



Humber College's Green Team Guide

Humber's Green Teams

Humber's Green Teams are an effort to involve all members of the Humber community in our goal to reduce our environmental footprint. In Humber's Strategic Plan (2008-2013) Humber demonstrates a commitment to sustainability as one of its Five Values "by considering the social and environmental costs and benefits in all of our decision making."

The Sustainability Coordinating Committee (SCC) works directly with our Green Teams to promote sustainability strategies that best fit each individual unit or department. The SCC offers support and resources and works to connect teams and facilitate dialogue and cooperation on sustainable efforts across campus.

Green Team functions:

- Participate in campus-wide sustainability initiatives and/or events
- Develop new initiatives and/or events appropriate and/or interesting to their departments
- Offer feedback on existing Humber Sustainability programs
- Provide a mechanism for sharing information so Teams can learn from each other
- Provide information and support across departments and teams
- Incorporate sustainability goals into departmental/school orientation processes for new employees/students to ensure that sustainability practices become more formally part of Humber's culture

Green Team members provide meaningful support to Humber, while getting the opportunity to collaborate with people across the campus and promoting and encouraging sustainable actions and attitudes at Humber. Green Teams are key to creating a culture of sustainability at Humber, leading by example through their actions and commitment.

Regular updates will be sent out to all Green Team members from the Sustainability Manager and the SCC related to sustainability events, programs, and opportunities at Humber. Members will get college-wide recognition for their efforts. Training and support for members throughout the year to help understand the basics of sustainability, and develop sustainable practices in your area.

Did you know that all new staff orientation sessions now include a short discussion of Sustainability at Humber?

Steps to develop a Green Team at Humber College

Step 1: Have an initial gathering of interested people in your department/school

- Establish support from your department/school's leadership person/people (Dean/VP/Director)
- Find and book a meeting room/location
- Invite anyone who might be interested by reaching out to all staff/faculty in your department/school
- Draft an agenda for the gathering

Things to consider:

- Are you willing to be the Green Team leader for your department/school? If so, is your supervisor ok with that arrangement? If not, can the group identify someone who is willing to assume a leadership role?
- Can you identify co-workers that are interested in sustainability and may want to join the Green Team?
- Use this initial meeting to assess your workplace and brainstorm ways to make it more sustainable.

Senior level support within your department/school will help support your Team's efforts. Individuals may feel more inclined to join and participate when they know that management supports what you are doing. Time spent to help organize and event, or participate will be recognized as helping the college

Step 2: Host the first gathering

This first meeting is an opportunity for interested individuals to get together and start creating a more sustainable work space, and contribute to Humber's wider sustainability goals.

- Brainstorm ideas and potential projects (*some ideas and case studies below)
- Set goals and prioritize efforts based on group preferences or feasibility (initiatives within the department only, or an event for the whole college, etc.)
- Assign tasks to group members
- Decide how often you will meet, perhaps on a regular day/time
- Designate a Team Leader as a primary point of contact with SCC and Sustainability Manager
- Have everyone sign in so that they can be added to a group Green Team email list, as well as receive communications from the SCC and the Sustainability Manager
- Send out meeting minutes (one person's task) and follow up communications to stay on track
- Email your Green Team members, identified team leader and email addresses to lindsay.walker@humber.ca
- Connect with Lindsay Walker, Humber's sustainability manager who can attend your first meeting to help get things started.

Things to consider:

- Make sure to establish an open dialogue in the meeting where everyone has the opportunity to share ideas and contribute to the agenda and planning

Green Team Leaders provide the SCC with feedback from their teams, assist in creating, promoting and implementing programs within their department/schools, and help facilitate information exchange and cooperation within and across teams.

Step 3: Maintaining Enthusiasm

Once your Green Team has been established, ensuring the momentum persists is critical. Try to keep communication open between group members, and schedule follow-up meetings at a frequency that works best for your team (you will have decided this in your first meeting!). A few suggestions:

- Develop a Green Team e-newsletter specific to your department and keep others in your office up to date on efforts and accomplishments, and possibly recruit new members
- Send news of initiatives, accomplishments to the Sustainability Manager who may feature it in the online blog, promote on the website and tweet about it!
- Share the news on the Communiqué to let the college know what you've been up to!
- Try to keep Green Team efforts fun and be creative on ways to engage colleagues: host a reading group, schedule a social hour over lunch to discuss sustainability topics or new projects, or plan an office potluck to celebrate a recent success.

Starting or being part of a Green Team/ ambassador can mean as little as encouraging your colleagues by passing on an email once in a while or starting up your own office sustainability initiative.

Humber's Sustainability Manager can assist you in running small campaigns promoting environmentally-friendly habits in the workplace.

Some initiatives/events that existing Humber Green Teams have done:

HRT Green Team: White Elephant Sale Fall 2011 & 2012

A highly successful White Elephant Swap was organized that promotes material reuse. Office supplies, household items and clothing were donated by faculty and staff and offered free to Humber students.

Bucks for Books - HRT Green Team February 2013

The team collected old books donated by staff and faculty for a few weeks leading up to the day of the event. Students and the Humber community could take home any book for \$1 each! The event **raised a total of \$755.00!** The funds were donated to the United Way.

Eye Glasses Collection - Finance Dept. Green Team April 2013

During the month of April, this team created two eye catching collection boxes and asked the college to bring in their old prescription eye-glasses. A total of 103 pairs of eye-glasses were collected and donated to Lions Clubs International to be re-used or recycled.