

**Environmental Division
Operating Guidelines
Updated: September 2020**

Duties and Responsibilities of Officers and Committee Chairs

The Division Officers should be rotated to represent the diversity of the Division Membership to the extent possible.

Section 1. Chair. The Chair shall preside at all meetings of the Business and Executive Committee Meetings as outlined in Article IV. The Chair shall also preside at Division social functions, call additional meetings as required to transact business, and keep the SME advised of Division activities. The Chair shall serve as a member of the Executive and Nominating and Planning Committees, and Chair of the Distinguished Service Award Committee. The Chair is expected to progress to the position of Immediate Past Chair upon completion of their term.

Section 2. Vice Chair. The Vice Chair shall support the Chair as directed and act in their stead should the Chair be unable to function or attend a scheduled meeting. The Vice Chair shall also liaise with the Program Planning Chair to align future programs with the purpose of the Division and update the Division Handbook with support from the SME liaison. The Vice Chair shall serve as a member of the Executive and Nominating and Planning Committees, and Chair of the SME/AIME Environmental Conservation Distinguished Service Award Committee. The Vice Chair is expected to progress to the position of Chair upon completion of their term.

Section 3. Secretary/Publications. The Secretary shall record minutes of the Business and Executive Committee Meetings and coordinate the Division news page in *Mining Engineering*. The Secretary shall also identify papers and technical reviewers for publication in the *Mining, Metallurgy & Exploration (MME) Journal*. The Secretary shall serve as a member of the Executive and Nominating and Planning Committees. The Secretary is expected to progress to the position of Vice Chair upon completion of their term.

Section 4. Program Chair. The Program Chair shall coordinate and align program activities (e.g. technical sessions, luncheons, dinners, workshops, field trips, short courses) with the purpose of the Division. The Program Chair shall liaise with the Chair to ensure the SME Annual Conference & Expo program is effective and meets the needs and expectations of the Division members. The Program Chair shall serve as a member of the Executive and Nominating and Planning Committees, Chair of the Program Committee, and member of the SME Program Committee. The Program Chair is expected to progress to the position of Secretary/Publications upon completion of their term.

Section 5. Program Planning Chair. The Program Planning Chair shall coordinate program activities and liaise with the Vice Chair to align future programs with the purpose of the Division. The Program Planning Chair shall serve as a member of the Executive and Nominating and Planning Committees, Chair of the Program Planning Committee, and member of the SME Program Coordination Committee. The Program Planning Chair is expected to progress to the

position of Program Chair upon completion of their term.

Section 6. Immediate Past Chair. The Immediate Past Chair shall serve as a member of the Executive Committee and Chair of the Nominating and Planning Committee. The Immediate Past Chair shall review the Division bylaws, in cooperation with the Chair and SME liaison, and propose revisions, if needed, to the Executive Committee for review and approval. A recent Past Chair may serve in the role of Immediate Past Chair as a substitute.

Section 7. Committee Chairs. The Committee Chairs shall organize and serve as the point of contact for their respective committees. Committee Chairs, in agreement with committee members, may appoint as many members of their Committee as necessary and shall, with the consent of the committee members, appoint a Vice Chair of the committee.

Standing Committees

Section 1. Nominating and Planning Committee. The Nominating and Planning Committee is responsible for nominating and electing all Officers and members of each Standing Committee, and shall consist of eight (8) members, including the immediate Past Chair, Chair, Vice Chair, Secretary/Publications, Program Chair, Program Planning Chair, and two (2) additional Division members appointed by the Executive Committee who shall serve two-year staggered terms. The immediate Past Chair shall serve as Chair of the Nominating and Planning Committee. The Nominating and Planning Committee may create or dissolve additional committees as required by the Division

Section 2. Membership Committee. The membership committee is responsible for building Division membership and shall consist of a minimum two (2) members, including the Chair and a minimum one (1) additional Division member. The Chair shall also serve as the Division Representative to the SME Membership Committee. All members shall serve a one-year term.

Section 3. Scholarship Committee. The scholarship committee is responsible for soliciting contributions and awarding scholarships, and shall consist of six (6) members, including the Chair and five (5) additional Division members. All members shall serve a two-year term.

Section 4. Program Committee. The Program Committee is responsible for the upcoming SME Annual Conference & Expo Division program (e.g. 2020 committee is responsible for the 2021 program), and shall consist of the Program Chair, Chairs from each Committee defined in Article VII, and Chairs from each Technical Session of the upcoming program. The Program Chair shall serve as Chair of the Program Committee. All members shall serve a one-year term.

Section 5. Program Planning Committee. The Program Planning Committee is responsible for the SME Annual Conference & Expo Division program two years out (e.g. 2020 committee is responsible for the 2022 program), and shall consist of the Program Planning Committee Chair, and the Chairs from each Committee defined in Article VII. Members of the Program Planning Committee generally move on to the Program Committee the following year and serve as Technical Session Chairs for the Division program they were responsible for developing. All members shall serve a one-year term.

Other Committees

Section 1. Acid Drainage Technology Initiative – Metal Mining Sector Joint Committee (ADTI-MMS). The ADTI-MMS Joint Committee is responsible for disseminating information related to acid drainage technology and the management of mine waste and shall consist of a minimum two (2) Division members. All members shall serve a two-year term.

Section 2. Environmental Division Distinguished Service and Benefactor Awards Committee. This Awards Committee is responsible for identifying and nominating a Division member to the Executive Committee for consideration as an award recipient and shall consist of a minimum two (2) members, including the Chair and a minimum one (1) additional Division member. The Chair shall also serve as Chair of the Environmental Division Distinguished Service Award Committee. All members shall serve a one-year term.

Section 3. SME/AIME Environmental Conservation Distinguished Service Award Committee. This Award Committee is responsible for identifying and nominating a Division member to the SME for consideration as an award recipient and shall consist of a minimum two (2) members, including the Vice Chair and a minimum (1) additional Division member. The Vice Chair shall also serve as Chair of the SME Environmental Conservation Distinguished Service Award Committee. All members shall serve a one-year term.

Section 4. Student Poster Session Committee. The Student Poster Session Committee is responsible for planning, organizing, hosting, and judging the Student Poster Session held prior to the Environmental Division Luncheon during the SME Annual Conference & Expo, and shall consist of a minimum two (2) members including the Program Committee Chair and a minimum (1) additional Division member. The Program Committee Chair shall also serve as Chair of the Student Poster Session Committee. All members shall serve a one-year term.

Representatives to SME Standing Committees

Section 1. Finance. The Division shall provide one (1) member to serve on this Committee. All members shall serve a one-year term.

Section 2. Nominating. The Division shall provide one (1) member to serve on this Committee. All members shall serve a one-year term.

Section 3. Structure & Governance. The Division shall provide one (1) member to serve on this Committee. All members shall serve a one-year term.

Representatives to SME Strategic Committees

Section 1. Innovation. The Division shall provide one (1) member to serve on this Committee. All members shall serve a one-year term.

Section 2. Workforce. The Division shall provide one (1) member to serve on this Committee. All members shall serve a one-year term.

Section 3. Responsible Mining. The Division shall provide one (1) member to serve on this Committee. All members shall serve a one-year term.

Section 4. Association Growth. The Division shall provide one (1) member to serve on this Committee. All members shall serve a one-year term.

Representatives to Other SME Committees

Section 1. Council of Education and Accreditation and Rahn Award Committee. The Division shall provide three (3) members to serve on this Committee. All members shall serve a one-year term.

Section 2. Research Committee. The Division shall provide three (3) members to serve on this Committee. All members shall serve a one-year term.

Section 3. Student Member Affairs Committee. The Division shall provide three (3) members to serve on this Committee. All members shall serve a one-year term.

Section 4. Young Leaders Committee. The Division shall provide one (1) member to serve as a representative to this Committee. All members shall serve a one-year term.

Section 5. Government and Public Affairs Committee. The Division shall provide one (1) member to serve on this Committee. All members shall serve a one-year term.

Section 6. Information Publishing Committee. The Division shall provide three (3) members to serve on this Committee. All members shall serve a one-year term.

Section 7. International Committee. The Division shall provide one (1) member to serve on this Committee. All members shall serve a one-year term.

Section 8. Membership Committee. The Division shall provide one (1) member to serve on this Committee. All members shall serve a one-year term.

Section 9. *Mining, Metallurgy & Exploration (MME) Journal Committee.* The Division shall provide two (2) members to serve on this Committee. All members shall serve a one-year term.

Section 10. *Mining Engineering Committee.* The Division shall provide one (1) member to serve on this Committee. All members shall serve a one-year term.

Section 11. Professional Engineers Exam Committee. The Division shall provide three (3) members to serve on this Committee. All members shall serve a one-year term.

Section 12. Program Committee. The Division shall provide one (1) member, the Program Chair, to serve on this Committee. All members shall serve a one-year term.

Section 13. Program Coordination Committee. The Division shall provide one (1) member, the Program Planning Chair, to serve on this Committee. All members shall serve a one-year term.

Section 14. Sustainable Development Committee. The Division shall provide two (2) members to serve on this Committee. All members shall serve a one-year term.

Section 15. Ad hoc Committees. The Division Chair shall provide members to serve on this Committee as requested by SME.