

SWABC - Transition

Key Governance Clarification

- Interim Executive Director (IED) = authority, approvals, accountability
 - All financial, legal, and procurement authority remains expressly with the Authority
 - SCS Engineers = support, coordination, continuity
 - Operates solely under IED direction and Executive Committee authorization, no independent authority
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Interim Executive Director - Retained Authority Responsibilities (\$100k)

Governance & Executive Oversight

- Serve as the Authority's chief executive officer during the interim period
- Provide formal direction and prioritization to SCS under Task 23
- Set agendas, schedules, and policy priorities for:
 - Governing Board
 - Executive Committee
 - Committees and subcommittees
- Retain decision-making authority over all matters not expressly delegated
- Resolve escalated policy, governance, intergovernmental, and stakeholder issues

Financial, Legal & Procurement Authority (*Not Delegated to SCS*)

- Approve or deny all invoices, expenditures, and financial commitments
- Execute contracts, amendments, authorizations, and official correspondence
- Coordinate directly with:
 - General Counsel on legal, procurement, and compliance matters
 - Financial Administrator on budgeting, accounting, payments, audits, and tax matters
- Ensure full compliance with:
 - Interlocal Agreement
 - Florida law
 - Governing Board policies and directives

Budget & Task Authorization

- Approve Task 23 work direction on a monthly or periodic basis
- Conduct a monthly review of all consultants' and contractors' work, including:
 - Work completed during the prior period
 - Work currently in progress
 - Alignment of work products with approved scope and direction
 - Consistency of billed or anticipated hours with authorized budgets
- Monitor SCS hours and deliverables to ensure compliance with:
 - Authorized scope
 - Executive Committee-approved budget limits
- Request Executive Committee approval for:
 - Scope expansions
 - Budget increases
 - Contract extensions, if necessary

Coordination & Communications

- Oversee and ensure coordination of:
 - Governing Board, Executive Committee, TAC, and Subcommittee meetings
 - Agendas and supporting materials
 - Public noticing, postings, and meeting logistics

- Direct public communications and outreach, including:
 - Conceptual Communications
 - Advertising, education, outreach, surveys, and messaging consistency
- Manage consultant engagement, prioritization, and sequencing, including SCS and other vendors

Transition Management

- Oversee the Authority's broader leadership and operational transition
- Ensure continuity and alignment between:
 - Administrative support weekly
 - Financial / Accounting administration

SCS Engineers - Task 23: Executive Director Support (\$200K)

Governance & Meeting Support

- Prepare for and attend, as directed:
 - Governing Board meetings
 - Executive Committee meetings
 - Technical Advisory Committee (TAC) meetings
 - C&D and Commercial Recycling Subcommittee meetings
- Provide in-meeting support only, including:
 - Agenda flow assistance
 - Issue tracking
 - Action-item documentation and follow-ups
- Support additional Authority meetings only upon IED request and within authorized hours

Administrative & Transition Support

- Provide interim administrative assistance to maintain continuity of Authority operations
- Track action items, decisions, and follow-ups from Board and committee meetings
- Support implementation of previously approved Authority initiatives and Master Plan actions
- Provide administrative support on an as-requested basis, subject to Task 23 limits

Master Plan Continuity

- Maintain momentum on the Regional Solid Waste & Recycling Master Plan
- Coordinate internally within the SCS / Arcadis team on active Master Plan tasks
- Ensure continuity of consultant deliverables during the Executive Director transition period

Coordination & Communications Support

- Coordinate with Authority staff, consultants, and subcommittee chairs at the direction of the IED
- Support information flow between committees and the Governing Board
- Assist with drafting:
 - Briefing materials
 - Summaries
 - Transition documentation
 - Background materials for Board consideration

Explicit Limitations - SCS shall not:

- Approve or process financial matters or invoices (including its own)
- Serve as the Authority's legal, financial, or procurement authority
- Issue legal, financial, or procurement opinions
- Advertise, notice, host, or officially convene meetings
- Exceed the Task 23 scope or budget without Executive Committee approval

- Perform work outside Task 23 without explicit written direction from the Authority

Executive Assistant to the Executive Director - Executive Director and Member Support / Education and Outreach

The Executive Assistant to the Executive Director serves as the central coordination hub for SWABC operations, ensuring responsible public meeting management, administrative continuity, documentation compliance, stakeholder communication, and execution of education and outreach initiatives. The role blends high-level administration with public engagement and operational support, functioning as both logistical lead and community liaison. The Executive Assistant to the Executive Director reports directly to the Executive Director and has no financial approval authority.

Meeting Logistics & Documentation

Provides full administrative and logistical support for all SWABC public meetings and official proceedings.

Core Responsibilities and Tasks:

- Prepare for and attend all Governing Board, Executive Committee, Technical Advisory Committee, C&D and Commercial Recycling Subcommittee, Education and Outreach Subcommittee, and other requested meetings.
- Manage the master meeting schedules and room reservations for all SWABC committees and subcommittees.
- Manage master email distribution lists, roll call documents, virtual links, member availability surveys, and calendar invitations.
- Edit and review all meeting materials and coordinate communications with members, SWA, consultants, partner organizations, and the public.
- Print meeting materials, set up and break down meeting rooms, and coordinate refreshments as needed.
- Track issues, action items and follow-up for Admin and the Executive Director.
- Draft and finalize official meeting minutes for each public meeting.
- Coordinate to ensure meeting videos are presentable and published on the website.
- Submit and monitor website updates and content changes with contractors.
- Coordinate member facility tours including availability, details, invites, cancellations and rebooking.
- Maintain organized physical copies and files for audit and compliance purposes.

Administrative & Operational Support

Supports the Executive Director and overall SWABC operations through coordination, communication, documentation, and follow-through.

Core Responsibilities and Tasks:

- Participate in weekly coordination meetings with the Executive Director, SCS, and Conceptual Communications.
- Respond to all routine inquiries from the public, businesses, and organizations.
- Review website feedback and coordinate pass-through responses or Q&A updates as directed.
- Regularly retrieve mail from the SWABC post office box and deliver important documents to the accounting firm.
- Assist with vendor issues and forms.
- Provide general administrative support and complete additional projects and duties as assigned by the Executive Director.

Education & Outreach Coordination

Coordinates monthly public-facing education initiatives, student engagement, and tabling efforts. Represents the SWABC in various educational and community-facing presentations and meetings.

Core Responsibilities and Tasks:

Education & Outreach

- Participate in tabling events for schools, nonprofits, municipalities, and community organizations, up to two weekend days per month or as able.
- Maintain the outreach events and tabling calendar, including volunteer sign-ups and student ambassador coordination.
- Lead student ambassador communications and online meetings.
- Print, package, and manage tabling materials and conduct event materials audits.
- Maintain, transport, and organize tabling supplies at SWA storage and deliver/retrieve from volunteers and city events.

Presentations & Community Representation

- Deliver in-person and virtual presentations on the Master Plan and Recycling Right initiatives to community organizations and nonprofits. May include evenings.
- Attend community meetings to represent SWA as directed.
- Assist in development of SWA supporter networks.