



Information  
Packet For  
Prospective Board Members

July 2022

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## AOR Vision, Mission & History

### AOR Vision

The Association of Oregon Recyclers is committed to achieving a system of sustainable materials management by supporting high-quality recycling and composting, thoughtful consumption, and producer responsibility.

### AOR Mission

AOR provides value to its members by hosting educational events, delivering publications to enhance our understanding and connections to diverse perspectives, and lobbying for legislation that supports sustainable materials management.

### About AOR

The Association of Oregon Recyclers (AOR) was formed in 1977 to support the fledgling recycling industry and promote recycling in the state of Oregon. AOR provides a forum for discussing recycling issues at a level that reflects the deep pool of membership expertise. Our nonprofit 501(c)6 allows us to influence government policy. We encourage education and growth through newsletters, forums, tours, annual conferences and award presentations. AOR members encompass a diverse group of city, county and state government staff; non-profit organizations; representatives from recycling and solid waste companies; compost processors; reuse organizations; colleges and universities; and private citizens. With over 500 members, AOR continues to set the industry standard for encouraging sustainable legislative initiatives and awareness.

AOR welcomes all Oregonians regardless of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. We are committed to providing an inclusive and welcoming environment for all members of our staff, committee members, event participants, volunteers, contractors, exhibitors and all Oregonians. AOR values the well-being of all Oregonians and supports the conditions upon where we work and live that result in health and happiness.

## Organizational Structure

AOR is a 501c6 corporation and operated per adopted bylaws. Membership is open to any individual, business, or government entity participating in the development or implementation of solid waste, recycling, and/or related programs, or committed to furthering sustainable materials management in Oregon. An annual membership meeting and board elections are held each year during the annual conference.

### Board of Directors

An 11-member Board of Directors, elected by membership for two-year terms, governs the association. Board meetings are generally held via Zoom on the fourth Monday of the month (when not a holiday) from 2:00 - 4:00 pm. A planning retreat is held each year after annual elections. Board members are actively engaged in the work of the Association and are expected to actively participate in all aspects of the organization.

### Staff

AOR contracts with an independent consultant to assist the board and facilitate committee activities. The consultant is responsible for AOR's day to day operations and specialized work such as events, communications, membership and financial management. This role is currently filled by Amy Roth of Avencore Group. AOR also contracts with a lobbyist, Chris Parta, to support legislative activities. All staff work in their respective home offices.

### Committees

AOR has several committees to assist the Board and Staff with various AOR events and activities. These volunteers are members of the Association and are organized into multiple working committees. Committees are led by a chair or co-chairs and supported by staff. Committees meet quarterly, monthly, or bi-monthly depending upon need. AOR strongly desires and encourages member participation on committees.

The Conference and Legislative Committees are led by Board-appointed committee chairs, and these committees are formalized in our bylaws.

#### *Conference Committee*

The Conference Committee develops a variety of aspects of the annual conference including sessions, tours and activities, as well as the silent auction. The group starts meeting in the fall and continues meeting until spring, and committee members spend a few hours in between each meeting working on their tasks.

#### *Legislative Committee*

AOR's legislative committee provides a forum for members to discuss materials management-related legislation and provide feedback and make recommendations to the AOR Board to support, protest or remain neutral on bills introduced to the Oregon Legislature. The group includes 11 members that represent the overall demographics of AOR's members. The committee

charter can be found [here](#).

The following committees are examples of other committees that AOR has convened in previous years. The need for these committees (and others) will depend on the current work AOR is engaged in.

#### *DEI (diversity, equity, and inclusion) Committee*

This Committee is currently an internal committee only that is engaged in developing AOR's DEI plans. The Committee is working with Start Consulting to formalize our DEI policies and workplan.

#### *Events Committee*

Formerly the Education Committee, the Events Committee helps us to grow our recycling education programs throughout the state by sharing resources, compiling information, and promoting recycling through events around the state, and currently supports our Recycling 101 course.

#### *Fundraising Committee*

The Fundraising Committee focuses on activities to help raise revenue to support AOR programs and scholarships to AOR events.

#### *Marketing Committee*

AOR's Marketing Committee works to promote AOR, its mission, vision, and events.

#### *Membership Committee*

The Membership Committee helps develop and implement AOR's member recruitment and retention strategy.

## Board Member Roles & Responsibilities

The AOR Board is responsible for the governance of AOR and consists of 11 members. As a board member, you will make a significant commitment of resources (time, expertise, community contacts, organizational skills and/or leadership talents) to advance the mission and goals of the Association.

The following responsibilities represent the minimum commitment of AOR board members.

### Board Member Responsibilities:

- Attend and participate in monthly board meetings (~two hours via Zoom conferencing, unless designated as an in-person meeting.)
- Attend annual board retreat (in-person attendance, usually one full day in the Portland metro area, the month following the elections)
- Volunteer approximately least 8 - 12 hours per month on AOR activities (non-compensated, which includes board meeting participation)
- Board members are expected to attend the annual conference, and attendance at Forums and other events is very strongly encouraged
- Actively work to help AOR work towards our strategic goals for the year
- Assist with conference sponsorship solicitations and other fundraising activities
- Recruit new AOR members, committee members, and board nominees
- Represent AOR at special events as requested by the Board of Directors/Staff

### Board Officers and Members-at-Large

In December 2021, the membership approved extensive revisions to the organization's bylaws. These revisions removed specific chair positions elected by the membership, and instead has the membership electing its Board, and the Board self-appoints its chairs which include:

- Chair
- Past Chair (Automatic appointment when new Chair is selected)
- Vice Chair
- Secretary
- Treasurer
- Conference Chair
- Legislative Chair

The remaining Board members serve as Members-at-Large and will focus on tasks, committees, or other work as determined by the Board during the annual retreat.

## Annual Retreat and Workplan

Each year following elections, the Board convenes to attend their annual retreat. The annual retreat serves the purpose of appointing Chairs, establishing committees, reviewing and determining workplan for the coming year.

There is a rhythm to AOR’s work with established activities that take place each year. Typically, the organization hosts two one-day forums, a three-day conference, several webinars, and/or facility tours. Beyond that, the work may fluctuate given the current needs and direction of the organization. Below is a snapshot of AOR activities for 2022.

### ASSOCIATION OF OREGON RECYCLERS: GENERAL TIMELINE AND SCHEDULE OF MAJOR TASKS/EVENTS July 2022

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Annual Report												
Elections/ Onboarding												
Board Retreat & Workplan												
Budget												
Conference												
DEI												
Forums												
Fundraising												
Legislation												
Marketing												
Membership Develop												
Recycling 101												
Regional Liaisons												
Tours (TBD)												
Webinars (TBD)												

#### Annual Report:

- December: begin gathering info to assemble report
- January: assemble report, draft review to chair/staff
- February: final draft to board for review/approval; release of report

#### Elections:

- August: determine who will seek re-election; Announce vacancies, open nominations; board actively recruits nominees
- September: announce slate of candidates; prep candidates for election in October
- October: new board members elected at conference; new board members meet with outgoing board members and staff

- November: Board retreat

**Board Retreat:**

- October: retreat scheduled
- November: retreat held; chairs appointed, workplan reviewed, planned
- December: workplan approved for coming year

**Budget:**

- February/May/August/November: Financial report out to Board
- November: Treasurer works with Resource Director & Chair to prepare coming year's budget; presents to board for review
- December: Budget approved for coming year

**Conference:**

- February: Form conference committee
- March: convene committee
- April: call for proposals sent out; conference promos begin
- May: committee meetings
- June: proposals due; committee reviews, decides on sessions
- July: confirm session speakers, title, descriptions
- August: session promotions, speaker promos; committee session planners end meetings
- September: additional conference work
- October: conference and committee thank you

**DEI:**

- Work is ongoing and in progress; specifics TBD

**Forum:**

- December/April: planning forum, brainstorming ideas
- January/May: finalize forum, speaker, promote
- February/June: hold forum

**Fundraising:**

- February/June: seek forum sponsors; raffle donors
- June – September: Silent auction coordination/solicit donations

**Legislation/Legislative Committee:**

- Committee convenes leading into and during sessions, which alternates b/w long and short sessions every other year.
- Legislative work is ongoing throughout the year, though slower immediately after session (summer into fall)

**Marketing:**

- February/June: marketing forums (development of promo graphics/language)
- July – October: marketing conference (development of promo graphics/language)

**Membership:**

- October – December: member renewal period; actively seeking renewals payments, reminders, etc.



- January – December: ongoing outreach to recruit new members and current member customer service and outreach

#### **Recycling 101:**

- January/July: we receive payments from OSU for course and updates about attendance
- Jan/April/July/October: quarterly link check, review of course to ensure working as it should
- **NOTE: there will be content updates needed as the RMA is rolled out, and other recycling related legislation is passed/updated. We also need to start planning major course overhaul once RMA is in place, and publish course in Spanish (will need to seek grants/sponsors/translators for this work)**

#### **Regional Liaisons:**

- March/June/Sept/December: Quarterly meetings with liaisons

#### **Tours:**

- Conditional on facility's timing & comfort level of large group travel; may not be feasible during covid

#### **Webinars:**

- Timeline is approximate and should be staggered from the forums to ensure AOR is offering members something frequently.

## **AOR Bylaws and Policy Documents**

- [The AOR 2021 bylaws](#)
- [Guiding Principles](#)
- [2021 Annual Report](#)
- [2021 Strategic Goals](#)