

CRRA Board Officer and Committee Descriptions 7/2018



VI OFFICERS

The officers of this corporation shall be a President, Vice-President, Secretary, Treasurer, and such other officers as the Board of Directors may appoint. One person, other than the President, may hold more than one of these offices. Officers must be chosen from the members of the Board of Directors. The offices of President, Vice-President, Secretary, and Treasurer may, in the discretion of the Board, rotate during the year between members of the Board of Directors. In addition, the Director who has most recently served as President, in the event that said Director's term has expired and the Director has declined to seek re-election, shall be eligible to serve a one-year term as the Immediate Past President. In the event that the office of Immediate Past President is filled, the person holding this office shall be eligible to vote on all matters which come before the Board.

PRESIDENT: Subject to the control of the Board of Directors, the President shall preside at all meetings of the members and Directors, and shall have such other powers and duties as may be prescribed from time to time by the Board of Directors.

VICE-PRESIDENT: Subject to the control of the Board of Directors, the Vice-President shall preside in the President's absence, and shall have such other powers and duties as may be prescribed from time to time by the Board of Directors.

SECRETARY: The Secretary shall oversee the 1) keeping of a full and complete record of the proceedings of the Board of Directors, 2) issuing such notices as may be necessary or proper, 3) keeping of the records of the Association, 4) conduct of all elections, and 5) discharge other duties of the office as prescribed by the Board of Directors.

TREASURER: The Treasurer shall oversee: 1) the receipt and safekeeping of all funds of the Association; 2) the designation of those individuals authorized by the Board to make payments on behalf of the Association; 3) the delivery of monthly and year-end financial statements to the Board. The Treasurer shall have other such powers and perform such other duties as may be prescribed from time to time by the Board of Directors.

IMMEDIATE PAST PRESIDENT: The Immediate Past President shall provide continuity to the affairs of the corporation, and shall assist the newly elected President in representing CRRA. The Immediate Past President shall have other such powers and perform such other duties as may be prescribed from time to time by the Board of Directors.

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EXECUTIVE COMMITTEE: The Executive Committee shall consist of the President, Vice-President, Secretary and Treasurer of the Board. The Board of Directors shall endeavor to select officers who will represent all three districts based upon individual qualifications. The Executive Committee shall meet as necessary and shall transact the business of the Corporation between meetings of the Board. The Executive Committee shall have, and may exercise the powers of the Board in the interim between Board meetings, except that the Executive Committee shall not have the power to adopt the budget or to take any action which is contrary to, or a substantial departure from, the direction established by the Board or which represents a major change in the affairs, business, or mission of the Corporation. The Executive Committee shall report on actions taken to the Board. The President shall be the Chairperson of the Executive Committee. **(Approved by member vote July 15, 2016)**

CRRA BOARD COMMITTEES

From the internal policy: The Board may, at its discretion, establish or abolish committees. The role of these committees is to advise and make recommendations to the Board specific to the mission assigned to the committee by the Board. Committees may not take any other action. Board committees include both standing committees and temporary or “ad-hoc” committees created for specific tasks as authorized by the Board. In the event that there are an adequate number of standing or ad hoc committees, each Board director shall serve on at least one standing committee and may also serve on more than one committee. No committee shall have a quorum of the Board. In addition, any member may also serve on a standing or ad hoc committee. Individuals serving on these committees shall be appointed by the Board at least annually. The Chairperson, who must be a Board director, shall be appointed by the Board. The list of committees, committee members and committee responsibilities shall be posted on the CRRA website.

B.9. BOARD LIAISON POSITIONS

The Board may, at its discretion, establish or abolish liaison positions to be filled by individual Board directors. The role of Board liaisons is to represent the Board with internal groups such as TC’s or with outside organizations when specifically requested by the Board to augment the external responsibilities of the Executive Director.

The following are the committee positions:

MEMBERSHIP DEVELOPMENT CHAIR: Lead the membership development committee to increase membership numbers and to provide implementation on concepts that add value and benefits to our members. This committee meets every month.

POLICY COMMITTEE CHAIR: Lead the policy committee to discuss legislation and other policy related issues, provide feedback to the board and members, and send position letters to CalRecycle, legislators, etc. This committee meets every month.

TECHNICAL COUNCIL LIAISON: Is the primary point of contact for the 9 technical council executive committee chairs to provide input and feedback regarding their annual work plan and budget, relay messages between the CRRA board and technical councils, and other assistance that may be necessary. This position schedules a quarterly meeting with the TC’s.

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AWARDS COMMITTEE CHAIR: Lead the awards committee to establish an awards program for the CRRA. Responsibilities include developing the categories including descriptions for each, manage the process alongside CRRA administrators in sending out the request for nominations, review the submittals, vote on and notify the recipients for the award, and any other duties required to complete a successful awards process. This committee meets as needed and generally in the Spring.

NATIONAL RECYCLING COALITION / STATE RECYCLING ASSOCIATION LIAISON: Is the primary point of contact between the NRC and other State recycling associations (ROC). Responsibilities include attending the monthly ROC meetings, the annual meeting at Resource Recycling, any other meetings that may be necessary, and relaying messages between the CRRA board and NRC/ROC.

CONFERENCE PROGRAM CHAIR: Lead of the conference program committee which is responsible for developing the list of potential topics for the conference program, facilitate the call for papers, review the submissions and decide upon those that should be accepted, and develop the program for the CRRA Conference. Meetings are held monthly.

CONFERENCE CO-CHAIR: Lead the conference planning efforts in close coordination with CRRA administration. Responsibilities include working with all of the conference sub-committees (tours, welcome reception, program, etc.) to make sure the conference planning is moving along smoothly. These positions are typically held by the two board members who reside in the district the conference is being held. Meetings are held monthly.