



Green Schools Conference and Expo Program Working Group

USGBC Departments: Center for Green Schools, Conference & Events

USGBC Staff Lead: Phoebe Beierle, Rynne Waters

Number of positions: 8-10

Activity Start Date: October 2018

Activity End Date: May 2019

Group Type: Working Group

Volunteer Position Overview

The GSCE Program Working Group (PWG) will ensure that the conference educational sessions continue to deliver content that will inspire, inform, set future goals and share best practices to advance green schools for all. Working Group members are expected to adhere to the [Code of Conduct for Committees and Working Groups](#).

Responsibilities

PWG members will meet for at least 3 conference calls between September 2018 and May 2019 and will meet in-person on December 4, 2018 and are expected to complete the following tasks:

- Review sessions in first round of review - **Oct. 15 - Oct. 29**
- Review approx. 100 proposals in preparation for the Program Working Group retreat - **Nov. 7 - Dec. 3, 2018**
- Attend GSCE Program Retreat in Saint Paul, MN - **December 4, 2018**
- Select completed sessions from those submitted through Call
- Identify key topic area holes in program and help develop invited sessions to fill those
- Identify commonality in accepted sessions and develop GSCE Tracks
- Attend GSCE 2019 in Saint Paul, MN (**April 8-9, 2019**)

Benefits

In appreciation for your generous time and contribution, we will take \$100 off your full conference registration pass to the Green Schools Conference & Expo, taking place April 8-9, 2019 in Saint Paul, MN. This discount is non-transferable and may not be combined with any other discounts. You are encouraged to register before the Early Bird registration deadline (February 12, 2019) to take advantage of the lowest registration price.

Qualifications

Required

- Able and willing to consistently dedicate time to this effort including at least 3 conference calls from September 2018 through May 2019 and reviewing session proposals.
- Attend one annual retreat on **December 4, 2018** in Saint Paul, MN (hotel, meals covered by USGBC)
- Attend GSCE 2019 in Saint Paul, MN (**April 8-9, 2019**)

Preferred

- Employee of USGBC Member Company
- Previous GSCE attendance



- Educational programming/abstract review experience for GSCE and/or other industry conferences
- Project and/or technical publication peer-review
- LEED Professional Accreditation
- LEED-certified project design, construction, operations and/or management experience
- K-12 school administration and/or teaching experience
- Diverse industry conference, exposition and event attendance
- Demonstrated knowledge of:
 - Cutting-edge innovation and technologies
 - Green building and green schools best practices and strategies
 - Environmental and sustainability literacy frameworks and teaching practices
 - Industry continuing education requirements and offerings
 - Adult learning theory and strategies

Time Commitment

Bi-weekly conference calls and one in-person meeting. Volunteer time is estimated at 2-12 hours per month over the time of the working group.

Term Limits

Please note that USGBC policy states that individuals may not serve on more than three USGBC committees and two working groups at any one time. Any one member organization may not have more than one representative on any one Committee and, except for federal government agencies, may have representatives on a maximum of five Committees and four Working Groups at any one time. Additionally, individuals are limited to four consecutive years on any one committee or working group.

How to Submit an Expression of Interest with USGBC

Those interested in serving on this committee must complete the [Expressions of Interest](#). The deadline for submissions is **Monday, September 10 at 11:59pm CST**. Notifications of appointment will be sent by early October. Incomplete and/or late submissions will not be considered.

Please contact program@greenschoolsconference.org if you have any questions.

Thank you for your interest in volunteering with USGBC!