



# GREEN TEAM MEETING 1 AGENDA

*Use the first one or two meetings as a time to lay the groundwork for the year to come. This is a critical step that shouldn't be rushed.*

- *Take attendance:* Recording the names of students that attend each meeting will make the Green Team feel more official, make members more accountable and encourage them to arrive on time.



## Purpose and Goals

**Establishing a mission and goals helps the team stay on track and allows students to reflect on their accomplishments as the year progresses.**

What problems do students see in their school or community? What do students want to accomplish this year? How do they define sustainability? Create a short mission statement or purpose of the team (examples below).

- *"We aim to promote sustainability, reduce waste, and foster eco-friendly practices in our school community."*
- *"We lead by example, educating ourselves and others about the good habits that benefit a healthy and sustainable environment."*
- *"We work together to reduce the impact of our school on the world we share with other species and future generations."*



## Think of a Name

Come up with a name that reflects the projects you want to undertake and communicate to the rest of the school what your group is all about. Are you the Recycling Rangers? The Green Team? Green Team Warriors? The Student Sustainability Coalition?



## Establish Leadership Roles / Jobs

Brainstorm different roles needed to run your club smoothly. How will you choose who does what? How long should roles be held? Roles will be different for different age groups.

- *For grades 7-12:* President, Vice President, Secretary, Graphic Designer, Team Leader, etc.
- *For grades 3-6 roles may change each meeting, but could include:* attendance, recycling collection leader, communication director, small group leader, materials manager, etc.



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## Set Guidelines and Expectations

Take time for students to brainstorm rules for the team.

*Here are some rules to get you started:*

- Actively participate.
- Arrive at meetings on time.
- Be respectful of other members' ideas.
- Listen when others are talking.



## Keep a Calendar

Create a shared calendar for all team members to see. Fill it in with project timelines or meeting agendas to keep projects moving. Mark down important dates (like Earth Day or school graduation) that might be pertinent to your club's plans. For grades 3-6 you may need to share the calendar with families as well.



## Finalize the Meeting

Spend a few minutes at the end of each meeting to discuss an agenda for the following meeting. This will help the group to plan ahead and have something to look forward to.



## Checklist

- Take Attendance
- Establish a mission
- Think of a name for the group
- Establish roles/ jobs
- Brainstorm rules/ expectations for the group
- Create a calendar of meetings and/or events (digital or poster for students to see)
- Set an agenda for the next meeting