GREEN TEAM CHARTER
A guide to managing your Green Team effectively.

Green Team Leaders organize and run Green Teams, groups of dedicated volunteers collaborating to effect positive change in support of sustainability efforts on Harvard’s campus.

Many Green Team activities are organized during lunch or before/after work, but occasionally some activities may take place during the work day. Green Team participation is volunteer-based and is in addition to your typical work day, unless otherwise approved by your manager.

We encourage all Green Team members to share their sustainability interests with their managers and discuss the time commitment in advance. An average commitment is four volunteer hours a month, in addition to your regular work schedule. This commitment may be more for Green Team Leaders.

Additionally, Green Team activities can and should be utilized as professional development. In some cases, managers are supportive of Green Team members applying professional development time to Green Team activities. Please check in with your manager to see if this opportunity is available to you.

"Taken together, the habits, the attitudes, and the creativity of every one of us have the potential to make a great difference, not just for Harvard... but for the larger world and its future well-being."

- PRESIDENT DREW FAUST
Green Teams at Harvard commit to taking action in the following eight areas:

**ACTION 1: Familiarize yourself with Harvard’s Sustainability Plan**
Harvard’s [Sustainability Plan](#) outlines goals and priorities for the University over the next five years, including the [Greenhouse Gas Emissions Reduction Goal](#), 30% emissions reduction by 2016.

**ACTION 2: Become a Green Office**
Guide your office through the point-based system and then encourage others to work toward [Green Office](#) certification. Harvard’s goal is to increase participation in the program by 30% by 2020.

**ACTION 3: Develop a Green Team work plan**
Utilize the [Green Team Campaigns and Volunteer Calendar](#) to plan out your year. Make sure to include Building Managers and facilities departments in your planning process.

**ACTION 4: Get noticed at orientation**
Share information about your Green Team and Harvard’s sustainability efforts at student and staff orientations.

**ACTION 5: Host small local events to educate your community**
Strive to host at least two events per school year. Consider collaborating or co-hosting events with other Green Teams. Example events to host:

1. [Educational brown-bag lunches](#)
2. Film screenings
3. Freeycles or office donation drives
4. [Mindfulness sessions](#) or a lunch walk/run through [Harvard On The Move](#)
5. “Take the Stairs” campaign
6. Earth Day/Month celebrations
7. [Zero-waste events](#)

For more inspiration check out green.harvard.edu/how-to.

**ACTION 6: Host a waste-audit once a year**
Contribute to Harvard’s goal to reduce waste per capita 50% by 2020. Use the [Waste Audit Guide](#).

**ACTION 7: Participate in Harvard volunteer opportunities relating to sustainability**
Strive to participate in at least two volunteer activities a year, or one per semester. [Download the volunteer calendar](#) or find opportunities within the larger Cambridge/Boston community.

**ACTION 8: Share your success**
Nominate members of your community for local awards and recognition events, including the [Green Carpet Awards](#) and [Harvard Heroes](#). Working on a cool project or have some useful tips to share? Let us know! Email sustainability@harvard.edu.