

Park District of Oak Park

SUSTAINABILITY COMMITTEE CHARTER

I. PURPOSE

The Committee has been created by the Executive Director to advance the Park District's commitment to creating and promoting inclusion across all parks, facilities, programs and operations for staff and residents/patrons. Through engagement of staff, key stakeholders and community partners, the Committee will:

- 1. Be leaders in the Park District's Sustainability Value: We will thrive through renewal, maintenance, and stewardship in all aspects of operation and programming.**
- 2. Identify opportunities for improving sustainability initiatives through the three pillars of sustainability: economy, society, and environment**
- 3. Review the Park District's Sustainability Plan and provide supporting programs, procedures, policies, or initiatives.**
- 4. Be leaders in employee education, training/engagement as well as seek opportunity to external education in the community.**

The Committee functions as a broadly knowledgeable and objective group with the authority to undertake the specific duties and responsibilities listed below.

II. MEMBERSHIP

The Committee shall be comprised of approximately seven (7) Park District staff. The Executive Director and Senior Leadership will appoint a Chair and review applications for membership positions. Committee membership will be a length of two years. The main qualification for appointment to the Committee shall be the potential a staff member has based on experience, ability to serve as a role model for other Park District staff in regards to initiative, dedication, and willingness to contribute in advancing the Park District's equity and inclusion vision. However, to ensure as broad of a perspective as possible, the following guidelines have been put in place:

- a. Aim to have at least one member from each department, not to exceed four;
- b. At least half of members of the committee must be in non-managerial roles with no more than 2 members of the Committee in a senior leadership position (Department Head); and
- c. With approval from the Leadership Team Liaison, the Chair may invite additional members to join the Committee. This additional member could be a part-time employee, volunteer, consultant, or other interested person who the Leadership Team Liaison and Chair both agree would add value to the Committee and would have the ability to fulfill the responsibilities and duties as a member of the Committee for a minimum of one year.

III. MEETINGS

The Committee shall meet once a month and with such frequency as the Committee determines appropriate. The Committee may ask other Park District staff or related persons to attend meetings (or meet with a member of the Committee) to provide pertinent information as necessary.

IV. DUTIES AND RESPONSIBILITIES

The Committee shall:

- Provide leadership for creating a sustainable culture across all departments
- Assess the needs of the organization as a whole as it relates sustainability and opportunities to evaluate, improve upon, and build on the three pillars of sustainability, economy, society, and environmental.
- Lead staff training on sustainability initiatives
- Keep sustainability at the center of the Park Districts values
- Review, evaluate, and report on the Committee's performance annually;
- Review the Committee Charter annually for adequacy and recommend any changes to the Executive Director and Senior Leadership Team;
- Perform any other activities consistent with this Charter or as the Committee, Executive Director or Senior Leadership Team Liaison may deem necessary or appropriate.
- Become an advocate for the Sustainability Plan and work towards accomplishing the goals in all areas.

Committee Members shall:

- Research and analyze organization challenges, engaging key stakeholders;
- Monitor, collect, and bring to the Committee information regarding existing and future industry developments;
- Identify and participate in (when practical) professional development opportunities and trainings related to sustainability
- Serve as a role model for other Park District staff in regards to initiative, dedication, and willingness to contribute in advancing the Park District's sustainability value
- Communicate and market Committee activities and initiatives to Park District staff; and
- Assist each other to keep meetings on time, on track and on target.

Committee Chair shall:

- Set the agenda for Committee meetings;
- Track attendance and document action/next steps; and
- Report significant items covered at Committee meetings and progress of Committee initiatives at Managers meetings and at the All Staff Meeting.

Leadership Team Liaison shall:

Report significant items covered at Committee meetings and progress of Committee initiatives to the Executive Director;
Support and assist the Sustainability Committee in creating the climate for doing this work; and
Encourage courageous conversations amongst Park District staff.

Executive Director and Senior Leadership shall:

Participate in the Sustainability Committee or designate another decision maker in their place;
Identify a process for getting members on the Sustainability Committee;
Assist the Sustainability Committee in creating the climate for doing this work;
Participate in culturally relevant professional development with Park District staff;
Support the Sustainability Committee's work. This can include, finding ways for the Board to hear about the work, allowing time during staff meetings for Sustainability Committee members to provide updates, allow for a budget to purchase learning materials and for members to attend conferences;
Encourage courageous conversations amongst Park District staff;
Model equitable and inclusive competency in their leadership;
Communicate to staff why the Park District is focusing on this work and why it is important;
Make time during staff meetings for Sustainability Committee to update staff on progress of their work;
Identify times throughout the year for culturally relevant professional development and a budget to support it; and
Hold staff accountable for attending culturally relevant professional development. In the event that a staff member is unable to attend a culturally relevant professional development provided by the Park District, have him/her participate in other trainings offered through conferences and workshops.