



## **METRO DENVER EDUCATION COMMITTEE**

### **Mission:**

The mission of the USGBC Metro Denver Education Committee is to increase awareness of and deepen knowledge about building with respect for the natural environment. The team strives to provide diverse and insightful educational opportunities throughout the Metro Denver area. By doing so we enable individuals and businesses to incorporate green building practices into their work and thereby reduce greenhouse gas emissions, shorten our collective carbon footprint and help improve quality of life in the community both indoors and outdoors.

### **Why Join Us:**

The Education Committee is seeking motivated volunteers who can commit for at least one year to help us accomplish this mission. Volunteers who succeed in meeting their obligations over the course of a year will be provided with the following benefits:

1. Contributing to the development of the green building knowledge-base in the metro area,
2. Networking opportunities with like-minded individuals in the green building industry,
3. **FREE BEER AT MONTHLY COMMITTEE MEETINGS!**

### **CO-CHAIR, CONTINUING EDUCATION & PARTNERSHIPS**

JASON COKER

The role of the Education Co-Chair for Continuing Education Credits & Partnerships is to work towards fulfilling the goals set forth by the Colorado Chapter Education Committees. Such goals include supporting the development of the USGBC's continuing education program (currently in development) and creating and sustaining partnership opportunities with other organizations. Responsibilities also include acting as a liaison between key state-wide initiatives and the Education Committee's membership.

The Education Co-Chair is expected to attend the Colorado Chapter monthly conference calls, the monthly Denver Metro Branch Steering Committee meetings and the monthly Metro Denver Education Committee meetings.

The expected monthly commitment will vary between 6-10 hours.

## **CO-CHAIR, PROGRAMMING**

EMILIE BARATTA

The role of the Education Co-Chair for Programming is to coordinate the monthly membership event. In addition, this position will help other Education Committee members as they organize additional programming, including, as determined by the committee, lunches, breakfasts, green tours, and special events.

Event coordination requires planning months in advance. As the USGBC moves into their required continuing education phase, these events will need to fulfill the membership's need for sustainable CEU credits.

The Education Co-Chair is expected to set the agenda and take and distribute the notes from the Metro Denver Education Committee meetings, to participate in Colorado Chapter monthly conference calls and the monthly Denver Metro Branch Steering Committee meetings.

The expected monthly commitment will vary between 6-10 hours.

## **DIRECTOR, LUNCH 'N LEARNS**

BERNADETTE KELLY & LILIANA LAU

The Director for Lunch 'n Learns/Breakfasts will serve as point person for quarterly lunch 'n Learns. The long-term goal of the Education Committee is to offer quarterly lunch and learns and/or breakfasts in various Metro areas, including, the Denver Tech Center, Lakewood, Stapleton and others as indicated.

This person will organize a team that will identify locations, topics and speakers. In conjunction with the Metro Denver's Communications Committee, this person and/or his/her team will be responsible for publicizing the events and providing the committee with feedback regarding topics of interest, successes, ways to improve, etc.

This position is expected to participate in the monthly Metro Denver Education Committee meetings.

The initial expected monthly commitment will vary between 4-6 hours.

## **DIRECTOR, VOLUNTEER COORDINATION**

**OPEN**

The Director for Volunteer Coordination takes on the responsibility of ensuring that education events, specifically the signature First Monday Speakers Series,

have adequate staffing. Typically three volunteers are needed the evening of the Speakers Series to help register and check in participants. Volunteers will be a mixture of USGBC members, interns and Education Committee members.

Attendance at the First Monday Speaker Series will be a must. Check-in starts around 5:30. Sometimes supplies have to be picked up from the USGBC CO main office, which is in the Alliance Center, a three minute drive from REI. This position is expected to participate in the monthly Metro Denver Education Committee meetings.

The expected monthly commitment will vary between 4-6 hours.

#### **DIRECTOR, SPECIAL PROJECTS**

ALEKA PAPPAS

The Special Projects Director will serve as point person for special projects throughout the year, including Doors Open Denver, building tours, and, as determined by the committee, half-day and day-long events.

The expected monthly commitment will likely vary. This position is expected to participate in the monthly Metro Denver Education Committee meetings.

The expected monthly commitment will vary between 4-6 hours.

#### **DIRECTOR, NETWORKING**

*Liaison with Metro Denver Membership Committee*

JIM HORNER

The role of the Director of Networking will be to coordinate the My Brother's Bar Networking event that happens prior to the monthly Speakers Series. The Director of Networking will be responsible for creating or enhancing and implementing networking opportunities available at each Education Committee event. This position works closely with the Membership Chair of the Metro Denver Steering Committee and may possibly become incorporated into that committee at a later date.

This position is expected to attend and helm the monthly My Brother's Bar Events, to participate in the monthly Metro Denver Education Committee meetings and to participate in Metro Denver Membership Committee meetings as needed once those recommence.

The expected monthly commitment will vary between 4 – 6 hours

**DIRECTOR, MEMBERSHIP COMMITTEE LIAISON**

*Jeff Elsner*

In order to maximize the efficiency and effectiveness of the Metro Denver USGBC's efforts, the Education Committee believes that having certain members attend other committee meetings will help tremendously.

The Metro Denver Steering Committee is in flux right now due to elections; this position(s) will kick in in the fall/winter 09.

Responsibilities would be to call-in and participate in committee discussions and report back to the Denver Metro Education Committee during our monthly meetings. For starters, these Liaison's would not be expected to be a participating member of *other* committees – merely an ear so that we can better coordinate efforts.

Expected monthly commitment will vary between 4-6 hours.

**DIRECTOR, ADVOCACY COMMITTEE LIAISON**

*MARA PRANDI-ABRAMS*

*SUZANNE LA VOIE*

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Expected monthly commitment will vary between 4-6 hours.

**DIRECTOR, SPONSORSHIPS**

**OPEN**

The role of the Director of Sponsorships is just that: to identify and secure sponsorships for the Education Committee's programming. The Director will be expected to work with USGBC Chapter staff and to adhere to Chapter

guidelines, but there is great untapped potential for USGBC member companies, among others, to promote their products and services and to support the Metro Denver branch efforts to increase awareness of and deepen knowledge about green building.

This position is expected to participate in the monthly Metro Denver Education Committee meetings.

The initial expected monthly commitment will vary between 4 – 6 hours. Once the system is established, the monthly commitment should decrease.

#### **DIRECTOR, EVENT COORDINATION**

ANNIE MANN & JENNY GOSSETT

The role of the DEC is to coordinate logistical matters for the monthly speaker series, set-up and monitor on-line event registration and posting events on the website. Specific duties may include catering set-up, communicating with venue reps, and identifying/ implementing ways to decrease the event's carbon footprint.

This position is expected to participate in the monthly Metro Denver Education Committee meetings.

The expected monthly commitment will vary between 4 – 6 hours.

#### **DIRECTOR, CONSUMER RESEARCH**

CASEY PETERSON

The role of the Director of Consumer Research is to author, distribute and collate consumer surveys at the monthly speakers series. These surveys help the Education Committee gauge the success of its program as well as areas of weakness and future topics. Note that the survey system is already in place so the DCR has the choice of utilizing the existing system or creating a new system altogether.

This position is expected to attend the monthly speakers series events and to participate in the monthly Metro Denver Education Committee meetings.

The expected monthly commitment will vary between 4 – 6 hours.

## **AT LARGE MEMBERS**

TRACY LEWIS

DANA MALAS

CAROLYN VISALLI

OPEN

OPEN

OPEN

Members form the backbone of the Education Committee. They help realize all the programming and contribute enormously to the viability of the Metro Denver USGBC branch.

All Members are expected to organize two events annually – be they an evening First Monday Speakers Series, a lunch and learn or a special project.

All members are expected to make the monthly Education Committee meetings and given the opportunity to pitch-in with the duties of the sub-committees, as interested and needed.

The expected monthly commitment will vary between 2 – 4 hours.