

Qualities of Co-Chairs

Co-Chairs should possess at least the required qualities listed below.

Required

- Sufficient time and willingness to do the work and tasks outlined above*
- Skilled at working collaboratively with sister citizens, local, state, and federal agencies, consulting firms, businesses and responsible parties, even when one may disagree with them
- Experience and skilled at the details and nuances of processes – agenda setting, collaboration, sequencing of issues
- Experience with Superfund
- Member of the Newtown Creek CAG

Preferred

- Skilled at enlisting new people to join and engage with the CAG
- Experience with working with elected and appointed officials to brief them, inform them, and work with them to achieve common objectives
- Experience as a Newtown Creek CAG Steering Committee member

**Estimated time is 4 to 10 hours per month depending on need, activities, and the like*

Selection of Co-Chairs

- Co-Chairs will serve two-year terms and may be renewed by concurrence of the CAG.
- Co-Chairs terms will be staggered so that one Co-Chair has at least one year of experience as another Co-chair comes on board.
- In June of each year (Steering Committee members are affirmed and new ones brought on board in January), the CAG will seek for the Co-Chair seat up for review that year either: 1) nominations for the co-chair IF the seat is not filled; or 2) if the seat IS filled, concurrence from the Co-chair that they want to continue for 2 more years and the Steering Committee supports that continuance.
- In the case of filling a vacated Co-chair seat, nominations should be sent to the facilitator via email and a rationale for why that person would make a good co-chair and how they possess the qualities note above. Any CAG member may nominate any other CAG member or themselves. The facilitator will confer with nominees off-line if they want to accept the nomination for consideration by the full CAG.
- In July, the slate of nominees for that Co-Chair will be brought before the full CAG membership in a CAG meeting. The facilitator will note the rationale for each as

presented in the nomination and how they comport to the qualities noted above. The CAG members may ask the nominees any questions they have for them regarding their ability and desire to take the position.

- The CAG membership will rank the nominees in an anonymous manner on-line using a polling tool (like Mentimeter). That polling tool will be open for one week after to ensure missing members can poll. The facilitators will ensure the poll has integrity (only to CAG members; people cannot vote twice; and so forth).
- The selected co-chair (those receiving the highest collective ranking) will be announced and take up the role in preparation for the September CAG meeting.