



Sustainability and Biosolids Committee Charter

1.0 Mission Statement

The Sustainability and Biosolids Committee (SBC) will support the social, environmental, and technical advancement of wastewater sustainability, including resource recovery and biosolids management. This committee will facilitate meeting the clean water needs of the present generation without compromising the clean water needs of future generations.

2.0 Goals and Objectives

2.1 Information Sharing

- 2.1.1 Provide a venue for information sharing on topics related to technology offerings, industry trends, and lessons learned.
- 2.1.2 Sharing project experience and associated information as it relates to the committee's goals.

2.2 Professional Development

- 2.2.1 Provide workshops, seminars, and other professional development opportunities to advance the knowledge of our committee members on sustainability, resource recovery, and biosolids management.
- 2.2.2 Offer Continuing Education Credits (CEUs) to committee members and others in the PNCWA community for attending the SBC workshops and seminars.
- 2.2.3 At least once every two years, organize or co-sponsor a specialty conference, seminar, workshop, or webinar to provide exposure to wastewater technologies, operational procedures, and regulations related to the committee's focus.
- 2.2.4 Facilitate nominations, submissions, selections, and PNCWA Digest content for the awards associated with the committee
- 2.2.5 Submit submissions, selections, and PNCWA Digest content for publication in the monthly PNCWA Digest at least four times per year.

2.3 PNCWA Committee Partnerships

- 2.3.1 Establishing and maintaining working relationships with other committees and organizations with similar goals.

3.0 SBC Organization and Duties

3.1 Membership

- 3.1.1 All committee members must be current members of PNCWA.
- 3.1.2 The committee will strive to maintain an active membership base equally representative of Idaho, Oregon, and Washington.
- 3.1.3 Members shall assist the Chair and Vice-Chairs in organizing committee publications, activities, and conferences.
- 3.1.4 Members shall attend a minimum 4 monthly meetings per year and discuss and vote on proposed committee activities and membership.

3.2 Chair

- 3.2.1 The Committee Chair will serve a two-year term beginning at the annual PNCWA conference. At the end of the Chairs' term, they must notify the membership their intent to rerun as Chair three monthly meetings prior to the annual PNCWA conference. There is no term limit.
- 3.2.2 Duties of the Chair
 - 3.2.2.1 In collaboration with the committee, develop annual committee goals and budget for approval by the PNCWA Board of Directors.
 - 3.2.2.2 Participate in Board of Directors meetings as requested by the Board.
 - 3.2.2.3 Provide written reports to the Board of Directors as requested.
 - 3.2.2.4 Convene subcommittees as needed.
 - 3.2.2.5 Keep committee records and provide them to the next chair including a committee decision log and committee attendance log.
 - 3.2.2.6 Organize, schedule, and lead committee meetings

3.3 Vice-Chair

- 3.3.1 Up to three Vice-Chairs will be nominated for election by the committee membership at the annual PNCWA conference. The Vice-Chairs will also serve a two-year term. At the end of the Vice-Chairs' term, they will all be eligible for the Chair position. At the annual PNCWA conference, each Vice-Chair must state if they want to serve as the Chair. If more than one Vice-Chair wishes to serve as Chair, a vote will be held at the committee meeting. If none of the Vice-Chairs are willing to serve as Chair, the position will be open to all committee members. There is no term limit.
- 3.3.2 Duties of the Vice Chairs
 - 3.3.2.1 Assist the Chair in performing the duties specified above.

- 3.3.2.2 Represent the Chair if they cannot attend a meeting.
- 3.3.2.3 Provide leadership on specific roles delegated by the Chair.
- 3.3.2.4 Each Vice-Chair will represent one of the three components of this committee: sustainably, biosolids, and resource recovery.

3.4 Board Liaison

- 3.4.1 This position is held by a PNCWA Board of Directors member, who may or may not be a committee member, and who is in regular and frequent contact (usually at least once per month) with the committee chair.
- 3.4.2 The Board Liaison communicates with the committee chair, reports the committee's activities to the board at monthly board meetings, and presents specific approval requests of the board on behalf of the committee should the committee chair not be able, or not be invited, to attend a board meeting as a guest.
- 3.4.3 The Board Liaison communicates PNCWA Board of Directors' activities that are relevant to the committee, and which are not ordinary PNCWA business.

4.0 SBC Meetings

- 4.1 SBC Will hold annually up to twelve regularly scheduled monthly virtual meeting to discuss committee activities, review schedule and action items.
- 4.2 SBC will hold the annual in-person meeting at the annual PNCWA conference.

5.0 Committee Decisions

- 5.1 The Committee Chair will develop the year's agenda and annual activities for the committee prior to submitting a budget request for PNCWA Board of Directors' approval.
- 5.2 Committee activities that are proposed by members shall be voted upon by the committee membership at in-person and/or virtual meetings. A majority of the committee members at the meeting must approve by vote all proposals and issues brought before the committee.
- 5.3 If there are fewer than 7 members present for a vote, the vote must be delayed to the following meeting.
- 5.4 Chair and Vice-Chair nominations and elections will be conducted at the annual in person meeting at the annual PNCWA conference.