

## **Terms of Reference Marine Institute Sustainability Committee (Ridge Road)**

**Purpose:** The Marine Institute (MI) staff and students recognize that sustainability and environmental stewardship are important issues. In the past, these issues have been addressed in an ad-hoc manner, through a variety of successful initiatives. MI established the Marine Institute Sustainability Committee (MISC) in 2009 to co-ordinate these initiatives, as well as any related activities in the future.

The MISC works to ensure that MI campuses demonstrate continual improvement of all of their activities that affect the environment. The Committee identifies opportunities for improved environmental performance by gathering suggestions from all sectors of the Marine Institute. The MISC also makes recommendations to senior management and help to implement and monitor the success of the approved initiatives.

### **Membership:**

The MISC membership will represent a broad cross section of MI and will comprise of:

- Three permanent members:
  - Manager, Facilities and Technical Services
  - Manager, Catering and Conference Services/Bookstore
  - Manager, Information and Communications Technologies
  
- On a voluntary basis:
  - Up to fifteen faculty and staff representatives from around the Marine Institute.
  - Two student representatives
  
- Ex-officio members:     Director of Corporate and External Affairs  
                                    Memorial University Sustainability Coordinator  
                                    Transportation and Works Building Manager
  
- Total Membership: Minimum of 15 and a maximum of 23.

### **Committee Chair, Vice-Chair and Secretary:**

Permanent and ex-officio members are not eligible for the chair and vice-chair positions. The chair, vice-chair and secretary's terms are three years and can be renewed once. The positions will be voted on by the committee when the terms expire and approved by the Marine Institute's Executive Committee.

### **Membership Term and Conditions:**

Term: The initial committee members served a term of either two years or three years (renewable once) based on a random draw. All subsequent members will serve a term of three years, and these terms are renewable.

Conditions: Members who have missed four consecutive meetings will have their status reviewed by the committee.

**Responsibilities:**

- Develop strategic sustainability initiatives at the Marine Institute
- Assist the implementation of sustainability initiatives on campus, where appropriate
- Liaise with other related groups, including Memorial's Advisory Committee on Sustainability and Grenfell's Sustainability Committee.
- Oversee the extension of the sustainability committee to other MI campuses (Southside, OSSC, SERTC, Holyrood)