



**Association Chair Guidance  
September 2019**

## ASTSWMO CHAIR GUIDANCE

The purpose of this guidance is to provide a convenient reference to relevant policies and resources needed by the Chairs and Vice-Chairs of the Association's Focus Groups and Task Forces (FG/TF).

### INTRODUCTION

ASTSWMO's mission is to enhance and promote effective State and Territorial programs and to affect relevant national policies for waste and materials management, environmentally sustainable practices, and environmental restoration. ASTSWMO is governed by a 14-member Board of Directors (Board). This handbook has been developed to provide guidance to the FG/TF Chairs to ensure the organization is staying true to its mission. We believe that having the right Chair can make the difference between a good group and a great one.



### CORE BELIEFS

- ASTSWMO believes that each FG/TF needs to create a climate of trust and candor. It is important to share information with the members in time for them to read and digest it.
- We believe it is important to rotate the members as this allows an opportunity to work with other Board and Subcommittee members and ASTSWMO staff to learn more about the organization.
- We believe working together helps to eliminate polarizing factions.

- We believe that we need to foster a culture of open dissent. Dissent is not the same thing as disloyalty. Use your own resistance as an opportunity to learn.
- We believe it is important to probe silent members for their opinions and ask them to elaborate on their positions. In this way we can learn more from each other.
- We believe it is important to ensure individual accountability. Giving members tasks that require them to inform the rest of the group and their region's members about strategic and operational issues will help ensure that the FG/TF and the organization is knowledgeable and relevant.

## **PERFORMANCE**

ASTSWMO believes it is important to routinely evaluate the performance of the nineteen FG/TFs. This evaluation should include examining the quality of the discussions at the meetings and conference calls, the credibility of reports, the use of constructive professional conflict, the level of interpersonal cohesion, and the degree of knowledge. In evaluating individuals, we believe you need to go beyond reputations, résumés, and skills to look at initiative, roles and participation in discussions, dissemination of information to Regional members and energy levels.

## **LEADERSHIP**

In coordination with the Subcommittee Chair (SC) and Association Staff, the Chairs are responsible for the management of the numerous projects undertaken by the Focus Groups/Task Forces each year.

The partnership between the Chair, Vice-Chair and ASTSWMO Staff is critically important to the success of the association.

The Chairs encourage continuous improvement through ongoing assessment and review of the work conducted by the FG/TF. Chairs play a major role in recruiting and retaining engaged members from the ASTSWMO membership. It is the Chairs' responsibility to ensure that each new member is made to feel welcome and has what he or she needs to get off to a good start on the FG/TF.

Effective leaders build successful teams by:

- Listening and communicating the importance of ASTSWMO's mission and goals.
- Helping to implement succession planning.
- Mentoring new members and other leaders.
- Managing and producing results.

The information below references policies, tasks and issues that are important to the management and success of all the ASTSWMO FG/TF.

## **MEMBERS IN ACTION**

**Members in Action** as it pertains to the FG/TFs:

- Membership Terms
  - Chair and Member, Pages 9-10
  - Performance Standards, Page 14
- Selection of Vice-Chair: In coordination with the Subcommittee Chair, PSC Co-Chairs, and ASTSWMO Staff.
- Chair Duties (e.g., Preparing/Reviewing Board Tabs, Assistance with Work Product Description for Cooperative Agreement (CA), leading conference calls, attendance at Subcommittee meetings and participation in conference calls, assisting Subcommittee Chair on Annual and Mid-Year Sessions, etc.)

## **FUNDING**

CA – Funding Cycle for Subcommittees: Vary for each Subcommittee. This work is conducted by the ASTSWMO Staff.

- Focus Group Work Product Expectations per CA

## **BOARD**

Role of ASTSWMO Board Liaisons: Board Liaisons provide a link between Subcommittees and the Board of Directors on an ongoing basis, by bringing a Board of Directors member's perspective to the work of the Subcommittee and its FG/TFs in-between quarterly Board meetings.

- Board Liaisons are encouraged to participate on SC/FG/TF calls.

## **Code of Conduct**

The [ASTSWMO Member Code of Conduct](#) describes the expectations and obligations associated with membership in ASTSWMO. The purpose is to ensure that ASTSWMO Members, Staff and guests experience safe and comfortable environment when representing the association as well as participating in ASTSWMO activities or events.

## **PARTNERSHIPS**

ASTSWMO Protocol for Interactions with EPA Liaison: Chairs and Staff are encouraged to conduct the necessary coordination (calls and meetings).

## WORK PRODUCTS

ASTSWMO Strategic Plan: Outlines the goals for the Association.

ASTSWMO Position Papers: Very important for the work of the Association and supports the goals of the Strategic Plan.

Each of the FG/TF develop products each year that focus on providing tools for the membership to utilize.

- Surveys
- Fact Sheets
- Issue Papers
- Webinars
- Workshops/Conferences/Symposia

A knowledgeable and engaged membership is crucial to ASTSWMO's success! Thank you for your commitment and for your leadership.

