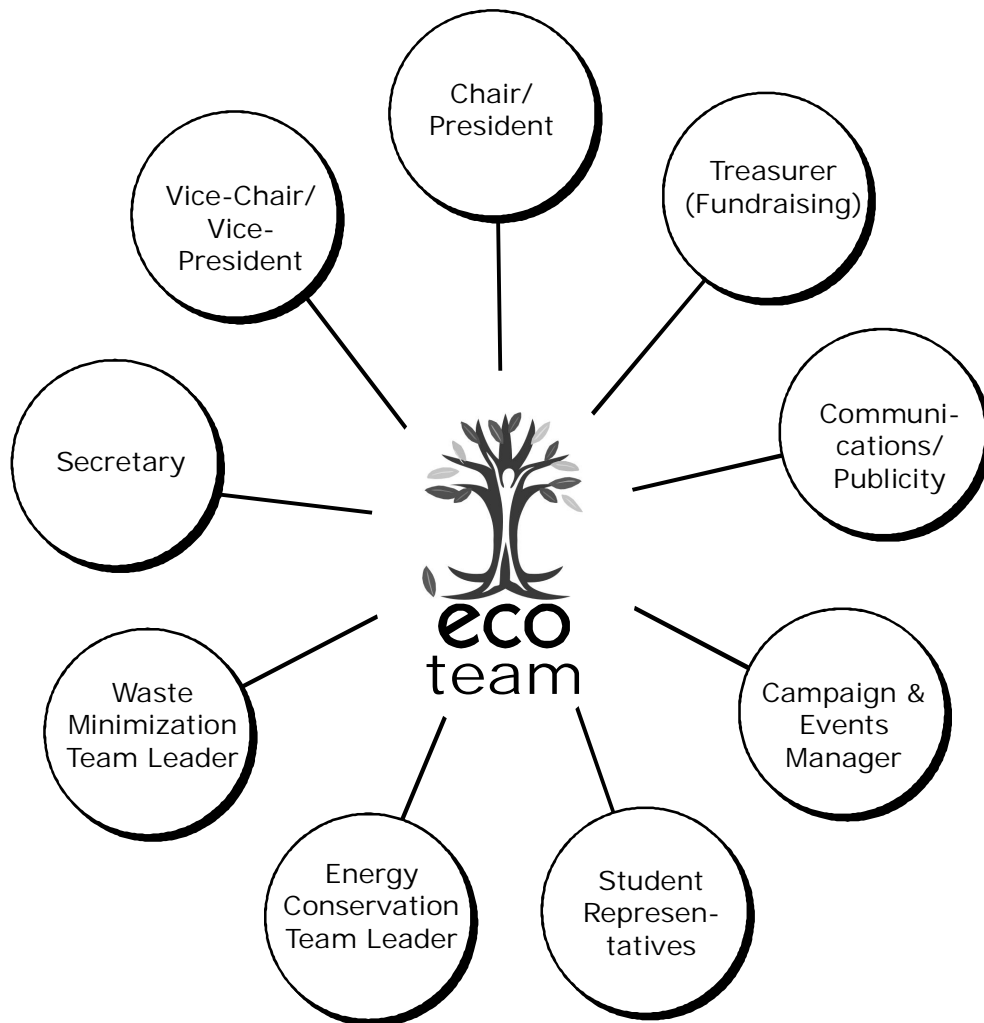


Roles and Responsibilities

Establishing who does what within the first part of the year is important so that everyone knows who is responsible for which part of the team's function.

Our most successful EcoTeams have an executive student structure that helps to establish roles and identify each member's responsibilities. The following roles are suggested; however your team may find that it needs to create new or different roles. You might also choose to rotate roles for each meeting.



Roles and Responsibilities (cont'd)

- ▶ **Chair**
Takes leadership, calls meetings, sets and follows agenda, facilitates meetings with staff advisor, encourages participation and team building among all team members. Ensures that essential EcoSchools material is filed in the portfolio binder (initial and final EcoReviews).
- ▶ **Secretary**
Takes minutes and attendance at meetings, posts meeting schedule, records decisions made by the team, identifies the name of person responsible for carrying out an action item, puts meeting minutes/agenda for EcoTeam to review in EcoSchools binder.
- ▶ **Campaign Manager/Events Coordinator**
Raises awareness and school-wide spirit, helps to create an identity for the EcoTeam (e.g., design t-shirts, buttons, posters for campaigns). Works with team leaders of Waste and Energy groups to design themed campaigns, school-wide assemblies, cafeteria contests, or fundraising events.
- ▶ **Vice Chair**
Supports the Chair and assists with all of the Chair's responsibilities; able to fulfill Chair's role if absent.
- ▶ **Team Leaders**
 - ◆ **Waste Minimization:**
coordinates weekly recycling, waste audit, school-wide waste challenges; monitors recycling; looks for innovative ways to reduce waste in classrooms and cafeterias; completes initial (fall) EcoReview.
 - ◆ **Energy Conservation:**
Organizes energy campaigns, classroom challenges; monitors lights off, window coverings closed at appropriate times; coordinates Earth Hour actions; completes initial (fall) EcoReview
 - ◆ **Other:**
Paper, Sustainable Transportation, Water, Food
- ▶ **Communications/Publicity**
Communicates information to and from the student body (e.g., through student/class reps, group email, weekly announcements, bulletin boards, school websites, campaigns, posters, newsletter). Ensures that communication occurs with principal and head caretaker on matters of school concern.
- ▶ **Treasurer**
Keeps records of budget, operating costs; manages funds acquired from events. Helps to organize fundraising (e.g., bake sales, candy grams, eco-fair, school/community screening of a film, etc.).
- ▶ **Student representatives**
Communicate EcoTeam decisions to group/class that they represent; lead classroom initiatives; assist with EcoTeam events; help with fundraising and incentive activities (e.g., contests, competitions).