



# VOLUNTEER GROUP CHARGE

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## USGBC Maryland Wintergreen Working Group

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

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

### Purpose

USGBC Maryland's Wintergreen Celebration recognizes statewide innovation and leadership in green buildings through the USGBC MD Leadership Awards. This high-profile event provides a platform to celebrate the extraordinary projects and people who are contributing to a more sustainable built environment in Maryland. In partnership with staff, members of this working group will assist in the development and delivery of this annual reception.

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

- Recognize 5-10 LEED certified buildings that demonstrate excellence in green building leadership
- Promote registration to see a 20% increase over the previous year's attendance
- Seek sponsorship to achieve event financial goals

### Membership Roles

- **Content Development**
  - Identify a keynote speaker aligned with USGBC's pillars of Sustainability, Equity, Resilience, and Health & Wellness that are relevant to the local market
  - Promote registration for the awards program to eligible projects in Maryland
  - Suggest trusted green building leaders to serve as judges for the award selections
  - Present awards 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, expo hall, speaker green room, etc.
- **Event Sponsorship**
  - Identify organizations that would benefit from partnering with the conference
  - 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 – Maryland
  - [Czork@usgbc.org](mailto:Czork@usgbc.org)

## Budget

This Working Group will operate under the annual Wintergreen budget established by USGBC

## Time Commitment

This group will meet from early July to late January. 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 ceremony and the day of the event (mid-January).

## Deadlines and Milestones

- July: Working Group Kick-Off Call
- August: Venue selection completed and date identified, Save the Date announcement
- September: Registration site live, finalize proposed agenda and begin speaker, awards, and sponsor outreach
- November: Judging panel and notification to award finalists
- December: Final round of sponsor outreach, logistics check in, communication to award finalists
- Mid January: Wintergreen
- Late January: 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.