

**Title:** President

**Responsible to:** Membership

**Term of office:** One year following election at annual meeting

**Responsibilities:**

- Serve as Chairperson and a voting member of the Board.
- Provide leadership for and direct the strategic planning of the Havre de Grace Green Team.
- Following Annual Member Meeting & Elections, in conjunction with the executive board, appoint committee chairs.
- Act as official spokesperson of the Board, including preparing the agenda for and presiding at board meetings and the annual meeting.
- Represent the board, or designate representation, to appropriate meetings and inaugurations.
- Review of the Havre de Grace Green Team's budget with the Board.
- Provide Havre de Grace Green Team membership with necessary reports and progress of the Board.
- Attend at least three of the four quarterly board meetings.
- Nominate qualified members that reflect the diversity of the Havre de Grace Green Team for leadership positions. Through programs, services, and leadership, advance the principles articulated in the Havre de Grace Green Team's core purpose and values.
- Post on the Havre de Grace Green Team's Facebook page.
  - Tag other Havre de Grace Green Team Board Members on each shared post.
  - Share posts on social media (Facebook, Twitter, etc.) placed by other board members.

**Qualifications:**

- Individual membership in The Havre de Grace Green Team.
- Commitment to fulfilling the duties of the position for the length of the term.
- Access, utilization, and commitment to web-based communication.

**Title:** Vice President

**Responsible to:** Membership

**Term of Office:** One year following election at the annual meeting

**Responsibilities:**

- Coordinate efforts to generate volunteers through social media, print, or other formats.
- Serve as a voting member of the Board.
- Review of the Havre de Grace Green Team's budget with the Board.
- Attend at least three of the four quarterly board meetings.
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**Qualifications:**

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- Commitment to fulfilling the duties of the position for the length of the term.
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**Title:** Secretary

**Responsible to:** Membership

**Term of Office:** One year following election at the annual meeting

**Responsibilities:**

- Coordinate documentation of Havre de Grace Green Team's meetings through taking and sharing minutes.
- Maintain Havre de Grace Green Team membership list on Mailchimp.
- Serve as a voting member of the Board.
- Review of the Havre de Grace Green Team's budget with the Board.
- Provide Havre de Grace Green Team membership with necessary reports and progress of the Board through.
- Attend at least three of the four quarterly board meetings.
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**Title:** Treasurer

**Responsible to:** Membership

**Term of Office:** One year following election at the annual meeting

- Maintain financial records as required for non-profit status 501C3.
- File tax records as required.
- Serve as a voting member of the Board.
- Review of the Havre de Grace Green Team's budget with the Board.
- Provide Havre de Grace Green Team Secretary with necessary reports and progress.
- Attend at least three of the four quarterly board meetings.
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**Title:** Member-at-Large

**Responsible to:** Membership

**Term:** One year following election at annual meeting

**Responsibilities:**

- Undertake responsibilities as assigned by the President of the Board, such as liaison to projects to maintain board oversight of project activities.
- Serve as a voting member of the Board.
- Review of the Havre de Grace Green Team's budget with the Board.
- Provide Havre de Grace Green Team Secretary with necessary reports and progress of the Board.
- Attend at least three of the four quarterly board meetings.
- Nominate qualified members that reflect the diversity of the Havre de Grace Green Team for leadership positions. Through programs, services, and leadership, advance the principles articulated in the Havre de Grace Green Team's core purpose and values.
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**Title:** Education Director

**Responsible to:** Membership

**Term:** One year following election at the annual meeting

- Identify and pursue opportunities for environmental outreach and education relevant to the Green Team's mission in the Havre de Grace Community
- Coordinate environmental documentary screening series, select documentaries to be screen and lead discussions. Act as official spokesperson of the Documentary Screening Initiative. Represent the initiative, or designate representation, to appropriate meetings.
- Serve as a voting member of the Board.
- Review of the Havre de Grace Green Team's budget with the Board.
- Provide Havre de Grace Green Team Secretary with necessary reports and progress of the Board.
- Attend three of the four quarterly board meetings.
- Nominate qualified members that reflect the diversity of the Havre de Grace Green Team for leadership positions. Through programs, services, and leadership, advance the principles articulated in the Havre de Grace Green Team's core purpose and values.
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**Title:** Chairperson, Community Garden Initiative

**Responsible to:** Board of Directors

**Term of office:** One year following appointment by the Board of Directors

**Responsibilities:**

- Coordinate the operation of the community gardens established by the Havre de Grace Green Team. Specific tasks include:
  - Chairing of the Garden Committee, which serves as the decision-making group for garden policy, budget, and other planning activities. Members of the Garden Committee are invited by the chair to serve as representatives for each garden.
  - Maintaining each year's roster of community garden members, collecting annual garden fees, and making assignments to individual plots at each garden.
    - Share roster of community garden members with secretary
  - Serving as the main point-of-contact for the Community Garden Initiative with supporting organizations, including the City of Havre de Grace, the Susquehanna Hose Company, Vulcan Materials, Huber Company, etc.
  - Purchasing materials and services for the gardens that have been budgeted and approved by the garden committee.
  - Selecting gardeners to serve as site leaders to manage their respective gardens and supporting the site leaders through emails and personal communications to share information and advice.
- Act as official spokesperson of the Community Garden Initiative. Represent the Community Garden Initiative, or designate representation, to appropriate meetings.
- Serve as a voting member of the Board.
- Review of the Havre de Grace Green Team's budget with the Board.
- Provide Havre de Grace Green Team Secretary with necessary reports and progress of the Board.
- Attend at least three of the four quarterly board meetings.
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**Title:** Chair, Zero Waste Initiative

**Responsible to:** Board of Directors

**Term:** One year following appointment by the Board of Directors

- Coordinate recycling committee meetings.
- Attend First Fridays GT Tent or coordinate representation.
- Act as official spokesperson of the Recycling Initiative. Represent the initiative, or designate representation, to appropriate meetings.
- Serve as a voting member of the Board.
- Review of the Havre de Grace Green Team's budget with the Board.
- Provide Havre de Grace Green Team Secretary with necessary reports and progress of the Board.
- Attend at least three of the four quarterly board meetings.
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**Qualifications:**

- Individual membership in The Havre de Grace Green Team.
- Commitment to fulfilling the duties of the position for the length of the term.
- Access, utilization, and commitment to web-based communication.



**Title:** Chair, Education

**Responsible to:** Board of Directors

**Term:** One year following appointment by the Board

- Coordinate quarterly documentary screening, select documentaries to be screen and lead discussions.
- Act as official spokesperson of the Documentary Screening Initiative. Represent the initiative, or designate representation, to appropriate meetings.
- Serve as a voting member of the Board.
- Review of the Havre de Grace Green Team's budget with the Board.
- Provide Havre de Grace Green Team Secretary with necessary reports and progress of the Board.
- Attend three of the four quarterly board meetings.
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**Title:** Chairperson, Think Green Eat Green

**Responsible to:** Board of Directors

**Term:** One year following appointment by the Board

**Responsibilities:**

- Coordinate regular gatherings of the Havre de Grace Green Team's Whole Foods Plant Based Potluck. This includes coordinating set-up and clean-up of event.
- Provide Havre de Grace Green Team Secretary with schedule of Whole Foods Plant Based Potluck events and other events for inclusion in the Havre de Grace Green Team's Newsletter.
- Act as official spokesperson of the Plant-Based Potluck Initiative. Represent the Environmentally Friendly Eating Initiative/Plant-Based Potluck, or designate representation, to appropriate meetings.
- Serve as a voting member of the Board.
- Review of the Havre de Grace Green Team's budget with the Board.
- Provide Havre de Grace Green Team Secretary with necessary reports and progress of the Board for inclusion in the Havre de Grace Green Team's email newsletter by the 15th of each month.
- Write one annual article and /or commentary for The Havre de Grace Green Team's email newsletter.
- Attend at least three of the four quarterly board meetings.
- Nominate qualified members that reflect the diversity of the Havre de Grace Green Team for leadership positions. Through programs, services, and leadership, advance the principles articulated in the Havre de Grace Green Team's core purpose and values.
- Add events and activities to shared Google calendar.
- Post on the Havre de Grace Green Team's Facebook page.
  - Tag other Havre de Grace Green Team Board Members on each shared post.
  - Share posts on social media (Facebook, Twitter, etc.) placed by other board members.

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**Title:** Chair, The Great Outdoors Initiative

**Responsible to:** Board of Directors

**Term:** One year following appointment by the Board

- Act as official spokesperson of the Great Outdoors Initiative. Represent the initiative, or designate representation, to appropriate meetings.
- Serve as a voting member of the Board.
- Review of the Havre de Grace Green Team's budget with the Board.
- Provide Havre de Grace Green Team Secretary with necessary reports and progress of the Board for inclusion in the Havre de Grace Green Team's email newsletter by the 15th of each month.
- Write one annual article and /or commentary for The Havre de Grace Green Team's email newsletter.
- Attend three of the four quarterly board meetings.
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