

Chesapeake Bay Program's
Toxic Contaminants Workgroup (TCW)
Call for Nominations by COB Friday, September 6th, 2024
Co-Chair position description

Nomination/Selection Process: Nominations for the position of **Co-Chair** are invited for the Chesapeake Bay Program's Toxic Contaminants Workgroup (TCW). The nomination and selection process will adhere to Chesapeake Bay Program (CBP) governance protocol.¹

The nominee is not required to be a current signatory or at-large member of the TCW, but can be nominated from across all participants of the TCW and the broader Chesapeake Bay Program partnership. There is one opening to serve in a Co-Chair role. Nominations for this position are open to any relevant partnership organization or institution.

Please send your nominations to Greg Allen, TCW Coordinator (allen.greg@epa.gov) and Sushanth Gupta, TCW Staffer (gupta.sushanth@epa.gov) by close of business (COB) Monday, September 6th, 2024.

All nominations including self-nominations are accepted; nominations from multiple partners are encouraged. If nominated by a third party or multiple parties, the nominee must confirm their agreement with their nomination via email or short cover letter. Nominees are asked to provide a brief resumé, curricula vitae (CV) (maximum 2 pages), or biography (< 1 page) to be reviewed by TCW members that describe their applicable experience and objectives if selected for leadership. **Please only include business or otherwise public contact info on provided materials, as it is standard practice for the TCW to post materials for review on a publicly accessible webpage.**

Context

The TCW will elect and confirm **Co-Chairs**, as appropriate; individuals would share the primary responsibilities for the two-year term.

About the TCW: The Toxic Contaminants Workgroup (TCW) was established in 2014 after the signing of the Chesapeake Bay Watershed Agreement. This workgroup exists to accomplish the toxic contaminants goals and outcomes outlined in the Agreement. For more information, visit the [toxic contaminants research](#) and [toxic contaminants policy and prevention](#) management strategy pages.

Co-Chair Position Description:

The exact nature of the volunteer leadership role largely depends on the candidate and their desired level of activity in relation to the leadership team of the TCW, especially the TCW Co-

¹ Chesapeake Bay Program governance document, version 5.0, December 2022:
https://d18lev1ok5leia.cloudfront.net/chesapeakebay/documents/CBP-Governance-Documents-Version-5.0_2023-06-14-134248_nimt.pdf

Chair. Together, the Co-Chairs provide vital strategic guidance toward achieving the TCW's stated purpose within the Bay Program Partnership.

As Co-Chair the role and expectations are evenly split; the individuals will coordinate closely with each other and the TCW leadership team, which includes the TCW Coordinator and TCW staffer.

- **Co-Chair Responsibilities:**

- *Essential or standard duties:*

- Collaborate with the Co-Chair and Leadership team to facilitate and moderate the monthly TCW meetings (2-3 hrs/month). Fostering discussion on agenda topics to ensure all voices from the TCW are heard during meetings.
- Facilitate consensus building within meetings and through active outreach to TCW participants between meetings, as needed.
- Coordinate with TCW leadership team (staffer, coordinator) in the development of monthly meeting agendas and workload priorities (4 hr/month).
- Conduct additional internal meetings in support of the TCW, and in-between regularly scheduled meetings as needed, to ensure progress on special or time-sensitive initiatives.
- Support the Chair and TCW leadership team in reviewing and preparing adaptive management (Strategic Review System, SRS) materials to report TCW progress to the Management Board every two years. Development of the next two-year workplan (Logic and Action Plan). Information for the SRS documentation is based on feedback received from the TCW. (time commitment is variable, but anticipated in late summer/early fall every even numbered year).

- *Encouraged, optional or shared activities:*

- Optional participation and planning for TCW PFAS Quarterly Series which are hosted quarterly by TCW members and the leadership team.

- *As-needed, or upon-request, activities:*

- Provide occasional presentations/reports on behalf of the TCW or elevate and present TCW partnership-wide concerns that impact the team in meeting its charge to the MB or other groups, as needed.
- Coordinate, as needed, with the Beyond 2025 Steering Committee WQGIT representatives as work in that team progresses. The Beyond 2025 Steering Committee is scheduled to present recommendations to the Executive Council in late 2024.

- Duration: Two-year term. The Co-Chair can be re-nominated and serve at their discretion. On average, the position is expected to require 5-7 hours per month on, sometimes more, depending on TCW activities at a given time, and meeting frequency.