



BVSD Sustainability Advisory Committee Charter

Approved by Committee May 3, 2022 (Updated September 2024)

Purpose Statement

As outlined in the greenBVSD Action Plan 2021-2026 (aka Sustainability Management System and "SMS"), the purpose of the *BVSD Sustainability Advisory Committee* is to oversee progress and continuous improvements related to the Action Plan while ensuring the consistent collection and external reporting of key sustainability data. The Group will make suggestions and give advice to the Board in order to assist it in the decision-making process. The final responsibility for all decisions, however, rests with the Board of Education alone (per BOE Policy BDF).

Structure:

The governance structure of the BVSD Sustainability Advisory Committee will include appointed members and elected officers. The committee's officers will consist of an elected Chairperson, Vice Chairperson, and Secretary who are to be elected and approved by the committee's members to serve a one-year (12 month) term. The members of the founding Committee will select a 1, 2 or 3 year term to allow for a more balanced rotation.

Chair (2 year commitment): Serving as the parliamentary head of the committee, the Chair is responsible for setting the quarterly agenda and organizing the committee to meet regularly to perform the overarching duties of the committee in partnership with BVSD staff leads. The Chair also commits to an additional year as "Past- Chair".

Vice Chair (1 year term): The elected committee Vice Chair is to assist the committee Chair in the coordination of the Committee's duties and to serve, when necessary, as an immediate subordinate in the case of the Chair's absence.

Secretary (1 year term): The elected Secretary is responsible for taking minutes at each committee convening, and to provide effective and efficient committee communication to its members as necessary. The Secretary is also tasked with establishing a public comment form or email, and reporting to the Committee public comments or questions.

Members (1-3 year terms): The members of the committee are responsible for attending regularly scheduled committee meetings while maintaining an active committee engagement to ensure the core objectives and duties of the committee are fully carried out.

Reporting:

The BVSD *Sustainability Advisory Committee* will report directly to the BVSD Board of Education. The committee will be responsible for providing the Board of Education with a report as needed, and minimally annually, or at the request of the Board of Education.

Procedures:

The Committee will use a light version of “Robert’s Rules of Order” for meeting agenda, and voting procedures. For voting purposes, a simple majority vote rules. Committee documents will be kept up to date in a shared google drive.

Committee Convenings:

The *BVSD Sustainability Advisory Committee* will meet virtually, hybrid or in person on a quarterly basis as set by the Committee Chair. Meeting minutes will be posted on the District’s website. The Committee Chair will work with staff to set the agenda.

Committee Convenings will follow a standard Agenda, for *example*:

1. Welcome and Introductions
2. Approval of Minutes
3. SMS Report and Discussion
 - a. Q1 (July -September): “Leadership” and “Facilities and Operations”
 - b. Q2 (October-December): “Curriculum and Instruction” and “Culture and Climate”
 - c. Q3 (Jan-March): Annual Review
 - d. Q4 (April-June): Committee Charter, Elections, Nominate New Members, and Process
4. Other
5. Future Agenda Setting
6. Adjourn

Meeting Schedule:

Meetings will be quarterly on the first Tuesday of October, December, March and May, unless otherwise changed by the Committee.

Additional events include committee social in early August and orientation for new members before the Q1 meeting.

Formation of Working Groups or AdHoc Committees

Working Groups and AdHoc Committees will be identified as needed.

E.g.Nominating Committee

For questions regarding the BVSD Sustainability Advisory Committee, please contact Ghita Carroll at ghita.carroll@bvsd.org.

Reminder that all email is public and permanent documentation.

Key Documents:

[BOE Policy ECF](#)

[BOE Policy BDF](#)

[greenBVSD Action Plan](#)