

EXECUTIVE COMMITTEE

COMMITTEE CHARTER

PURPOSE

The duties of the Executive Committee shall be to coordinate activities of the Standing and ad hoc committees.

SPONSOR & REPORTING

The Executive Committee is an amalgam of the Chairperson, Vice-Chairperson, Secretary, Treasurer, Chairperson Emeritus, and the Chairpersons of the five Standing Committees (as well as any ad hoc committees that the Chairperson wishes to include). The Information Coordinator shall serve as a non-voting member of this committee. The Committee will report on its progress via e-mail, phone, and/or the Executive Committee and general membership meetings.

CHARTER/SCOPE OF WORK

Scope of committee will include, but may not be limited to:

Primary

- (1) Developing long-term goals for the LEPC (for the communities of La Porte, Morgan's Point and Shoreacres).
- (2) Management of the LEPC budget.
- (3) Examining sources of and recommending uses of LEPC funds.
- (4) Attending to LEPC member needs.

Secondary

- (5) Coordinating with other LEPC's and the SERC.
- (6) Development of LEPC timetables for standing and ad hoc subcommittees
- (7) Being familiar with local, state, and federal laws which impact the hazardous materials planning process.
- (8) Reviewing terms of current LEPC members and soliciting volunteers to fill vacancies
- (9) Establishment of trade secret protection procedures.

Committee Considerations for both Primary & Secondary Scope

The committee, during its meetings, should consider the value of the following items:

- Meetings or communications shall be held as deemed necessary to accomplish the mission and goals of the LEPC.
- Interfacing with the various committees as deemed necessary in order to effectively implement the charter/scope of work of this committee: Standing Committees - Emergency Response & Resources Committee; Hazardous Materials Facilities Liaison Committee; Planning Committee; and Public Education and Information Committee; ad hoc committees - Bylaws Review; Safety Fair; others as created.
- The Executive Committee may need to designate one or more Standing Committees as deemed necessary (as per the provisions of the bylaws). The duties of these standing committees shall be prescribed by the Executive Committee upon their designation.