University at Albany Student Sustainability Council Chair Positions 2012-2013

Administrative Committee (i.e. The Boss of the Council)
- **Administrative Chair (One position):** The Chairman will oversee the week-to-week functions of the Council and will be responsible for conducting the trainings of the Council. They will be responsible to obtain attendance and membership lists from the Recruiting Chairs in order to determine and notify active and inactive members. The Administrative chair will advise the Director of Environmental Sustainability on the organization of the Council and selection of Chairs. The Administrative Chair will disseminate all necessary materials to Council members and assist in the scheduling and assignment of tabling dates/times and obtain volunteers for those times.

Communication Committee
- **Communications Chairs (2 or more positions):** The Communication Chairs will be responsible to work with Sustainability office workers to maintain internal and external communications. This includes writing articles for the sustainability bulletin and blog site, sending notices to the AASHE bulletin and other publications as needed. In addition, communication chairs will help create fliers and posters for events. Communication Committee members will be responsible for working with other committees to help them publicize their events.

  - **Recruiting Chairs (2 or more positions):** Recruiting Chairs will be responsible for holding general interest meetings and participating at Student Group fairs to create interest and obtain new members. Recruiting will be highly targeted at freshmen and sophomores. Chairs will also be responsible for maintaining membership lists and attendance lists. Recruiting Chairs will have to work closely with Sustainability Houses and LLCs.

    **Event Chair (1 or more positions):** Event Chairs will be responsible for promoting sustainability related programs and events. They will mainly focus on increasing attendance at events. They will use social media and other vehicles to increase awareness. The chair will work with the Social and Media Specialist in the Communications and Marketing Department at the University to coordinate promotions.

Recycling, Reduction, and Reuse Committee
- **Recycling Chairs (2 or more positions):** Recycling Chairs will be most involved in the Spring Semester of each academic year. This is when the Office of Environmental Sustainability focuses on recycling and reuse, with programs such as RecycleMania and the Give and Go. These positions are for individuals who do not mind getting their hands dirty and have an interest in recycling, reducing, and reuse as a way to pursue sustainability on campus.

Energy/Electricity Usage Reduction Committee
- **Energy Chairs (1 or more positions):** Energy Chairs will be more involved in the Fall semester of each academic year. This is when the Office of Environmental Sustainability focuses on energy and electricity reduction with programs such as the Energy Campaign and CFL distribution. These positions are for individuals who do not mind interacting with many people through dorm and office storming and have an interest in energy and electricity reduction as a way to save money and pursue sustainability on campus.

Health, Wellness, and Community Committee
- **Community Chairs (2 or more positions):** The Community Chairs will be responsible for coordinating student involvement in outreach programs in the Albany area. In addition, the Community Chairs will help promote internal programs such as the Bike Share Initiative, the Car Share/Rental program, and miscellaneous events such as “Green-Grams”. The Community Chair will work with outside groups such as UAS, Chartwells, and other Student Groups to organize (and co-sponsor) events, programs, etc.