

# SUSTAINABILITY EDUCATION ALLIANCE OF NEW BRUNSWICK

## TERMS OF REFERENCE

(Version approved by Steering Committee January 8, 2013)

### Participant Organizations

All agencies and organizations in New Brunswick who are interested in sustainability education are eligible to be participants of SEA-NB.

### **Responsibilities of Participant Organizations**

- o Participant organizations will work collaboratively and in a spirit of mutual cooperation by contributing resources, knowledge, and/or experience to advance SEA-NB's action plan and achieve its vision.
- o Participant organizations will name a representative or representatives to participate in SEA-NB on their behalf.
- o Representatives will bring forward and explain the interests, needs, and concerns of their participant organization to enable the inclusion of those needs in joint problem solving.
- o Representatives will maintain a strong connection with their participant organization and ensure a timely exchange of information and opinions with their organization, such that their organization is well informed of the activities and considerations of SEA-NB and vice versa.

### Steering Committee

The membership of the steering committee will consist of up to eight representatives of participant organizations, including

- At least three (3) representatives from non-governmental organizations and
- At least three (3) representatives from government, including two (2) from formal education (formal education may include government departments and school districts, and takes into consideration the distinction between the Anglophone and Francophone sectors in K-12 education).

New Steering Committee members are appointed by the existing Steering Committee. In keeping with the bilingual nature of SEA-NB, the Steering Committee will strive to fill positions with Francophone and Anglophone representatives. Steering Committee members serve two-year terms, to a maximum of two terms. In addition, special resource people will be invited to sit on the Steering Committee for fixed terms as needed. The Steering Committee makes decisions through consensus. The secretariat serves as an ex officio member of the Steering Committee.

### **Responsibilities of Steering Committee Members**

- Maintaining the vision and strategic direction of SEA-NB.
- Guiding the implementation of SEA-NB's action plan.
- Ensuring that teams are effective in their work.
- Ensuring adhesion to SEA-NB's terms of reference.
- Providing guidance to the secretariat in the organization of SEA-NB's conferences.
- Succession of Steering Committee members.
- Providing guidance and advice to the secretariat regarding SEA-NB's financial situation and fundraising.
- Communicating information about SEA-NB and its initiatives through their networks.
- Engaging participant organizations in building the on-going capacity of SEA-NB.

### **Steering Committee Chair**

The steering committee will elect one of its members as Chair of the Steering Committee. The Chair is responsible for chairing Steering Committee meetings, ensuring Steering Committee business moves ahead, and liaising with the secretariat regarding Steering Committee business. The Chair will serve a two-year term.

### **Teams**

Teams are established whenever two or more participant organizations are interested in working together on one of the goals or objectives of the action strategy. Teams will be chaired by representatives of SEA-NB participant organizations. Responsibilities of Teams include:

- Advancing goals and objectives as outlined in the action plan.
- Through the Team Chair, participating in annual meeting with Steering Committee.
- At SEA-NB conferences, informing participant organizations of their progress.

### **Secretariat**

To provide for ongoing support of SEA-NB, the New Brunswick Environmental Network serves as secretariat to SEA-NB, provided sufficient resources are available. Responsibilities of the secretariat include:

- Liaising with Steering Committee Chair and Team Chairs.
- Organizing meetings, distributing meeting materials, and producing meeting records for the Steering Committee and Teams.
- With the guidance of the Steering Committee, seeking and obtaining funding for SEA-NB.
- With the guidance of the Steering Committee, organizing SEA-NB conferences and producing conference reports.
- Maintaining an Internet presence and listserv for SEA-NB.

### **Internal Communication**

At least one conference will be held each year to maintain the links among participant organizations, Teams, and the Steering Committee. In addition, Team Chairs will meet with the Steering Committee at least once per year to share information and address challenges and opportunities.

### **Language**

SEA-NB will operate bilingually, in both English and French. Any documents intended for all SEA-NB participant organizations will be made available in both languages; all SEA-NB conferences shall have simultaneous translation when requested by participants. All Steering Committee meeting documents shall be available to Steering Committee members in both English and French. Teams may choose to operate in either or both languages.

### **Working Definition of Sustainability**

Sustainability meets the needs of the present without compromising the ability of future generations to meet their own needs, taking into account the environment, the economy, and society and social justice. Sustainability involves the evolution of communities, in which healthy exchanges with the social, cultural, and economic environment and natural resources are promoted. In a sustainable world, all citizens are responsible for furthering sustainability and efforts are made to restore ecosystems to a healthy state, resulting in a viable world for all species.