



VOLUNTEER ROLE DESCRIPTION

2101 L Street, NW
Suite 500
Washington, DC 20037
T: 202 828-7422
F: 202 828-5110
www.usgbc.org

Charlotte Programs & Engagement Working Group

USGBC Department: USGBC North Carolina Community

USGBC Staff Lead: Jessica Wilson

Number of positions: 10

Activity Start Date: April 15, 2019

Activity End Date: April 15, 2020

Group Type: Working Group

Reports to: USGBC North Carolina Market Leadership Advisory Board

Purpose

This working group is tasked to increase engagement of people and partners from the North Carolina Charlotte community through activities, events and other opportunities.

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 & Activities

- Identify simple, effective pathways to engage members through events and activities. Target audiences include commercial building design & construction, operations & maintenance professionals. Prioritized sectors include commercial real estate, higher education, healthcare, hospitality & multi-family residential.
- Organize green building education events (1-2 hours each) for professionals on topics relevant to the implementation of LEED v4. Two events should focus on Building Design + Construction, and two events on Operations + Maintenance. Organizing events includes planning, working with subject matter experts, promotion and sponsorship. Events should offer GBCI CE Hours.
- Organize LEED certified building tours including planning, promotion and sponsorship. Tours should offer GBCI CE Hours for LEED Professionals. Projects which have achieved LEED v4 or Existing Buildings: Operations & Maintenance certification should be prioritized.
- Solicit nominations for the Green Business Awards for the December Gala in Charlotte
- Identify partners to collaborate with on events and other activities
- Support staff and other volunteer groups in outreach activities to increase event attendance and attract new members
- Suggest programs, activities and initiatives to staff and Market Leadership Advisory Board for inclusion in the USGBC Carolina's community work plan

Membership Roles

Members of this working group are dedicated to increasing the engagement of people in the work of USGBC locally. They should be well-connected to diverse networks and relationship oriented. Teams within this volunteer group may



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collaborate around specific locations or activities. Specific roles within this working group:

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- Committee co-chairs: One volunteer from the local market leadership advisory board, and one USGBC staff member responsible for leading the working group to achieve its goals. Co-chairs orient committee members, set the agenda and track progress toward accomplishing goals.
- Advisors: Volunteers representing professional networks and locations.
- Emerging Professional Representative: At least 20% of the committee will be comprised of emerging professionals or students.

Staff Support

This committee is managed by the following USGC staff co-chair:

- Jessica Wilson, Project Manager, USGBC Carolinas, jlwilson@usgbc.org

Budget

This working group identifies opportunities and suggests activities and events to USGBC staff and Market Leadership Advisory Board for consideration as part of the annual community work plan. All event finances must be 'net neutral' or 'net positive'. All contracts, payments and other obligations must be pre-approved by USGBC.

Time Commitment

This working group operates on an annual basis to support the local community work plan. Members serve for 12 months and activities average about 1 hour per week, including monthly meetings.

Terms

Volunteer group terms are through the first quarter of 2020. While there are no limits on the number of terms a volunteer can serve, membership is reconstituted annually at the discretion of USGBC staff.

Resources

- Volunteers will communicate predominately through email and in-person meetings. Any virtual meetings will take place in a Webex setup by staff.
- Volunteers will frequently reference the [2017-2019 USGBC Strategic Plan](#) to inform the purpose of events within the framework of goals set forth in the Strategic Plan.
- Volunteers will utilize the USGBC Events Toolkit to guide event planning and post-event reporting.

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



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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.