

VRA COMMITTEE DESCRIPTIONS

Committees of the VRA work on targeted issues or projects to advance recycling in the Commonwealth. VRA members are encouraged to participate in committee work. Email the committee chair to learn more about the work of a particular committee.

Current committees include:

1. MEMBERSHIP AND OUTREACH – Kristi Rines, Chair krines@vbgov.com

The membership committee will be focused on retaining and increasing membership in VRA. This will be accomplished by identifying and reaching out to prospective members, new and existing business sectors, and organizations with interests in recycling and materials management; identifying, developing (with the help of other committees), and advertising the tangible benefits provided to VRA members; creating membership outreach materials including display board materials, a VRA social media presence, updated website content, brochures and other outreach media.

Immediate goals of the committee are: to develop a database of prospective members with contact information by mid-September; increase VRA membership by 20 new members in the next 12 months; craft invitations to join VRA with specifics for various membership sectors to send to prospective members.

2. COMMUNICATIONS COMMITTEE – Monica Boehringer, Chair mboehringer@ci.manassas.va.us

The communications committee raises the profile of the VRA outside the organization through articles, press releases, and interviews that focus on relevant issues within recycling. The committee also communicates information and promotes discussion among VRA members through our website, LinkedIn and other social media platforms. Committee members gather information and draft material for dissemination and publication.

3. POLICY COMMITTEE – Scott MacDonald, Co-Chair SMacDonald@pwcgov.org

The policy committee will be primarily responsible for establishing policy positions on various recycling issues and responding as necessary to inquiries and legislation with input from the board. This committee is also responsible for VRA's internal policies and will periodically review bylaws and other internal policies and procedures and make recommendations to the full board and/or membership as necessary. The policy committee will also establish guidelines for the board and/or board president to follow when the VRA is asked to respond to a policy inquiry or take an official or unofficial position on a legislative, regulatory or local government matter. The policy committee will also establish broad policy positions that will be used to analyze requests, legislation, regulations or local government matters in order to respond in a timely manner.

4. TRAINING COMMITTEE – Teresa Sweeney, Chair teresa@mrswa.com

The mission of training and outreach committee will be to focus on providing training and education outreach as a resource for the VRA members and to facilitate activities that will encourage networking among the various businesses and organizations that it represents. Our goal will be to coordinate at

least three events over the course of the next 12 months and to provide a variety of educational topics during these events that will move us toward accomplishing our mission.

5. **FINANCE COMMITTEE – Joe Benedetto, Chair** joebenedetto@rds-virginia.com

Finance Committee Structure and Member Responsibilities:

Purpose: To facilitate and oversee effective financial planning, budgeting, and protocols to ensure a financially stable organization with sufficient controls, oversight and reporting, and stakeholder input on investment opportunities to provide long term savings and financial stability for the VRA.

Finance Committee Members: The committee members shall include the Treasurer, Executive Director, and up to 4 members at large with experience and interest in financial aspects of non-profit organization management.

Term of service on Committee: Committee serves at the pleasure of the President. Treasurer is to serve on the Finance Committee for duration of his/her term. Other committee members are encouraged to commit to a minimum of one year, but preferably for two-year terms to provide more stability to this important function.

Committee Organization: Committee shall have a chairperson. Chairperson shall be appointed by the President and approved by Treasurer. Chairperson may be either a non-executive board member with proper experience and desire or the Treasurer himself or herself. Term of Chairperson should be a minimum of two years. A Vice Chair position shall be appointed from one of the committee members or Treasurer and should also serve for a two-year term, renewable if deemed appropriate by the VRA Board of Directors (Board). Any VRA member in good standing may serve on the Finance Committee, but must have a signed duty of care and confidentiality statement on file before they can participate in Finance Committee meetings.

Annual Objectives of Committee:

1. Propose fiscal budget for approval by the Board. Budget shall be proposed in third quarter of current calendar year for the upcoming calendar year in accordance with the Budgeting Process requirements herein. Executive Director shall submit a draft budget for the Finance Committee to review by September 30 of each year. Finance Committee reviews, modifies (as needed) and recommends budget to Board for approval by Dec. 1 of each year. Board approves/disapproves by Dec. 31 of each year.
2. Review, amend, and enforce financial protocols and policies for the association.
3. The Treasurer shall provide monthly financial statements to the Finance Committee no later than the 15th of each month. Finance Committee will meet via conference call every month and as part of the call, review finances monthly.
4. Review of Reserve funds status of the VRA twice per year. Committee shall conduct an annual review of alternative investment mechanisms for Reserve Funds, or more frequently if unusual economic conditions warrant
5. The committee will solicit input from the board of additional initiative (i.e. Endowments, Scholarship Funds, etc.) desired and recommend appropriate investment mechanisms for integration into the budget
6. The Finance committee will participate in the decision making process for renewal of the Executive Director's Contract prior to submission to the board for approval.

Investment Policy

Purpose of the VRA Investment Policy:

The VRA Investment Policy is designed to provide guidance for the investment of VRA funds and to ensure appropriate VRA Board oversight and compliance. The goals of the VRA Investment Policy are to (1) provide liquidity, (2) preserve principal, and (3) maximize returns. Given that these funds are primarily of a fiduciary nature, conservative investment will be practiced at all times.

Reporting of Financial Statements

Every 3rd year a full audit shall be performed beginning in 2018. Interim years shall consist of an accounting review of compilation as deemed appropriate by the Finance Committee. The Finance Committee shall have the authority to select the firm that provides the annual audit, compilation, and/or review for VRA. All audits reports shall be forwarded to the Executive Director and Board for review.

6. CONFERENCE COMMITTEE –Craig Coker, craigcoker@comcast.net

Scope and Purpose

The purpose of the annual conference is to assemble the membership at a site designated by the VRA Board of Directors (Board) during which professional development opportunities with an emphasis on solid waste recycling, waste minimization, and sustainability issues are provided. The conference is alternated annually between the eastern, central, northern and western regions of Virginia.

The annual conference has been held each year since 1990 for a three-day period in mid- to late-May. The Conference Chair of the subsequent year's Conference Committee is appointed no later than the first meeting of the Board following the annual conference. The Conference Chair will work closely with the Executive Director to ensure a successful Conference each year.

The success of the annual conference is measured by the written evaluations by conference attendees and by the amount of net revenues generated by the conference to fund VRA operations. Historically, excess revenue from the conference has been used to support the training and operational goals of the Association.

The Conference Committee shall be made up of the Conference Chair, the Executive Director and up to four (4) other VRA members in good standing. The Conference Chair shall be Chairperson of the Conference Committee.

Responsibilities of the Conference Committee

Develop an agenda for the annual conference that is timely, promotes dialogue, and enhances the knowledge of the membership in relation to the mission of the VRA.

Inform the membership of the date, time, location, and expense of the annual conference and promote attendance through electronic media, pre-registration materials and individual mailings.

Secure presenters, moderators, facilities and equipment necessary to support general meetings and training sessions for the conference.

Develop a budget and conference fees, which must be approved by the Finance Committee and Board in order to secure sponsors for conference events, and to ensure that excess revenues from the conference will be available to help support the annual operating expenses of the Association.

Direct the activities of the conference.

7. BUSINESS AND INDUSTRY COMMITTEE – Stephanie Hicks, Chair shicks@trex.com

Goal: Bring new members to the table from the business and industry sector. Specifically business and industries needing recycling outlets to achieve goals such as LEED certification, “green goals” and zero waste matrix.

The committee will seek out collaborations with other associations such as the Association of Facilities Engineers, International Maintenance and Facilities Association, Virginia Hospital & Healthcare Association and others as determined by the committee. Further, the group will reach out to individual businesses and industries to VA to enhance and broaden the overall membership of the VRA.

8. AWARDS COMMITTEE – Erica Carter, Chair Erica.Carter@fairfaxcounty.gov

Committee members review annual award nominations to collaboratively select a winner in each of the designated award categories. Committee members also assist in planning the annual awards ceremony, typically held in conjunction with the membership meeting in the fall. The majority of the awards committee work takes place in late summer and early fall, leading up to the awards ceremony. Time commitment is approximately 8 hours.