



President's Advisory Council on Sustainability September 2019 Charter

Mission: To provide guidance to the President to advance Fielding's commitment to sustainability as stated in the university strategic plan.

Council's Charge

This group will oversee and advocate for the sustainability-related initiatives put forth in the university's strategic plan. More specifically, the group is charged with the following:

- To organize public events at national and regional sessions, to periodic virtual webinars, etc.;
- To advise and make recommendations to the president on sustainability initiatives to be embedded in Fielding's next strategic plan, 2020-2023;
- To advise and make recommendations to the president on activities to improve sustainability in the operations and the conduct of in-person Fielding events;
- To communicate Fielding's commitment to sustainability and social justice to outside communities;
- To help communicate and gather support for the goals and outcomes of sustainability initiatives to Fielding's constituencies; and
- To provide an annual briefing to the President at one Council meeting of each year.

Membership

- The group shall be an institutional-wide body, with the exact number of members to be determined after the initial call for nominations. At least, there shall be two members from each of these constituencies: students, faculty, staff, and alumni. The Vice President for Facilities or designee and the Director of Conference and Events is an *ex officio* permanent member.
- Members of the group will be appointed for two-year terms by the president. Renewed appointments are possible.

- In the first year, the President shall make appointments with the advice of Fielding's extant Sustainability Working Group no later than November 22nd. There will be a call for expressions of interest in September and October. In subsequent years, the continuing Council members submit the list of all candidates and the Council's recommendations to fill anticipated openings each year by October 15th to the president, who then makes final decisions.

Frequency and Shape of Meetings

The Advisory Council will meet once a term for two hours in the months of October, March, and June. This meeting will be led by the President or *designee*. The first hour of the meeting will be a meeting of the Council members related to current work and priorities; the second hour will be open to the Fielding community where the Council will host a speaker or dialogue around a particular sustainability theme.

Roles and Responsibilities of Council Members

Council members are expected to:

- Attend 3 virtual council meetings a year (once per term) scheduled well in advance;
- Be prepared to participate in discussions related to sustainability initiatives;
- Identify guest speakers/panelists for the public meeting portion of the advisory council;
- Organize in person events and virtual meetings as decided by the group;
- Work as a team to prepare occasional reports as needed for Fielding's inclusion in PRME and other entities that may require reporting, both internal and external; and
- Provide an annual briefing to the President at their June meeting about work accomplished and anticipated goals for the next year.

Administrative Support

The President's Office shall provide administrative support by way of scheduling meetings and taking notes of all official meetings.

The President approves all charters for Fielding.