

# Green Team Job Descriptions

**PRESIDENT - Responsibilities** (*Upperclassmen capable of leading the whole Green Team, making sure that the organization is strong, goals are clear, a full year work plan is in place, and that all members are actively engaged in projects that are making a difference.*)

1. Manage and update the annual Green Team work plan and use it to inform the agenda of each team meeting. Coordinate closely with Faculty Advisor, ASB and school administrators. Use the work plan template and study these sample work plans.
2. Develop excellent facilitation skills to ensure productive, engaging and inclusive Green Team meetings. Use the Facilitation Rubric to improve skills.
3. Coach younger members on effective project management using the work plan template and models from previous years to build from one success to another.
4. Serve as Sustainability Coordinator on ASB Student Council and as an enrolled member of the Leadership Class. Alternatively, identify at least one Green Team member as the ASB representative.
5. Lead a thorough orientation of new members each fall to make sure that all members are clear, inspired and empowered to design and implement the Green Team work plan.
6. Deliver public presentations on actions achieved at least twice a year to key audiences.
7. Attend and help facilitate annual Sustainability Student Leadership Kick Off.
8. Attend district-wide Green Team meetings with Faculty Adviser to report on (1) Green Team organizational structural capacity and (2) Green Team project updates, data collection and communication strategies.
9. Attend and help facilitate annual Community Sustainability Summit.

**VICE PRESIDENT - Responsibilities** (*Vice-President(s) are underclassman to ensure a legacy of leadership over many years. One or more Vice Presidents gain experience by directly managing at least one team project.*)

1. Personally lead at least one team project based on the full year work plan. If the Green Team membership supports more than one Vice President, then each would be directly responsible for leading a project area. For example:
  - a. VP Communications

- b. VP Membership (recruitment, coaching, working with younger schools)
  - c. VP Waste Reduction and Recycling
  - d. VP Energy Conservation
  - e. VP Water Conservation and Pollution Prevention
  - f. VP Transportation Choices
  - g. VP Equity and Social Justice
  - h. VP School and Community Gardens
  - i. VP Environmental Stewardship
2. Coach younger members on a project team on how to design an effective project work plan and successfully manage a project.
  3. Coordinate data collection for all projects including coaching other project leaders on how to benchmark, track, analyze and report. Be able to compare Green Team project data against other community measurement systems.
  4. Team with President to design and deliver public presentations on actions achieved at least twice a year to key audiences.
  5. Attend and help facilitate annual Sustainability Student Leadership Kick Off.
  10. Attend district-wide Green Team meetings with Faculty Adviser and President to report on (1) Green Team organizational structural capacity and (2) Green Team project updates, data collection and communication strategies.
  11. Attend and help facilitate annual Community Sustainability Summit.

**SECRETARY - Responsibilities** *(A critical role in developing and maintaining organizational documents and in facilitating communications. Possesses excellent organizational and writing skills.)*

1. Post meeting agendas, and update the annual work plan as it evolves over the year.
2. Maintain a database of contacts including students and key faculty, PTA, district, and community stakeholders and resources.
3. Maintain an editorial calendar to plan out the most effective timing of key messages and reports, to key audiences, through a range of distribution channels.
4. Write and post frequent success stories through multiple distribution channels.

5. Coach other strong writers on the Green Team on how to write compelling messages and reports for multiple audiences.
6. Maintain an active social media presence including the official Sustainability Page on the school homepage and a separate Green Team facebook events page.
7. Team with President and Vice President to design and deliver public presentations on actions achieved at least twice a year to key audiences.
8. Lead the entire Green Team in gathering data and writing the end-of-year “success story” for official submission to King County Green Schools to be submitted to their website. <http://your.kingcounty.gov/solidwaste/greenschools/participants.asp>

## **ALL MEMBERS - Shared Responsibilities**

1. Serve as an ambassador between ASB, Green Team, other clubs, and the City Youth Advisory Board to ensure that everyone understands the shared responsibility for improving sustainable practices at school and in the community.
2. Develop and regularly update an annual work plan to coordinate projects, gather data and communicate results. Use the work plan template with these four goals:
  - a. Benchmark current conditions
  - b. Identify and prioritized steps to improve conditions
  - c. Measure progress & compare to school / city / county goals
  - d. Communicate to stakeholders who need to know.
3. Collect data on each project to answer the questions: “Are we more sustainable?”
  - a. Quantitative data (how much? how many? compared to what baseline?)
  - b. Qualitative data: (descriptive documentation, images, testimonials)
  - c. Green Team organizational capacity (goals, work plans, job descriptions, membership, diversity, productivity)
  - d. King County Green School Level (actions taken, success stories posted)
4. Compare performance data against one or more community measurement systems.
  - a. Snapshot: Individual household environmental behavior
  - b. City sustainability indicators and Comprehensive Plan
  - c. STAR Community Rating System
  - d. King County Strategic Plan and performance measures
  - e. Puget Sound Regional Council
  - f. Puget Sound Vital Signs (ecosystem indicators)
  - g. Results Washington (state indicators)

5. Use digital formats to communicate data-driven progress on a regular basis to multiple audiences through diverse channels. People need to hear what's working.
  - a. Webpage (maintain official school Sustainability Webpage)
  - b. Social media (club facebook events page)
  - c. Video Production
  - d. School e-news to student body
  - e. School e-news to parents
  - f. District e-news
  - g. City e-news
  - h. Local media
  
6. Deliver in-person, data-driven presentations to update the following audiences on progress. Maintain a database of community contacts for scheduling regular updates. (Use Public Speaking Rubric)
  - a. School Green Team, ASB, DECA, Faculty, PTA
  - b. Annual School Assembly (fall Kick-Off, April Earth Month or both)
  - c. District Green Team
  - d. City Youth Advisory Board
  - e. School Board
  - f. City Council
  - g. Rotary Club
  - h. Chamber of Commerce
  - i. Other key community groups
  
7. Attend the annual fall Sustainability Leadership Kick Off and the spring Community Sustainability Summit.
  
8. Send at least one Green Team representative to the Annual 2050 Workout in August to develop skills in sustainable systems thinking and future scenario planning.
  
9. Attend at least one Public Speaking Boot Camp.