

UC SANTA CRUZ SUSTAINABILITY WORKING GROUP CHARGE & MEMBERSHIP

AREAS OF FOCUS, STRUCTURE & MEMBERSHIP

- Implement programs to improve topic-specific campus sustainability as outlined in the UCOP Sustainable Practices Policy and the current Campus Sustainability Plan.
- Working Groups report topic-specific campus priorities and progress to the Committee on Sustainability Stewardship (CSS), which advises the Chancellor's Executive Committee for Sustainability & Climate Change (ECS).
- Each WG will have at one least chair and consider a student co-chair model, as student schedules allow.
- Any campus member is eligible for membership on WGs.
- Meeting frequency is at at least once per academic quarter, although many groups meet several times a month, varying according to topic and annual campus priorities.

WORKING GROUP MEMBER RESPONSIBILITIES

- Attend scheduled meetings and respond to e-mail communications as appropriate.
- Make recommendations to campus principal officers on goals, actions, and resource requirements through CSS.
- Measure and report sustainability progress and metrics in coordination with relevant policies and committees.
- Encourage collaboration between all campus community members and sustainability organizations, including the Student Environmental Center (SEC).

CHAIR/CO-CHAIR RESPONSIBILITIES

- Plan agendas, schedule meetings, post minutes, send email reminders out, reserve location, submit minutes & report to CSS as appropriate.
- Recruit members and maintain current membership list.
- Track all action items / tasks. If formal minutes are taken, share with Sustainability Office liaison to post online.
- Work with SEC to identify student-liaison to Blueprint for a Sustainable Campus.
- Seek out faculty engagement as appropriate to specific project(s).
- Attend the monthly CSS meetings.
- Attend Working Group Leadership Circle (WGLC) meetings and utilize the group as a feedback mechanism as needed before formal presentations to CSS.
- Ensure replacements are recruited and trained when co-chairs step down.

SUSTAINABILITY OFFICE LIAISON RESPONSIBILITIES

- Support Chair(s) in meeting planning, co-facilitation and administrative support as needed.
- Keep group up to date on relevant UCOP and campus-wide sustainability policies and operational changes.
- Identify and seek out project-specific grant funding opportunities, as funds become available.