

**THE BEAVER ISLAND WASTE MANAGEMENT COMMITTEE
STRUCTURE, RESPONSIBILITY, AND AUTHORITY
FINAL DRAFT REVISION 10/15/2019**

I. STRUCTURE

1. COMMITTEE MEMBERS: Two (2) appointed from each township, three (3) Island at-large, for a total of seven (7) committee members and the Transfer Station Manager (non-voting). Appointments are approved by the Trustees of both Townships.

2. TERM OF OFFICE: Two (2) years renewable, maximum of six (6) consecutive years.

3. WMC OFFICERS: The officers of the Committee shall consist of a Chairperson and Recording Secretary who shall be members of the Committee and who shall be elected annually by a majority vote of the Committee. Election of officers may be held at a special committee meeting convened with proper notice.

- Chairperson must ensure that the Committee functions properly, that there is full participation during meetings, that all relevant matters are discussed and that effective decisions are made and carried out. Additionally ensures meetings are conducted in accordance with established parliamentary procedures and in compliance with open meeting and state ethic laws etc. Represents the Committee in the community and among stakeholders.
- The role of the Recording Secretary is to support the Chair in ensuring the smooth functioning of the Committee. The Recording Secretary is responsible for ensuring meetings are publicly announced, effectively organised & minuted, and that effective records are maintained in accordance with established policies and practices of the Township boards.
- Committee Members - discharge duties in good faith with care, diligently, and reasonably, in a manner that is in the best interest of the Transfer Station and all its stakeholders. This includes:
 - Attending regular meetings
 - Reviewing information and agendas and study them before meetings
 - Representing the Committee in the community and at appropriate events and activities.
 - Avoiding conflicts of interest which may exceed those restrictions placed by law

4. MEETINGS

- Time and location to be determined by the Committee
- Meetings shall be held not less than quarterly
- Public notice of all meetings are to be made by the Recording Secretary in accordance with established Township guidelines and practices.

II. **COMMITTEE** RESPONSIBILITIES:

1. Role

- Insure Island residents have waste management operations and services that are cost-effective, convenient, and that promote waste reduction and recycling.

2. Personnel

- Makes hiring recommendations to the Township Boards on Station Manager
- Conducts an annual (written) employee performance evaluation
- Recommends to Township Boards, when appropriate, other employment decisions relative to the Manager (including disciplining and firing)
- Makes compensation recommendations to Township Boards for all full and part-time employees
- Remediates grievances between Manager and Transfer Station personnel

3. Goals & Standards

- Sets goals for Transfer Station Manager and establish standards for Transfer Station operations and services

4. Policy

- Sets policy for the Transfer Station operations and services

5. Fiscal

- Establish the budget, subject to the approval of the Township Boards, and in consultation with the Manager.
- Determine line items, set policy issues that are linked to the budget, and modify line Items during the year.
- Authority to approve expenditures and purchases of less than \$5,000 (includes leases and contracts) and undertake emergency repairs of less than \$5,000.
- Make recommendations to Township Boards concerning expenditures exceeding \$5,000.
- Makes grant applications in consultation w/Townships.
- Oversee the financial reporting process. Oversight functions may include prevention, deterrence, investigation and detection of fraud, monitoring the financial reporting process, overseeing the audit function, overseeing the internal control system and reporting findings to Township Boards.
- Undertake regular budget reviews, which are based on information from the Peaine Township Clerk that provides information on the monthly status of outlays, receipts, and deficits or surpluses

6. Education

- Work with the Transfer Station Manager and staff to develop a public education and communication program to engage residents, businesses, civic groups, and township committees on all matters related to solid waste disposal and recycling, with an emphasis on encouraging and increasing recycling and reducing solid waste

7. Critical Incidents

- Conduct reviews of accidents and monitor facility safety measures and public complaints and concerns about operations and services

8. Planning (Strategic and Long & Short-term)

- Conduct strategic planning, such as examining short-term and long-term solid waste and recycling needs of the townships and facility space and equipment needs for maintaining efficient operations and services.
- Research new waste disposal technologies and new or changed governmental regulations, and make recommendations.
- Investigate changes in the local and worldwide demand for recycled materials and make recommendations for best practices and maximum revenue.
- Investigate ways to achieve reductions in amount of material brought to the transfer station as solid waste.
- Coordinate with the necessary committees and departments in the Townships.

III. AUTHORITY

1. Committee authority resides with its responsibilities.
2. Transfer Station Manager duties include:
 - Ability to purchase routine necessary supplies for Transfer Station operations and services in accordance with Peaine Township financial guidelines and policies.
 - Serves as Chair of an interview team tasked with selecting new hires(full and part time).
 - Responsible for training staff and preparing annual (written) performance evaluations.
 - Recommends to Waste Management Committee, when appropriate, other employment decisions relative to staff (including discipling and firing) and to correct deficiencies and implement and administer disciplinary and termination procedures.

ACCEPTED BY THE PEAINE TOWNSHIP BOARD _____
 DATE

SIGNED _____
 CLERK

ACCEPTED BY THE St. JAMES TOWNSHIP BOARD _____
 DATE

SIGNED _____
 CLERK

---End---