



GREEN Committee Policy

What is the GREEN Committee?

The GREEN Committee is dedicated to reducing the Grand Traverse Band of Ottawa and Chippewa Indians environmental impact. Membership on this committee is voluntary; however it requires a commitment to attend meetings, participate in events, and upholds the objectives outlined below. Members can be any employee who wishes to participate as an active member or as an event member. The Committee consists of four Officer positions and six member positions, for a total of ten members not including Executive Committee Members whose numbers and involvement shall not be limited.

The objectives of the GREEN Committee are:

- To act as environmental leaders and role models for staff, increase environmental awareness, and collectively make decisions that will positively impact the environment.
- To incorporate cultural philosophies of the Anishinaabek into GREEN Committee activities.
- To participate in community events, such as Natural Resources Fair and Feast, Health Fair, Pow Wow and Earth Day celebration, etc.

When does the GREEN Committee meet?

The GREEN Committee meets on the second Monday of every month at 2pm in the Natural Resources Department Conference room. This meeting time is subject to change on occasion due to high work volumes. All members will be notified in advance if a meeting time has changed. In the event of major functions it may be necessary to attend additional planning meetings.

What are the benefits of being on the GREEN Committee?

The knowledge that you have helped make a positive impact on the environment! GPT Incentives, see below.

GREEN Committee GPT Incentives

The Grand Traverse Band is very serious about its commitment to the environment. To ensure our success we need a culture that is focused on teamwork and environmental sustainability. To increase participation and dedication to our Green Initiatives we have put in place a GPT incentive program for qualifying members of our GREEN Committee with full-time employment status.

What are the GREEN Committee Officers responsible for?

Officers shall be elected at the September GREEN Committee meeting and their terms shall begin in October each fiscal year for a one-year term. The positions and responsibilities are as follows:

Committee Chairperson (24 Hours of GPT) This member works with the Tribal Manager, the Environmental Services Coordinator, and other members of the management staff to coordinate events and environmental initiatives. They preside at all meetings, assign events to committee members and oversee all events. They are responsible for leading the GREEN Suggestion Program Coordinator, Community Events Coordinator and Secretary in their roles. They communicate and update members on new and old events and work with other officers in implementation of new policies and correspondence. Must be present at all committee meetings and complete all duties effectively to be eligible for GPT incentive.

GREEN Suggestion Program Coordinator (16 Hours of GPT) This member is responsible for the GREEN Suggestion Program. This includes drafting a proposal for a more comprehensive suggestion program and presenting the proposed plan to the Committee Chairperson and other members of the management staff. Once implemented this person will be responsible for following up on all suggestions from employees by either working with appropriate department staff to implement the suggestion or following up with that employee promptly with the reasons why the suggestion is not feasible.

This person will be responsible for tracking and following up with department managers about implemented suggestions. Must not miss more than 2 meetings per year, and complete all duties effectively to be eligible for GPT incentive.

Community Events Coordinator (16 Hours of GPT) This member is responsible for seeking out new ways for the GREEN Committee and GTB to get involved with the community. These relationships are very important to the success and progress of the Tribe's GREEN Initiatives. This person will also be responsible for organizing and/or planning of the participation in these events. Once event is coordinated, this person will work with the Committee Chairperson to delegate responsibilities to GREEN Committee members.

This person will also be responsible for the creation of master list of community events and volunteer opportunities for the year and facilitate the delegation to Committee Co-Captains. Must not miss more than 2 meetings per year, and complete all duties effectively to be eligible for GPT incentive.

Secretary (16 Hours of GPT) This member is responsible for taking and distributing accurate minutes of meetings to all active members. The Secretary shall also handle all correspondence for the Committee to include the Batch Email, Posters, Employee Bulletin and email. The Secretary is responsible for tracking attendance and participation of GREEN Committee members. The Secretary serves as administrative support as assigned by the GREEN Committee Chairperson. Must not miss more than 2 meetings per year, and complete all duties effectively to be eligible for GPT incentive.

GREEN Committee Member (8 Hours of GPT)

- GREEN Committee members must understand that some events may take place on a weekend or during after-work hours. These events are unpaid hours. If events occur during your regularly scheduled work hours you will receive your usual pay.
- GREEN Committee members should plan to attend all scheduled meetings and committee events.
- To qualify for GPT, GREEN Committee members must have their participation form signed by the Tribal Manager and their Supervisor by October 1st of each year. By doing so, the Tribal Manager agrees to allow you the time to attend GREEN Committee meetings and events.
- To qualify for GPT, GREEN Committee members must be a Co-Captain of at least one event during the course of a year. As Co-captain you are responsible for an event, including the organization of, enlisting the participation of other employees, and ensuring the success of the event. Co-Captains are also responsible for keeping detailed information about the event for future events.
- To qualify for GPT, GREEN Committee members must report to a GREEN Committee officer if they are not going to be able to attend a scheduled meeting. Absences should be kept to a minimum. Failure to attend two (2) meetings or fail to participate in at more than one (1) event and GPT will not be awarded.
- GREEN Committee members must report to the Event Co-Captains if they will be unable to participate in an event.
- GREEN Committee members must be knowledgeable about Green initiatives and uphold a high a standard of environmental stewardship.
- GREEN Committee members must take it upon themselves to update their fellow employees on Green initiatives.

It is the responsibility of the GREEN Committee member to take the initiative to meet the service requirements to receive GPT. The GREEN Committee Secretary will track attendance and participation throughout the year. The GREEN Committee Chairperson is responsible for notifying the Tribal Manager for each qualifying member in September. GPT will be issued into the qualifying GREEN Committee members GPT bank at the end of each year.

Executive Committee Members Act as a liaison to Tribal Council. These members are Tribal Councilors, Tribal Manager or representatives of the Tribal Managers Office. (Not an elected GREEN Committee position).

Bulletin Board Display

Every other month the GREEN Committee Bulletin Board must be updated with information relating to what the GREEN Committee has accomplished along with other environmental information. This duty will rotate to an active member's department bi-monthly.



GREEN COMMITTEE PARTICIPATION PLEDGE

I, _____, pledge my allegiance to the Grand Traverse Band of Ottawa and Chippewa Indians GREEN Committee. Furthermore, I vow to attend the regularly scheduled meetings of the Committee and to participate in the planning, organization and execution of GREEN Committee events and initiatives as often as possible.

The GREEN Committee understands that the employees' work duties and responsibilities are the priority; however the employee member is required to keep knowledgeable about Committee matters.

I, the Committee member, do promise that I will put forth my best efforts for the good of the Grand Traverse Band of Ottawa and Chippewa Indians, its employees and our community.

GREEN Committee Member

Supervisor

Date

Date

The pledging employee is of good standing and I, the Tribal Manager, do authorize his/her participation in the Committee not to exceed 5 hours per month. If participation exceeds 5 hours per month I have the option to deny participation.

Tribal Manager

Date