

---

## PROFESSIONAL STANDARDS POLICY

---

**Title:** REGIONAL COORDINATOR ROLES AND RESPONSIBILITIES

**Doc ID:** PS6008

**Date Established:**

**Revision:** 0.09

**Date Last Revised:**

**Committee:** Professional Standards

**Next Revision:**

**Written by:** C. Wilson, R. Anderson, J. Smith

**Review:** Approved:

**Notes:** Guidelines for Regional Coordinator Duties

---

### Table of Contents

---

	Page
POLICY STATEMENT	2
Background	2
Purpose	2
Applicability	2
Definitions	3
Governance and Structure	4 - 5
General Responsibilities	5 - 6
Specific Activities and Strategies Responsibilities	6 - 9
Website Address	9
PROCEDURES	10
RELATED DOCUMENTS	10
APPENDIX	10

## **Policy Statement**

---

Regional Coordinators (RC) will assist the State Representatives in activities to promote certification programs with EnviroCert International, Inc. (ECI), for their respective regions.

### **BACKGROUND**

ECI created the Certification Committee upon dissolution of the certification councils in 2014. The role of the Certification Committee is to increase the awareness of the Certification Programs by promotion and outreach to Federal, State, and Local regulatory entities, as well as, to advocate for the advancement and enhancement of regulations and standards.

The committee will also provide the ECI Technical Committee and the Board of Directors (BOD) with up to date information on activities throughout the country to assist in keeping the certification programs current.

### **PURPOSE**

This policy describes the Roles and Responsibilities of the RCs. These roles and responsibilities are subject to changes by the BOD and the Certification Committee Executive Committee.

As members of the Certification Committee, RCs support ECI and its certification programs at the regional level. They advise and support the BOD, the ECI Technical Committee and the State Representatives.

RCs will communicate with and support the State Representatives. Additionally, RCs are expected to promote and facilitate communications between the State Representatives and throughout the organization.

### **APPLICABILITY**

This policy applies to all RCs.

## DEFINITIONS

*ECI Regions (Region):* Areas of the United States which are concurrent with standard Federal Regions.

*ECI Zone:* A grouping of ECI Regions designated to facilitate coordination between the Certification Committee Vice-Chair and RCs. The eastern zone contains Regions 1, 2, 3, and 4. The central zone contains Regions 5, 6, and 7. The western zone contains Regions 8, 9, and 10.

*Certification Committee:* An ECI standing committee will be comprised of a Chair, Vice-Chairs, Regional Coordinators, and a BOD designated Representative.

*Certification Executive Committee:* A subcommittee of the Certification Committee comprised of the Certification Committee Chair and the Vice-Chairs with executive powers granted by the BOD.

*Certification Committee Chair:* The individual appointed by the BOD to represent and oversee all Certification Committee activities.

*Certification Committee Vice-Chairs:* The individuals appointed by the BOD and Committee Chair to oversee Certification Committee activities within Zones

*Regional Coordinator:* An individual appointed by the Certification Committee Executive Committee to oversee Certification Committee activities within a specific region.

*State Representative:* An individual appointed by the Certification Committee to oversee Certification Committee activities, to represent their certification, and all ECI certification programs at the state and local level.

## GOVERNANCE AND STRUCTURE

### Regional Coordination

The following are the current ECI Regions and their respective states:

Region 1:	Connecticut Maine Massachusetts New Hampshire Rhode Island Vermont	Region 2:	New Jersey New York Puerto Rico US Virgin Islands
Region 3:	Delaware District of Columbia Maryland Pennsylvania Virginia West Virginia	Region 4:	Alabama Florida Georgia Kentucky Mississippi North Carolina South Carolina Tennessee
Region 5:	Illinois Indiana Michigan Minnesota Ohio Wisconsin	Region 6:	Arkansas Louisiana New Mexico Oklahoma Texas
Region 7:	Iowa Kansas Missouri Nebraska	Region 8:	Colorado Montana North Dakota South Dakota Utah Wyoming
Region 9:	Arizona California Hawaii Nevada	Region 10:	Alaska Idaho Oregon Washington

Pacific Islands (American Samoa,  
Guam, Northern Mariana Islands,  
Trust Territories)

### **Appointment**

- RCs shall be appointed by the Certification Committee Executive Committee every three (3) years. As a group, State Representatives from each state from all Certifications as discussed below, will submit a recommendation to the Certification Committee Executive Committee a minimum of three months prior to end of the outgoing RCs term. The State Representatives recommendations for the RC shall include;
  - A consensus recommendation from each certification within the state.
  - Where more than one State Representative sits for the same certification, the State Representatives for that certification shall caucus to develop their recommendation.
  - Only one name may be recommended per certification and may be a professional certificate holder from anywhere within the region.
  - If no State Representative is present for the given certification, the certification forfeits their RC recommendation.
- The Certification Committee Executive Committee will appoint an RC from among the recommendations submitted. RCs may serve a maximum of two (2) consecutive terms.
- All appointed RCs will be subject to BOD approval.

### **General Responsibilities**

- Serve as the primary coordinator and point of contact between state representatives and the certification committee (and by extension the entire ECI organization) regarding the implementation of the vision and mission of the certification committee.
- Maintain regular contact with the Certification Committee Chair and Vice-Chairs between regularly scheduled meetings.
- Attend regularly scheduled quarterly Certification Committee meetings. These meetings will generally be via teleconference, but may at the discretion of the Certification Executive Committee be scheduled face-to-face. RCs who miss more than two (2) meetings unexcused may be removed from the Certification Committee.

- RCs shall coordinate with their assigned state representatives and provide quarterly reports back to the designated Vice Chair summarizing the details and activities of each state.
- When requested by the Certification Committee Chair provide an update of certification activities for their region using standard report forms provided by ECI. These reports should be filed with the meeting minutes as official records. If a RC cannot participate in a scheduled meeting, they should forward their report to the Certification Committee Chair and the ECI Technical Manager prior to the meeting.
- Disseminate information to all State Representatives. (I.e. minutes of Certification Committee meetings, upcoming events, etc.)
- Schedule and conduct quarterly regional meetings with ALL State Representatives in their region on a quarterly basis, and as appropriate meetings within each individual state. These meetings will generally be via teleconference, but may at the discretion of the RC and the Certification Executive Committee be scheduled face to face.
- Become acquainted with State Representatives and registrants in their region. Monitor State Representatives and recommend replacements to the Certification Committee Chair and Vice-Chairs for any State Representative that does not meet their obligations.

### **Specific Activities and Strategic Responsibilities**

Given the magnitude and volume of work involved, it is expected that these tasks will be divided amongst various SR based on experience and interest.

#### **1. PERMITTING: Monitor and Participate in State or Municipal Permits and Processes.**

Guide State Representatives in monitoring and tracking federally mandated state or municipal permits (Construction, Municipal, and Industrial/Multi-Sector) as well as state and local ordinances, laws, and regulations.

Guide, and if necessary assist, the State Representatives in preparing and keeping current, a contact list of regulators and individuals involved in the permit, ordinance, laws, and regulations process. The State Representatives will provide this list to ECI.

Guide State Representatives in monitoring and tracking state, municipal or local recognition of ECI certifications in regards to employment requirements.

Work with the State Representative to coordinate comments on draft permits, ordinances, laws and regulations during the public comment process. RCs will encourage State Representatives to become actively involved in the stormwater permits, ordinances, laws and regulations and advocate on behalf of ECI. RCs may participate in public hearings on behalf of ECI and advise ECI of pertinent changes to the permits, ordinances, laws and regulations, so that ECI can respond and provide necessary support.

### 2. STAKEHOLDERS: Promote EnviroCert within the Stormwater Community.

Promote ECI certification programs and assist State Representatives with promotion of all ECI certifications within the environmental and stormwater community. To accomplish this the Regional Coordinators must stay current on all ECI certification policies and procedures. This promotion includes, but is not limited to the following:

- Reach out to groups and organizations within the region and individual states.
- Coordinate and interact with environmental stakeholders and institutions of higher learning.
- Serve as ambassadors at conferences, trade shows and other related regional and state events.

Guide the State Representatives in preparing and keeping current; a list of groups, organizations, environmental stakeholders, institutions of higher learning, conferences, trade shows, and other related regional and state events. Provide the list to the ECI with suggested promotional opportunities. Provide timely follow-up reports to ECI on outreach activities. Encourage individuals within these groups, organizations, environmental stakeholders, and institutions of higher learning to become certified and involved in ECI.

Coordinate with State Representatives on scheduling certification exam reviews with a goal of at least one exam review course for each ECI certification each year in each state within their region.

### 3. LOCAL GROUPS: Outreach to Organizations and Local Chapters for Synergy.

Assist State representatives in establishing communications with target groups and leaders and encourage their attendance and participation in group meetings.

Encourage State Representatives to volunteer to lead and participate in outreach activities and events. Notify the ECI of these outreach opportunities. Submit timely reports to ECI for posting on the ECI web page.

Coordinate outreach efforts with State representatives through regular and positive postings on social media.

Actively participate with the State Representatives in state and regional organizations and maintain contact with state and local regulatory agencies to promote the certification programs and related continuing education.

Encourage and promote regular communications between State Representatives and ECI registrants and applicants within their region.

4. TECHNICAL EXPERTISE: Monitoring Customs and Practices of the State or Region.

Guide State Representatives in monitoring customs and practices of the region and each state and become familiar with these customs and practices. Examples include state, regional, or local design manuals, specialized details for specific measures, etc. The State Representatives will forward these customs and practices to the ECI Technical Manager.

Coordinate gathering of technical information for the construction, municipal, and industrial certificate, State permits, as well as green sustainability techniques and literature used in each region, state or local community by the State Representatives.

Encourage State Representatives to prepare summaries and briefs in regard to the federal mandated state or municipal permits (Construction, MS4, Industrial, and/or Multi-Sector) and how they relate to state and local ordinances, laws, and regulations.

5. STATE OF THE ART PROMOTION: Promote and Develop Stormwater Expertise.

Coordinate with the State Representatives to track, develop, and promote stormwater, erosion and sediment control, environmental inspection, and municipal stormwater operations and management expertise throughout the region.

Identify unique expertise and skill sets of State Representatives and registrants within the region.

Provide updates technology advancement and unique registrant expertise to the ECI Technical Manager as requested.



Encourage research and publication of articles by State Representatives that demonstrate exceptional technical competency. Each article should identify certifications/licenses held within the article. Forward these articles to the ECI Technical Manager for posting on the ECI web page.

**6. CLIENT SUPPORT: Provide Support to Applicants and Professional Registrants.**

Guide and assist State Representatives, applicants and certification candidates with assessing certification options and navigating the application and certification process.

Promote a sense of community within the entire ECI registry, to include but not limited to;

- Welcome messages to those recently certified
- Reach-out messages to registrants with at-risk certifications
- Regular email blast and social media postings containing information on:
  1. Local PDH opportunities
  2. Encouragement of continued certification
  3. Solicitation for help with special projects
  4. Promotion opportunities
  5. List of recently certified registrants and their certifications
  6. Recruiting of help with special projects
  7. Promoting service to ECI

If certification issues arise which cannot be resolved by the State Representative, aid in resolution of certification issues. Verify that the State Representative follows up after issue resolution. If issues cannot be resolved, seek assistance from the ECI Operations Manager.

Verify that State Representatives submit records of client service activities for their region using standard report templates provided by ECI.

**WEBSITE ADDRESS**

[www.envirocert.org](http://www.envirocert.org)

---

**Procedures**

---

RCs are to follow all Roles and Responsibilities stated previously in this policy. If they cannot fulfill their roles and responsibilities they shall inform the Vice-Chair immediately or request a leave of absence. A temporary RC will be appointed by the Certification Committee Chair and Vice-Chairs until the next election cycle.

---

## Related Documents

---

**ECI Documents:**

N/A

**Other Documents:**

N/A

**Related Links:**

N/A

---

## Appendix

---

N/A