



THE SUMMIT OF
Sustainability
ALLIANCE

SUMMIT OF SUSTAINABILITY ALLIANCE (SoSA)

LEADERSHIP STRUCTURE

September 2021

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Document Purpose

The SoSA Leadership Structure document outlines the form and operation of SoSA. It shall be maintained by the Core Team so that members understand their responsibilities. SoSA Core Team is designed to support and foster the activities and engagement of the larger SoSA membership. Priorities and focus actions are to come from the broader membership, with the Core Team providing limited administrative support and coordination.

SoSA Membership – General Membership

SoSA Membership is open to the public. Interested entities and/or individual professionals must complete a participant application and agree to participate in good faith, constructively and collaboratively engage to further the mission and vision of SoSA. Members should participate on one or more subcommittee, and attend the other SoSA events as able.

Additional qualifications of SoSA members include:

1. Possess expertise or interest in gaining experience in sustainable practices in a professional setting
2. Engage and actively participate in implementing the strategies outlined in the SoSA Strategic Plan

Core Team – Membership

Membership in the Core Team is designed to represent the different segments of the business community – 1) education, 2) public, 3) private for profit and 4) not for profit. The Core Team is comprised of a maximum of 12 members, with the general distribution of 3 members each representing one of the four segments listed previously. An entity representing a segment may have more than one individual (i.e. an alternate), but no entity may have more than one vote.

Core Team member's expectations:

1. Shall submit an application for membership in the Core Team (either as proposed new member, or as an existing member with an expiring term) and agree to the Memorandum of Understanding (MOU).
2. Attend 75% of the SoSA meetings including the Core Team meetings, Spring Summit and Fall Workshop.
3. Provide sponsorship support to SoSA in-kind and/or monetarily.
4. Participate in one or more SoSA Teams (see below for details).
5. New SoSA Core Team members are elected by a majority vote of the existing Core Team members in good standing.
6. Have a staggered 2-year term (the exception will be founding members, whom shall be divided randomly as 1 and 2 year terms initially, with 2 year terms thereafter).
7. Act as a mentor and respond to queries from SoSA membership

Core Team - Responsibilities

1. Maintain a representative membership across the four sectors of public, private, educational and not for profit organizations.
2. Engage the business communities to ensure robust and balanced participation is fostered.
3. Provide administrative oversight of event management.
4. Provide oversight of funding and grant requests.

5. Ensure standard business practices for any funding received for SoSA activities, including reporting, etc.
6. Facilitate communications to internal membership, as well as publicity to promote membership and participants.
7. Coordinate events and programs, which support the mission of collaboration and innovation of sustainability in the greater Summit County area.
8. Maintain records (agenda, minutes, membership roster, etc.).
9. Review, revise and update the Strategic Plan, Leadership Structure and MOU as needed.

Core Team - New Membership

The Core Team is committed to maintaining a membership profile similar to that of SoSA's participating organizations. The following factors will be considered when proposing new members to the Core Team:

1. Area expertise in green business operations among current SoSA membership.
2. Representation of current SoSA membership from large, medium, and small institutions (size of institution will be based on the definition provided by SoSA).
3. Resource needs for implementing strategies in the strategic plan.
4. Ability to fulfill SoSA member obligations as noted in this document.
5. Signed MOU from employer.
6. Conflict of Interest statement.

Succession

Succession planning for outgoing members may bring stability to the SoSA and benefit consistency in completing initiatives noted in the strategic plan. Although it is not a requirement for current Core Team members to identify and recommend a replacement from their institution in the event that circumstances require them to step off the Core Team, this can be helpful to maintaining the group structure and consistency in representation.

Voting for new Core Team members will occur yearly. Applications are accepted throughout the year. A minimum of 51% votes from the Core Team in favor are required to become a SoSA Core Team member.

Core Team officers

1. Chair

The Chair will convene and facilitate the Core Team meetings. SoSA is to foster innovation and collaboration, driven by the broader membership. The Chair is the chief facilitator, and ensures the Core Team is active in carrying out its duties and achieving meaningful results per the Strategic Plan. The Chair ensures communications are carried out to and among SoSA membership on events and activities that the Spring Summit and Fall Workshop are effectively carried out, Strategic Plan is maintained and current, facilitates an agenda for upcoming meetings, and minutes captured/distributed from previous meetings.

2. Vice Chair

Fulfills the role of Chair when the Chair is not available

3. Secretary

Captures the minutes from the meeting and upon review by the Chair and Vice Chair, distributes them to the Core Team for final approval. Approved minutes are made available to the general SoSA Membership.

Advisors

The SoSA members may identify individuals to serve as advisors to the Core Team in a non-voting capacity. The advisors may be recruited from within SoSA or from organizations/groups outside the local community that provide a valuable resource supporting the SoSA's strategic goals. The Advisors may be selected for their:

1. Technical/subject matter expertise
2. Institutional knowledge
3. Time and interest in supporting a particular project
4. Advisors are appointed on an as-needed basis and serve the SoSA for a fixed or indeterminate period of time at the discretion of the Officers. There are no limits to the number of Advisors at-large or representing an institution.
5. Active participation in an appropriate working group

Core Team meetings

1. Occur quarterly, and are open to all SoSA members and the general public.
2. Identifying, approving and engaging appropriate organizations to serve as a legal representative or fiscal agent of SoSA for the purposes of receiving and expending grants, entering into legal contracts for approved SoSA projects, or other such agreements that require the participation of a legal entity.

3. Maintain records (agenda, minutes, membership roster, financial statements, etc.).
4. Review, revise and update the Strategic Plan, Leadership Structure and MOU as needed.
5. When meeting, SoSA Core Team shall:
 - Create a safe environment to have respectful and meaningful conversations
 - Value differences and seek to understand all viewpoints
 - Utilize available technology to facilitate communication and learning style
 - Ask clarifying questions
 - Celebrate successes
 - Come prepared, ready to contribute and make decisions
 - Respect and appreciate various expertise and skills
 - Allow people to disagree respectfully while reaching collaborative decisions

Meetings

The SoSA Core Team meetings are held quarterly. Attendance to an annual retreat is required by SoSA Core Team members or alternate, and an open invitation is extended to all SoSA members generally, with an expressed interest in participating in the development of the SoSA strategic plan.

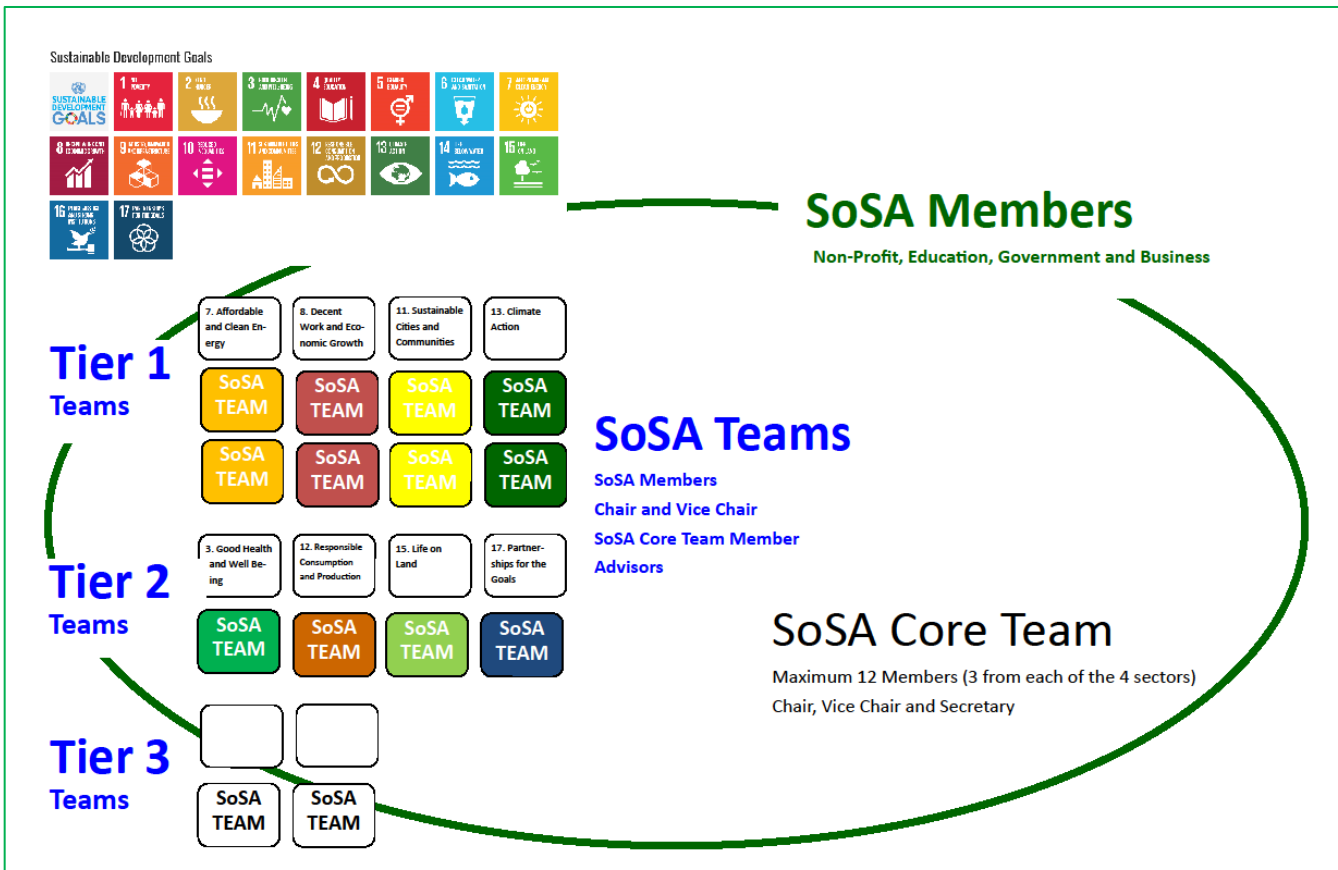
SoSA Teams

SoSA Teams (aka subcommittees) may be established by the Core Team at any time. Generally they will be a product of the Spring Summit and/or Fall Workshop. Each SoSA Team will have at least one member from the Core Team as a member and shall appoint a SoSA Team Chair and/or optional Vice Chair. Subcommittee Chair and/or Vice Chair do not have to be a member of the Core Team.

Records on goals, activities, meetings, membership, meeting attendance, and any SoSA Team activity shall be maintained and provided to the Core Team Secretary. A summary report of each Subcommittee status should be made at each Core Team meeting.

SoSA Teams shall work in support of a specific SDG with specific action items. Top priority SDGs and other notable priorities were developed during the 2019 workshop process and are identified in the SoSA Strategic Plan and are shown in the graphic of the SoSA structure as Tier One and Tier Two goals. The SDGs are shown below and a graphic of the SoSA structure follows.





Changes and Modifications

Changes, amendments, modifications to the SoSA Leadership Structure document shall be proposed to or by a Core Team member for review by the Core Team. Changes are approved by a simple majority of the Core Team.