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VOLUNTEER GROUP CHARGE

Virginia Women in Green Working Group

USGBC Department: USGBC Virginia
USGBC Staff Lead: Cindy Zork
Number of positions: 5-10
Activity Start Date: June 1
Activity End Date: October 30
Group Type: Working
Reports to: USGBC Virginia Market Leadership Advisory Board

TO APPLY: <https://usgbc.wufoo.com/forms/qkt52jk1shz8y1/>

Purpose

The Virginia Women in Green Leadership Luncheon provides a platform for women in the green building and sustainability fields to share their stories and learn from each other's experiences. In partnership with USGBC staff, members of this working group will assist in the development and delivery of this annual event. In 2020, this working group will also identify ways to add a calendar of Women in Green activities throughout the year in 2021.

This volunteer group primarily supports the following strategic imperative(s) of [USGBC's 2017-2019 Strategic Plan](#):

- Ensure viability through organizational and community excellence

Goals

- Identify inspirational speakers with subject matter expertise that aligns with USGBC's annual Women in Green theme
- Promote registration to see a 20% increase over the previous year's attendance
- Seek sponsorship to achieve event financial goals

Membership Roles

- **Content Development**
 - Provide connections to high level female leadership working in sustainability
 - Identify panel questions and talking points aligned with USGBC's annual Women in Green theme
 - Support USGBC staff in convening calls with speakers to refine presentations
 - Present and/or moderate the panel as appropriate
- **Operation Support**
 - Provide connections to local venues and other operational needs (catering, photography, printing, etc.)
 - Assist with on-site volunteer needs such as the registration table, speaker green room, etc.
- **Event Sponsorship**
 - Identify organizations that would benefit from partnering with the breakfast
 - Share sponsorship prospectus and be familiar with the opportunities for exposure as an event sponsor
 - Connect warm leads with USGBC staff for follow up
- **Event Promotion**
 - Share event registration site with your network through social media
 - Send targeted invites to key industry leaders and like-minded organizations

Staff Support



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- Cindy Zork, Director, Community – Virginia
 - czork@usgbc.org

Budget

This Working Group will operate under the annual Virginia Women in Green budget established by USGBC

Time Commitment

This group will meet from early June to late October. Volunteers will have a 30 minute monthly conference call and may dedicate an additional 2-3 hours per month. Hours may vary with an increase in volunteer responsibility in the months immediately preceding the breakfast and the day of the event (early-October).

Deadlines and Milestones

- Early June: Working Group Kick-Off Call
- End of June: Venue selection completed and date identified
- July: Registration site live, finalize proposed agenda and begin speaker & sponsor outreach
- August: First round of speaker calls
- September: Second round of speaker calls and sponsor outreach
- Early October: Leadership Luncheon
- Late October: Working Group debrief

Terms

Refer to the [Policies and Procedures for Committees and Working Groups](#).

For more information about USGBC and volunteering, download the [USGBC Volunteer Manual](#).

All USGBC volunteers, who serve on a Committee and/or Working Group, are required to read and agree to abide by the U.S. Green Building Council's [Code of Conduct](#) for Committee and Working Group members. This includes an acknowledgement of the [Antitrust Policy](#), the [Anti-Harassment Policy](#), and [Policies and Procedures](#) for Committees and Working Groups.

USGBC ANTITRUST COMPLIANCE STATEMENT

Organizations such as USGBC may engage in a number of educational activities for its members and the public. For example, USGBC may collect or distribute to industry participants, customers and the public information about green building products or services. However, since organizations like the USGBC involve interaction and communications between competitors, they also are subject to scrutiny under the antitrust laws. It is the policy of USGBC to comply fully with the antitrust laws. To avoid creating any issues under the antitrust laws, the members of the USGBC should not engage in any discussions or agreements concerning the following topics either in formal meetings or informal social gatherings:

1. Prices, price changes, price quotations, bids, pricing policies, pricing philosophies, price levels, price differentials, mark-ups, discounts, or allowances;
2. Any element of price, including credit, warranties, or other terms and conditions of sale;
3. Output, production, profits or costs;
4. The customers to whom a company sells;
5. The territories in which a company sells;
6. The amount that a company pays for goods or services;
7. The selection, rejection or termination of customers or suppliers;
8. Business plans or strategies;
9. Restrictions on the development or use of technology; or
10. Exchange of any competitive information.

Please note that this statement is not complete and is only a general guide. The intent of this statement is to remind the members of the importance of continued compliance with the antitrust laws.