



GREEN LEADER GUIDE

Congratulations! You are the new Green leader for your office. Not only are your workspace habits shifting, but you are *leading* the accomplishment of these goals and implementing substantial change. Here are some guidelines and helpful tips to get your office green!

YOUR PURPOSE

A Green Leader is the sustainability champion of his/her team. Green Leaders promote sustainable office practices year-round and attend Green Office Network events and meetings that provide resources, guidance, and conversation around the changes you are implementing. Green Leaders help educate staff and faculty, act as a point of contact for interdepartmental networking, plan sustainable office events, and help GW achieve its sustainability goals.

GETTING STARTED

Outlined below are things that must be done by the Green Leader to have their office certified:

1. Send out an **introduction** email to let your office know who you are, what your role is, and what changes will be made to the office.
2. Place **visual prompts** on **all light switches**
 - Remind people to turn off lights after meetings or when noticeably left on.
3. Email staff before holidays and breaks to turn off all lights, computers, monitors, and other electronic devices.
4. Attach **signs** to **trash and recycling** bins.
5. **"Sustainable Benefits flyer"** and **"Transit Flyer"** are posted in your shared office space and readable.
6. Relay the office's sustainability goals to incoming/new office members.

CHECKING IN AND GROWTH

As Green Leader, you are expected to maintain the green status of the Office and help grow your office's sustainable practices. These responsibilities include:

- Making sure you **practice what you preach**
 - Check in with people on practices and address sustainable practice issues
 - Encourage practices with enthusiasm
- **Be a resource** for office members with concerns, questions, or ideas regarding sustainability.
- **Attend** Green Office Network **Meetings and Events** to collaborate on better leadership strategies and initiatives for offices.
- **Stay positive!** Going green develops amazing benefits - looking back on accomplishments and staying enthusiastic about future goals makes your office's transition easier.
- **Renewing your certification** every year
 - If you no longer want to be green leader or are leaving your office, choose the next green leader and send their contact info to the Office of Sustainability.

Great! You're certifying your office, but the work continues. As the green leader you are inspiring and encouraging individual change and practice. Even having a few people develop greener habits is a step in the right direction! Don't feel discouraged if things are not going the way you planned.

We are so thankful for your leadership and effort in building a better GW and a happier, healthier workspace!

THANK YOU