

BOARD MEMBER ROLES AND RESPONSIBILITIES **(Revised and BOD Approved August 2022)**

Primary Function of NCCC

The North Carolina Composting Council, Inc. (NCCC) is a certified chapter organization of the US Composting Council (USCC) as approved by the USCC in April 2007. As an affiliate chapter of the USCC, the NCCC promotes programs and activities to advance composting and promote compost use in order to enhance soils, which will provide environmental and economic benefits to our members and society.

The NCCC is an active, volunteer-run organization dedicated to the development, expansion, and promotion of the composting industry based on sound science principles of sustainability, and economic viability. It will achieve its mission by

- *Engaging in advocacy*
- *Encouraging & guiding research*
- *Promoting best composting practices*
- *Educating professionals & the public*
- *Enhancing product quality and markets*

This work is done largely by the following committees within the NCCC:

- **Executive Committee (ExComm)** Composed of the President of the Board of Directors, the Secretary, and Treasurer, this committee has special responsibilities and authority above all committees. Its main purpose is to facilitate decision making between board meetings or in urgent and crisis circumstances, and to supervise staff and interns.
- **Education & Outreach Committee (EOC)** The EOC seeks to promote composting in all forms by organizing and participating at events, workshops, seminars, or conferences where feasible. The EOC also creates and/or promotes education courses of the NCCC.
- **Access & Advisory Committee (AAC)** The AAC monitors legislative and policy matters where the compost industry can have an impact such as organic waste diversion, soil health, climate change, agriculture, and urban infrastructure. The AAC can educate and assist decision-makers from the national to the local level. The AAC partners with NGO's and other stakeholders to form coalitions, and participates in the USCC LEAC.
- **Communications & Marketing Committee (CMC)** The CMC creates and manages content related to what is happening within the council and the NC composting industry on the NCCC's website, Facebook, and other social media channels.
- **The Compost Operations Training Course (COTC) Committee** plans, organizes, and facilitates the annual NCCC COTC training.

Overall Roles and Responsibilities of the NCCC Board of Directors

The Board of Directors (BOD) provides leadership through decision-making and action for the continuing success of the NCCC through mission fulfillment and meeting the needs of its membership. Responsibilities include:

- 1) Carrying Out NCCC's Mission
The role of the BOD is to set the fundamental direction of the organization. This is not "once and done," but is an ongoing process as the organization reacts to changes in its constituency, the needs of society, science, and the environment.
- 2) Provide Proper Financial Oversight
It is the responsibility of the BOD to ensure revenue is used responsibly to further NCCC's mission. Treasurer prepares a financial report shared with the BOD at the monthly meeting.

The BOD develops, reviews, and approves an annual budget at the Strategic Meeting typically held in January.

3) Enhance Membership and Participation

Increase membership by encouraging individuals, companies and other organizations to join and support NCCC's committees and events through participation and sponsorship. All individuals on the BOD will maintain ongoing membership with the USCC. All individuals on the BOD will participate in at least one NCCC committee.

4) Ensure Legal and Ethical Integrity

The Board assures that clear policies are adopted that define legal and ethical behavior by Board members and staff. All new board members must read and adhere to the Conflict of Interest Policy. The Board also ensures that the organization acts consistently within its bylaws and articles of incorporation.

5) Ensure Effective Organizational Planning and Monitoring Performance

The Board assures that a planning and monitoring process is in place by setting priorities that guide the organization and maintain accountability in achieving its mission and purpose. It does this by means of an annual Strategy Meeting in January, annual Members Meeting in June, and monthly BOD meetings in which committee Chairs present the goals and accomplishments of their group.

6) Recruit and Orient New Board Members

The BOD is self-sustaining in that members recruit to fill vacancies, including BOD members recruiting their own replacement before the end of their term(s), in order to perpetuate the governance of the organization. BOD members should actively seek to bring greater cultural, ethnic, and gender diversity to both NCCC membership and the BOD in order to better reflect and have represented the community of Composting in North Carolina. The Board defines criteria required for BOD membership, and assesses the need for specific skills and talents within the Board.

7) Advocate for Organization's Mission

The BOD serves as a link to local, State and Federal government, other organizations, and the general public, and should communicate the organization's mission to its various constituencies.

8) Attend Meetings

Board meetings are held once per month, currently the 1st Tuesday of each month 10:00 a.m. and last approximately two hours. The Board has two mandatory annual meetings, which include the annual Strategic Planning Meeting typically in January, and the Annual Members Meeting held typically in June. Board members are required to attend all BOD meetings and meetings of their selected committee(s) on which they serve. Circumstances may arise that prevent a member from participating in a meeting in which case email notification to the BOD president prior to the meeting would be requested. Meetings are held online, in general, unless otherwise scheduled.

9) Terms and Elections

A single term is 2 years. Board members can be reelected for a maximum of three (3) consecutive terms. Elections are to be held as needed. The BOD shall be in charge of electing new Board members. If an Executive Committee member reaches the end of their term(s), and there is no adequate replacement, that person can continue to hold the position until their replacement is found. Former BOD members can re-apply to be on the BOD after a two-year hiatus.

Essential Duties for Each of the Board of Directors

- 1) Board members should expect to make a time commitment based on BOD meetings and communications, the needs of their committee, events and other duties.

- 2) NCCC related communications should be responded to in a timely manner; preferably within 2 business days.
- 3) BOD members are responsible for being fully informed on issues requiring BOD decisions.
- 4) BOD members should bring ideas, suggestions, and questions from individual members and partner organizations as a means to guide BOD actions.
- 5) Must attend and participate in the Annual Strategic Meeting (usually held in January) and the Annual Members and Friends Meeting (usually held in June) in order to direct the future of the NCCC and represent the interests of the Council's membership.
- 6) Participate in at least 3 programs or events annually representing the NCCC through facilitation, leading and/or attending.
- 7) Actively participates in and/or chairs at least one committee.
- 8) Take responsibility for leadership development by identifying individuals who have potential to be committee members, Board Members and officers.
- 9) Provide a communication link that shares the activities of the BOD to individuals, members, and other organizations in order to solicit participation, receive feedback, increase membership, and improve understanding of member benefits and services.

NCCC Member Code of Ethics

- 1) To regard composting as a critical element for achieving waste reduction goals, reducing greenhouse gas emissions, and creating healthy soils.
- 2) To regard organics as a resource that when transformed into compost can be used to benefit our environment, economy, and society.
- 3) To regard the production and use of compost as a worthy and honorable pursuit; therefore, to voluntarily and continuously increase personal education as an associate of the industry.
- 4) To be fair and honest in all dealings with NCCC's associates; to adhere to all agreements, policies, and business practices that promote goodwill and mutual benefit, and thus earn the respect of our associates.
- 5) To offer current and accurate information and resources to NCCC's members, associates and the general public.
- 6) To be willing to serve the NCCC for the betterment of the composting industry, recognizing that the creation and use of compost is an investment in our future.