



**International Warehouse Logistics
Association**

Sustainability Council Charter

Prepared March 2014



Mission Statement

The mission of the IWLA Sustainability Council is to establish a dedicated group of IWLA-member companies who have made an on-going commitment to embrace and implement sustainability initiatives to enhance the environment for their employees, customers and surrounding communities.

Statement of Purpose

The purpose of the Sustainability Council of the International Warehouse Logistics Association is:

- To join together and collaborate as a group of warehouse-based third-party logistics providers who are focused on sustainability in warehousing, logistics and transportation management.
- To gain recognition as professionals advancing the best practices in our industry.
- To assist WLA members as they incorporate sustainable business practices into their operations.
- To advance the IWLA’s credibility as an advocate for sustainability.
- And to embrace socially and environmentally responsible business practices within the warehouse-based third-party logistics industry.

Goals and Objectives

In order to achieve the stated purpose, the IWLA Sustainability Council has these goals and objectives:

Goals:

- To increase membership in the Sustainability Council.
- To raise awareness and engagement.
- To adopt a “Sustainability Commitment Program” protocol.
- To provide guidelines and best practices to increase the advancement of sustainability in warehouse facilities, logistics operations and transportation management.
- To track and encourage improvement in sustainability through qualitative analysis and recognition.

Objectives:

- To provide education to council members through webinars, articles, seminars, online discussion groups, case studies, newsletter, partnerships etc.
- To measure the progress of council members through an annual qualitative sustainability analysis.
- To review and revise the “Sustainability Commitment Program” on an on-going basis to reflect new technologies, best practices and metrics.
- To provide council members with an *optional* verification program, or “Sustainability Audit,” as external recognition and validation of investments in sustainability.

The Path to Council Membership

Membership will consist of two classifications:

1. Active Warehouse Council Members - Requirements to be considered an active council member include:
 - a. Members must be members in good standing of the IWLA;
 - b. Members must be current on council dues;
 - c. Members must sign the Sustainability Commitment Program and adhere to its requirements; and
 - d. Members agree to openly share best practices with other council members.

2. Active Partner Council Members – Requirements to be considered a partner council member include:
 - a. The service or equipment offered by a Partner should be sustainability related.
 - b. The Partner will be entitled to all the privileges and rights of Active Council Members except they will not be allowed to vote on charter changes or Sustainability Commitment Program changes or additions.
 - c. Partner members must become members of the IWLA and be in good standing.



Annual Dues

The annual dues for Active Warehouse Council Members to belong to the IWLA Sustainability Council is \$200.

The annual dues for Active Partner Council Members to belong to the IWLA Sustainability Council is \$200.

Values Statements for Council Membership

Through a member’s Sustainability Commitment Program, the member agrees to make efforts to:

- Reduce its environmental impact and footprint;
- improve its brand image;
- demonstrate community stewardship through outreach programs and contributions;
- promote its recognition as a green business partner to its client base;
- grow the importance and respect for the IWLA sustainability initiative; and
- improve its employee engagement in sustainability thereby improving employee retention, pride and culture.

Responsibilities & Roles of Council Members

- The council will be open to all members of the IWLA.
- Council members are encouraged to complete a qualitative questionnaire about sustainability practices annually.
- The council will meet on a bi-monthly basis to discuss new initiatives and report on progress.
- The council will arrange experts to discuss a variety of topics via quarterly webinars for the benefit of the Sustainability Council members. Council members are encouraged to assist in the content development and to plan and arrange expert members, partners and academics to participate.

Responsibilities & Roles of IWLA Sustainability Council Steering Committee Members

The IWLA Sustainability Council will be governed by the Sustainability Steering Committee. The council chairman is appointed by the sitting IWLA chairman each year. The IWLA chairman also appoints the IWLA Board Liaison to the council. The IWLA strategic plan calls for the council chairman to appoint a vice chair to ensure cross training and a succession plan. The council chairman also appoints the remaining members of the steering committee. This group is responsible for:

Complete Administrative Tasks: Organize meetings, outline content of meetings, contribute resources, and identify case study candidates, experts and partnerships.

Strategic Development Processes: Strategize and suggest new programs/services, marketing, improvement areas for the IWLA Sustainability Commitment Program with assistance of other council members and approval of the IWLA Board.

Budget Forecasting: Develop, with IWLA staff and board liaison, any budget proposals to present to the IWLA Board of Directors tied to specific council activities or events.

Establish Subcommittees: The Sustainability Steering Committee will create as necessary subcommittees to aid in the specific development areas or tasks of the council. Subcommittees will be chaired and staffed by volunteer council members. It will be the duty of the subcommittees to formulate policy and materials to be presented to the Steering Committee for approval prior to being adopted and/or implemented by the council.



Steering Committee Roles

- **IWLA Sustainability Council Board Liaison:** Presents council updates and requests to the IWLA board of directors three times a year (or more often) in conjunction with IWLA board meetings.
- **IWLA Sustainability Council Chairman:** Responsible for council activities including agenda items for calls and meetings, leading council activities and general oversight of new developments. The chairman works directly with the board liaison to develop reports to the board of directors.
- **IWLA Sustainability Council Vice-Chairman:** Responsible for the management of the council members, including general feedback and questions. He/she will also be the point person for annual qualitative analysis and recognition program.
- **IWLA Sustainability Council Staff Liaison:** Responsible for administrative management of council activities including scheduling meetings/calls, agendas, minutes, marketing items, operational oversight of content, website, webinars etc. He/she also serves as the conduit among the council, the IWLA president & CEO, association staff and leadership.

Council Administration

The council will develop an e-manual which will provide a guideline for:

1. A “Sustainability Commitment Program” to include:
 - a. A guideline for implementation of a sustainability initiatives in a warehouse-based third-party logistics company;
 - b. samples of specific commitment policies;
 - c. a general discussion of what sustainability encompasses including both the implementation process and the cultural engagement within a company;
 - d. suggested membership in a company’s sustainability committee or primary point of contact;
 - e. a suggested calendar including examples of content for meetings; and
 - f. A sample sustainability log with specific examples of entries that are based upon the actions of the sustainability committee.
2. A compilation of basic sustainability initiatives including available (but not necessarily endorsed) resources that can assist in the development of each initiative.
3. A compilation of council-reviewed best practices based upon the shared experiences of council members and online resources to facilitate a member’s sustainability goals.

Sustainability Commitment Program Annual Modification:

- It is recognized that the Sustainability Commitment Program will need constant review, updating and modification.
- The Sustainability Council will meet at each IWLA Convention & Expo. One agenda item will consider modifications to the program.
 - All active council member companies will have an opportunity to submit proposals to modify and add to the program guidelines.
 - Proposals should be submitted in writing to the council chairperson at least 30 days prior to the upcoming conference.
 - Recommendations will be heard at the conference and accepted or rejected by vote of active council members present at the conference.
 - Each active council member company present will have one vote. Acceptance of a modification will require a majority of affirmative votes of those in attendance.
- Qualitative data gathered through annual questionnaires will be included in each annual revision to refine council-reviewed best practices.



Sustainability Metrics & Audit Program

- Council members are asked to complete an annual qualitative questionnaire summarizing sustainability initiatives and efforts of the past year. From this information the council will be able to develop and keep the council's catalog of best practices current.
- The purpose for the accumulation of qualitative metrics is to:
 - Motivate council members to make continuous improvements.
 - Identify best practices and trends.
 - Provide council members a marketing tool.
 - Track successes and bring promotional value to grow the IWLA Sustainability Council.
 - The council will use the information from the annual questionnaires to aggregate information into a trend analysis to share with council members and drive new strategic initiatives.
- The Council will contract with a third-party partner who will be available to members (at member's option, cost and expense) to audit their facilities and accumulate and track (through an independent verification program) the member's Sustainable Logistics Initiative (SLI).

Education & Resources

In addition to the guidelines, other supplemental education will be provided to council members to assist in promoting and adopting the latest initiatives in sustainability. Available media will include webinars, articles, seminars, online discussion groups, case studies, newsletter, and partnerships. A quarterly webinar series will be developed by the council in conjunction with IWLA to produce webinars featuring industry experts, members with experience in the specific initiative, partners and academic professionals highlighting sustainable initiatives, featuring the most efficient practices, products and improvements for the warehousing 3PL industry. Case Studies will also be developed to spotlight our members through video, articles, and press releases on how they achieved their sustainability goals and the impact it has had on business.