

## **RCBC Working Group Policy**

As part of the process to develop policy positions on waste issues RCBC may at times form or reactivate working groups to provide information to the Policy Committee.

In turn, the policy committee will use this information as part of its process of making recommendations on policy positions to the RCBC Board.

The decision to form a working group can be made by the Policy Committee upon the request of a policy position recommendation from the Board.

The Policy Committee will provide a clear focus and mandate to each working group and may set timelines for delivery of reports.

Each Working Group will be made up of volunteers from the RCBC membership and shall have a volunteer Chairperson who will coordinate group meetings/activities with the RCBC policy and research coordinator who will act as a liaison to the Policy Committee and provide it with verbal updates and, if requested, written reports.

The RCBC policy and research coordinator should attend working group meetings whenever possible. Whenever possible, meetings should convene at the RCBC offices to facilitate the participation and input via conference calls from those unable to physically attend.

Chairs of the working groups will have access to Policy Committee and Board minutes and will receive direct feedback on the status of the working group's recommendations that have been discussed by the Board through the Policy and Research Coordinator.

Working Group members are required to participate in a manner that is meaningful and accountable and which advances RCBC's goals, objectives and priorities. At no time shall any member of a Working Group represent RCBC without express permission from the Board or Executive Director. The Policy and Research Coordinator will coordinate with outside agencies in order to maintain continuity of communications.

Should a working group have completed its mandate to the satisfaction of the Board, the Policy committee may deactivate the working group.