

Committee & Technical Division Guide



Committee and Technical Division Guidance

SOLID WASTE ASSOCIATION OF NORTH AMERICA FLORIDA SUNSHINE CHAPTER

Congratulations on your appointment! As a committee member or technical division member, you have the opportunity to aid in the SWANA Florida Sunshine Chapter's success. As a Chapter leader, you play an important role in the mission of SWANA: Advancing from solid waste management to resource management through shared emphasis on education, advocacy and research..

This guide provides information on expectations and involvement to help you better understand your role and how you can support your committee or technical division. Committee and Technical Division purposes and duties are outlined in the SWANA Florida Sunshine Chapter Policy & Procedures Manual.

The Florida Sunshine Chapter welcomes your participation, values your experience, and appreciates your insight. Thank you!



SWANA Florida Sunshine Chapter

Conference Committee

Plan conferences, meetings, seminars, training sessions and other activities

Waste to Energy Technical Division

Membership Committee

Ongoing membership recruitment to maintain a strong Chapter

Landfill Gas & Biogas Technical Division

Awards Committee

Implement selection process and recommend recipients for Chapter awards

Bylaws Committee

Annually review Chapter bylaws and make recommendations for changes

Audit Committee

Annually audit Chapter financial affairs

Planning & Management Technical Division

Recycling & Special Waste Technical Division

Nominating Committee

Insure Chapter elections are conducted timely

Finance & Budget Committee

Support the Treasurer and safeguard the Chapter and its assets

Legislative Committee

Track proposed or enacted Federal and State legislation that may be of member interest

Communications Committee

Develop Chapter communication mediums and disseminate information

Landfill Management Technical Division

Training and Health & Safety Committee

Communicate safety, health and BMP's to membership

Collection & Transfer Technical Division

YOUR JOB

On a Committee or Technical Division

As a committee or technical division member, you help conduct the business and affairs of the SWANA Florida Sunshine Chapter and support us in providing professional education and networking opportunities to solid waste professionals at all levels.

RESPONSIBILITIES

Prepare the committee/technical division report and present it for all Board meetings

Contribute at least one newsletter article for each edition

Provide topics and speakers for conferences and training seminars

Provide moderators for conference sessions on your specialty

Solicit conference abstracts

Keep track of legislative issues affecting your specialty

Attend the SWANA FL conferences

Provide the Training Committee with topics of interest or need

Hold committee/ technical division meetings regularly either in person or via conference call

Set committee/ technical division goals that support the Chapter's goals and monitor progress toward them

Annually submit a budget request if funds are needed

Actively contribute to the Chapter website

Nurture and develop active committee/ technical division membership

SETTING GOALS

Each committee and technical division should set and achieve annual goals that support the Chapter's plan. Be sure that the annual goals reflect committee/division capabilities and Chapter interests. Goals should be shared, measurable, challenging, achievable, and time-specific. For example: Our committee/division will submit legislative updates for the website at least quarterly.

ACTION PLAN

Work with your committee/division to develop an action plan, or a series of smaller goals or steps needed to achieve each objective. For each step:

- Set a deadline
- Determine who's responsible for implementing it
- Decide how you'll measure progress and success
- Consider which resources you have and get the ones you need
- Regularly assess your progress and adjust your goals if necessary

CONFERENCES

Conferences are one of the main ways the Chapter supports its mission. They provide a place for solid waste professionals to come together, learn and have fun. Since a successful conference largely depends on quality content and engaging speakers, each technical division is relied upon to solicit conference abstracts, recommend topics, and provide speakers and moderators.



Chapter Board Meetings are conducted at the beginning of each conference. At least two weeks prior to the meeting, each committee and technical

division prepares their committee/technical division report and submits it to the Chapter Administrator. These reports are then presented at the Board meeting. Each report consists of the following:

- Committee Goals and Objectives
- Activities to Date
- Requests for Board to Consider
- Requests for Chapter Resources

COMMUNICATION

Providing pertinent information through the eNewsletter and website is one of the most valuable resources to the Chapter's membership. The Communications Committee is responsible to disseminate this information, but the technical divisions and committees must contribute news, articles, data and other items for the eNewsletter and website to be beneficial.

BUDGET

The Chapter's fiscal year runs October 1 to September 30. Before 1 August, determine what funds your committee/technical division will need for the upcoming year and submit a budget request to have these funds included in the Chapter's budget. Be sure to include any donations or planned fundraising activities as resources.

Chapter Timelines

January/February

- ▲ Prepare committee/technical division report for Board meeting
 - Board Meeting
 - Winter Conference

February

- ▲ 15th – Talking Trash eNewsletter Spring Issues article submission deadline

April/May

Road-E-O

June/July

- ▲ Prepare committee/technical division report for Board meeting
 - Board Meeting
 - Summer Conference

July

- ▲ 1st – Talking Trash eNewsletter Summer Issues article submission deadline

August

- ▲ Budget Requests Due

November

- ▲ 1st – Talking Trash eNewsletter Fall/Winter Issues article submission deadline

- ▲ Committee/Technical Division report due
- ▲ Talking Trash eNewsletter submission due
- ▲ Budget Requests due