



# Business Sustainability Modules

## Green Teams – Kick Off Meeting

### Getting started?

- Try and choose a meeting time and place that will be comfortable for staff and encourage maximum attendance.
- Create an agenda for every meeting to help guide the team.
- Start with a quick energiser such as a topical news story, short video from YouTube or humorous political cartoon.
- Give each participant 5 minutes to tell the other team members their name and job description and why they want to be a part of the team



### Who will lead the team?

Who will lead the team? The leader is typically the first point of contact. They need to keep teams organised, informed, motivated and on track.

Leaders should have:

- a strong passion and commitment to sustainability
- a collaborative spirit and listen openly to ideas from the team
- good communication skills as they will need to consult and report on the team's progress with members in the team, other staff and senior management.
- skills in collecting, analysing and presenting information and data is also helpful for green teams focusing on measuring resource use and waste generation.
- How long the leader will lead? Many businesses decide to rotate the position annually.





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### How will the team function?

- Who will help facilitate the meetings
- Who will be responsible for taking minutes or notes at each meeting? Ideally these minutes are quickly reviewed at the start of the next meeting.
- How will the team communicate with each other
- How will the team store and share information?
- What available resources does the team have? This includes skills of the people on your team and the team's budget if you are lucky enough to have one.
- Who does the team need to report to and how?