

Top Tips to Form a Green-Schools Project Committee



Guidance for Green-Schools Coordinators

The Green-Schools programme gives pupils an opportunity to take ownership of an environmental issue and create a positive change in their local community. Taking an active role in achieving an international environmental award is a prestigious achievement and will be a notable addition to a pupil's curriculum vitae.

Being part of a Green-Schools Committee builds pupil confidence, ability to solve problems, communication and organisation skills. Many pupils have used this experience to win membership of Student Councils and Green-Schools Committees at university level.

Setting up an effective Committee will ensure the success of the programme in your school. Through good organisation and delegation, a Green-Schools Coordinator can create a committee who are proactive, independent and effective to lead the environmental campaign in their school.

Steps to create a successful Green-Schools Project Committee

Your Green-Schools Project Committee should be made up of representatives of each class group in your school.

Green-Schools Project Committee members become PROJECT MANAGERS:

- they introduce the project theme to the whole school
- they select the class group that will work on the project
- they ensure the project theme is maintained within the school.

Top Tips:

- Membership of the Committee should be seen as a valuable, competitive, and strictly limited opportunity.
- Advertise the formation of a Green-Schools Committee within the schools (assemblies, notices and school app). Publicise the skills it will develop and the rewards.
- Rewards and incentives: this may include skills development, badges, an end of year certificate, award assembly.
- A prize draw could be held at the end of every term for those who attended meetings.
- Invite voluntary applications for Committee jobs.
- Hold interviews. Aim to appoint a range of students and years.
- Make the members feel important by publicising the pupil's appointments on the notice board and at assemblies.
- Invite key people in the school to join the Committee: the Caretaker, Teachers, Principal, representatives from the Parents Committee and from the Board of Management.
- Give each pupil on the Committee a job description and delegate tasks to ensure students are empowered and take ownership.

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Examples of Committee roles:

Green-Schools Pupil Roles	Job description (to be adapted based on students' ages)
Head of Green-Schools <i>Skills: Leadership, organisation and people management.</i>	- Oversee Committee actions and coordinate activities. - Liaise with the Principal and Green-Schools Coordinator to keep her/him updated. - Run Green-Schools meetings with the Coordinator
Deputy Head of Green Schools <i>Skills: Organisation, administration and people management.</i>	- Work closely with the Head of Green-Schools Travel. - Create an agenda for meetings. - Record and circulate minutes of the Committee meetings.
Notice Board Communication Officer <i>Skills: Art, creative skills, advertising, design and marketing.</i>	- Design a creative theme for the notice board. - Display Committee names and photos. - Update the notice board regularly to display survey results, recent events and news. - Use a 'fact or image of the week' system to get other pupils thinking about the environment.
Digital and Social Media Communication Officer (if age appropriate) <i>Skills: Computer skills, digital marketing, journalism and blogging.</i>	- Does your school have a Green-Schools social media account or school website? - Add links to short videos about the environment, travel and greenhouse gases e.g. 'Dear Future Generations: Sorry'. - Add tweets and posts about the Committee's progress. - Follow and share with Green-Schools.
Project Slogan Officer <i>Skills: Creative skills, music, video direction and production, language skills and event organisation.</i>	- Create a song, rap, poem or slogan for the Travel theme. A competition could be held within the school. - Create a video / digital poster / poster of the Green-School Code. - Display this code on the notice board or elsewhere. - Ask the principal to include the new code in school journals.
Waste Reduction Officer <i>Skills: Leadership, organisation, research and independent initiative.</i>	- Evaluate the recycling system. - Ask the caretaker to monitor the amount of waste produced. Record this data and give it to the Green-Schools Coordinator. - Create a small action to promote recycling and reduce waste e.g. clothes recycling bin / junk-kouture fashion show.
Energy Officer <i>Skills: Leadership, organisation, research and independent initiative</i>	- Ask the caretaker to monitor the electricity bills and meter readings. Record this data and give it to the Green-Schools Coordinator. - Create signs for classrooms about switching off monitors, projectors and lights. - Encourage a small action e.g. observe Earth Hour.

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Water Officer <i>Skills: Leadership, organisation, research and independent initiative</i>	- Ask the caretaker to monitor the water usage. Record this data and give it to the Green-Schools Coordinator. - Create signage about water wastage and dripping taps. - Encourage an action e.g. re-useable water bottles instead of plastic.
Other Officers as needed.	
Other roles	
Assistants <i>Skills: varies by role</i>	- Each of the roles above may have an assistant role. - Ask the Coordinator for further details.
Green-Schools Committee members <i>Skills: Environmental activism, communication, and creativity.</i>	- Committee members participate in promotion tasks. - Attend workshops, seminars and meetings. - Promote environmental quality.