.



Article VIII Confidentiality

- (a) All members shall keep confidential all matters considered by the Green Committee of a confidential or private nature.
- (b) The minutes of the Green Committee meetings shall include details of all items of business discussed. However, details of confidential matters shall not be included in copies of the minutes circulated to members or posted in a public place.
- (c) All members of the committee will sign and comply with the Co-op's Conflict of Interest and Confidentiality Agreements forms.

Article IX Evaluation

Comparing performance indicators to goals (e.g., payback period on investment, volume of recycling and composting, savings in garbage pickup fees, saving in utility costs for Co-op and members)

- regular Committee discussion and notes in minutes about projects, plans, tasks involved as well as notes on the Committee and member volunteers responsible for plans and tasks.
- ensuring accountability to members for Committee's allotted budget:
- updates to members shared in Hugh 'n Cry Newsletter
- Quarterly reports to Board
- Annual reports and/or presentation to members (eg. At General Members meetings)

Article X Sustainability

The Chair of each committee is responsible for distributing copies of the Co-op's Environmental Policy to all committee members and reviewing the policy. The committee should think about how it plans to incorporate the principles of the sustainability policy into its activities.

GREEN COMMITTEE TERMS OF REFERENCE



Article XI Equity and Representation

Our goal as a co-op is to try to have the leadership of our co-op, including the Board of Directors and committees, representative of our multi-racial, multi-cultural, and multi-faith community. Committees are encouraged to think about how the projects we take on and events we organize reflect our shared values of building a participatory, multi-racial, 2SLGBTQIA positive and barrier free community.

Date Approved by the Board of Directors: Approved December 8th 2021