


MEMORANDUM

TO: Rob Tyser, Convener
Joint Environmental Sustainability Committee

FROM: Joe Gow 
Chancellor

SUBJECT: Committee Charge for 2008-2009 Academic Year

DATE: September 11, 2008

Please convey my gratitude to the committee members for their willingness to serve on the Joint Environmental Sustainability Committee for the 2008-2009 academic year. As the convener of the Joint Environmental Sustainability Committee, please arrange, as soon as feasible, an organizational meeting. In addition to a chairperson, please also elect a secretary.

Primary responsibilities of the chairperson include:

- promptly informing the Chancellor's Office of the results of the election of officers and any changes in committee membership.
- organizing and conducting meetings.
- completing a year end report on the committee's activities to be submitted to the Chancellor's Office no later than April 30, 2009.

Primary responsibilities of the secretary include:

- recording minutes of each meeting.
- promptly sending meeting minutes to Charise Bock (bock.char@uwlax.edu) so that the minutes can be posted on the Joint Committees website.

In the event the committee chooses to rotate secretarial duties, please designate one person to be responsible for e-mailing the meeting minutes to Charise Bock.

After consultation with others, I ask the committee to report on the following special charges in addition to the committee's typical responsibilities:

1. Committee Bylaws: Please make recommendations for committee bylaws. Be sure to include a section on Duties and Responsibilities, as well as one on Committee Membership. You may find it helpful to review the bylaws (available at <http://www.uwlax.edu/hr/Joint%20Committees.PDF>) for the other joint committees. **Please complete this charge no later than December 1, 2008.**
2. Implementation of the Talloires Declaration: Please make recommendations about how to implement the Talloires Declaration. As the Declaration is quite comprehensive, I

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encourage you to consider identifying a few priorities for the near future, including methods for addressing those priorities, and means of assessing the impact.

As this is a Joint Committee, recommendations of the Joint Environmental Sustainability Committee should be forwarded directly to the Chancellor's Office. Throughout the process I expect individual committee members to consult with their respective governance groups for input on and agreement with issues. If we determine that a particular committee recommendation requires further deliberation and comment, we may elect to forward it to one or more of the three governance groups for further analysis and recommendation.

If you have any questions about the charges, please feel free to contact me.

Finally, if I or anyone on the leadership team can assist your committee in any way during the year, please do not hesitate to ask.

Best wishes on your committee's work over the course of the coming year!

JG/cb
Attachment

cc: Chancellor's Staff
Academic Deans
Joe Heim, Faculty Senate
Will Van Roosenbeek, Academic Staff Council
Derek Kockler, Student Association