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**Green Team Charter**

A guide to managing your building’s Green Team effectively.

The Emerson Green Team is a group of dedicated staff volunteers collaborating to effect positive environmental change on campus and in the community. Green Team department and building leaders organize and run activities and events to promote professional development and sustainability.

We encourage all Green Team members to share their sustainability interests with their managers and staff and discuss their time commitment in advance. An average commitment is four volunteer hours per month, which can be adapted as needed to fit staff schedules.

**Green Team Commitment**

Emerson Green Team members commit to taking action in the follow six areas:

Action 1: Familiarize yourself with Emerson’s Climate Action Plan (CAP) and environmental history

Emerson is in the process of drafting a new CAP to reflect the changes made on campus and set goals for the next five years. See the [2009 CAP](https://drive.google.com/drive/folders/0B5TjJWIfHZ8DUXF1UnBnODNINHc) and annual [Sustainability Report](https://drive.google.com/drive/folders/0B5TjJWIfHZ8DUXF1UnBnODNINHc).

Action 2: Set a Building Green Team goal

Set a goal for your building for the upcoming academic year. For ideas on how to set a goal, see this [Green Team Goal-Setting Guide](https://docs.google.com/document/d/18rzDKoFTLHKJ9QP7ZgKWqa5-5LUyS5aH_G7AyUaWGM8/edit).

Action 3: Develop a Building Green Team event plan

Utilize the Emerson Green Team Campaigns and Volunteer Calendar to plan out your year. Make sure to check with facilities and HR in your planning process.

Action 4: Host small local events to educate your building community

Aim to host at least two events per year that target your building’s goal. Consider collaborating or co-hosting events with other Building Green Teams or campus organizations.

Action 5: Host a waste-audit once a year in your office

Help Emerson reach its goal to reduce waste and increase recycling to 30% by 2020. Use the [Office Waste Audit Guide](https://docs.google.com/document/d/1CKk1jia9MQidqJmWm-i6zubLLpPTr1arAgpJZe9Juew/edit) to get started.

Action 6: Share your success

Nominate members of your community for local awards and recognition events. Working on a cool project or have useful sustainability tips to share? Let us know! Email [greenteam@emerson.edu](mailto:greenteam@emerson.edu). And feel free to tag any social media to @greenemerson on Twitter, Facebook, and Instagram!