

# Charter of the Facilities Sustainability Committee

Updated: July 14<sup>th</sup>, 2020

## 1. Purpose

Create and cultivate sustainable operations culture and performance across the Facilities, Sustainability, and Safety Department, setting an example to be shared across the Georgia Tech campus. Foster and promote within our operations those habits that inspire individual and organizational decisions that lead directly to reducing Tech's operational footprint on the environment.

## 2. General Responsibility

The Facilities Sustainability Committee will internally coordinate the department's progress towards sustainability goals in the built environment in the Strategic Plan or elsewhere, ensuring that responsible individuals have the support and access to resources needed to successfully advance sustainability efforts. This will be achieved through maintaining a dashboard tracking all relevant projects described above, as well as serving as an open platform for discussion of achievements and obstacles related to this work.

The Committee will also serve as the primary point of contact for those outside of the department looking to engage on sustainability, in academic classes, research, or cross-departmental coordination (Forum).

The Committee will serve as a clearinghouse for sustainability-related data collected from the department for third-party organizations (i.e. STARS). This will be achieved through tracking relevant data collection efforts and following up with the assigned stakeholders as necessary.

## 3. Member Responsibility

Members are expected to participate regularly in monthly meetings and serve as representatives of their teams in the committee. Members are encouraged to share their team's sustainability initiatives and projects with other members of the committee and communicate the initiatives undertaken by the committee back to their teams.

## 4. Committee Composition

The committee will be composed of a Committee Chair and Vice-Chair, that make up the executive committee, and a minimum of three regular committee members.

## 5. Executive Committee

### a. Roles

Committee Chair - develops agendas and manages meetings; reports to leadership on progress; onboards new members.

Committee Vice-Chair - takes and distributes meeting minutes and other communications; supports leadership presentations

## b. Selection Process

The executive committee will be elected by a majority and will serve a two-year term with the possibility of a second consecutive term. Any one individual may not serve in the same capacity for more than two consecutive terms.

## 6. Meetings

Meetings are held on a monthly basis, on the second Monday of each month, at 11 AM. Meeting are typically one hour long and allow time for general updates and discussion on current sustainability events and programs.