

**CO-CHAIR ASSIGNMENT OF RESPONSIBILITIES**  
**Commission on Sustainability**  
**March 21, 2022**


Per the BCoS Bylaws Article II.5.2 "Duties of Co-Chairs", the list of responsibilities of the 2022 co-chairs are as follows:

**JW** = Joseph Wynia


**NR** = Nejla Routsong

1. Prepare the agenda for all meetings - **NR** *SLC*
2. Preside over all meetings - **JW**
3. Distribute the agenda and related documents to ESD staff liaison by Friday at Noon prior to the scheduled meeting - **NR**
4. Be responsible for organizing and submitting the Commission's Annual Report - **NR**
5. Post notice of vacancies of the Commission's Advisory Committee positions and the requirements thereof - **JW**
6. In the absence of the Secretary, the non-facilitating co-chair shall serve as or appoint a Member to serve as Secretary. If only one co-chair is present, that co-chair will appoint a member. - **JW / NR**

  
Joseph Wynia, Co-chair

  
Nejla Routsong, Co-chair

Attest:

  
Lauren Travis, Staff Liaison  
*Lauren Travis*