



## Green Schools Conference and Expo Program Working Group

USGBC Departments: Center for Green Schools, Conference & Events  
USGBC Staff Lead: Phoebe Beierle, Ryanne Waters  
Number of positions: 8-10  
Activity Start Date: June 2019  
Activity End Date: March 2020  
Group Type: Working Group

### Volunteer Position Overview

The GSCE Program Working Group (PWG) will ensure that the conference educational sessions continue to deliver content that will inspire, inform, set future goals and share best practices to advance green schools for all. Working Group members are expected to adhere to the [Code of Conduct for Committees and Working Groups](#).

### Responsibilities

PWG members will meet for 1-2 conference calls between July 2019 and March 2020 and will meet in-person in September 2019 and are expected to complete the following tasks:

- Review sessions in first round of review - **Aug. 12 – Aug. 23, 2019**
- Review approx. 100 proposals in preparation for the Program Working Group retreat - **September 3 – September 18, 2019**
- Attend GSCE Program Retreat in Portland, OR - **Week of September 16, 2019**
  - Select completed sessions from those submitted through Call
  - Identify key topic area holes in program and help develop invited sessions to fill those
  - Identify commonality in accepted sessions and develop GSCE Tracks
- Attend GSCE 2020 in Portland, OR (**February 10-11, 2020**)

### Benefits

In appreciation for your generous time and contribution, we will take \$100 off your full conference registration pass to the Green Schools Conference & Expo, taking place February 10-11, 2020 in Portland, OR. This discount is non-transferable and may not be combined with any other discounts. You are encouraged to register before the Early Bird registration deadline (December 4, 2019) to take advantage of the lowest registration price.

### Qualifications

#### Required

- Able and willing to consistently dedicate time to this effort including 1-2 conference calls from July 2019 through March 2020 and reviewing session proposals.
- Attend one annual retreat on the **week of September 16, 2019** in Portland, OR (meals covered by USGBC, travel to be covered by the Working Group Member)
- Attend GSCE 2020 in Portland, OR (**February 10-11, 2020**)

#### Preferred

- Employee of USGBC Member Company
- Previous GSCE attendance



- Educational programming/abstract review experience for GSCE and/or other industry conferences
- Project and/or technical publication peer-review
- LEED Professional Accreditation
- LEED-certified project design, construction, operations and/or management experience
- K-12 school administration and/or teaching experience
- Diverse industry conference, exposition and event attendance
- Demonstrated knowledge of:
  - Cutting-edge innovation and technologies
  - Green building and green schools best practices and strategies
  - Environmental and sustainability literacy frameworks and teaching practices
  - Industry continuing education requirements and offerings
  - Adult learning theory and strategies

## Time Commitment

*Bi-weekly conference calls and one in-person meeting. Volunteer time is estimated at 2-12 hours per month over the time of the working group.*

## Term Limits

*Please note that USGBC policy states that individuals may not serve on more than three USGBC committees and two working groups at any one time. Any one member organization may not have more than one representative on any one Committee and, except for federal government agencies, may have representatives on a maximum of five Committees and four Working Groups at any one time. Additionally, individuals are limited to four consecutive years on any one committee or working group.*

## How to Submit an Expression of Interest with USGBC

*Those interested in serving on this committee must complete the [Expressions of Interest](#). The deadline for submissions is **Monday, June 17 at 11:59pm PST**. Notifications of appointment will be sent by early October. Incomplete and/or late submissions will not be considered.*

*Please contact [program@greenschoolsconference.org](mailto:program@greenschoolsconference.org) if you have any questions.*

*Thank you for your interest in volunteering with USGBC!*