



## UMass Green Office Program Eco-Leader Information

---

### **What is an Eco-Leader:**

The Green Office Program at UMass works to promote sustainability practices on campus through audits and constructive feedback of office practices. In order to accomplish this, we delegate representative Eco-Leaders (staff members) from each participating office. Eco-leaders are responsible for informing their office or department community about sustainability practices at UMass. An Eco-Leader takes on this task by working with a Green Office Fellow. Over the course of each semester, the Green Office Fellow (students) tracks progression of office sustainability levels to help the office set goals and improve upon the work that they are already doing.

### **What is a Green Office Fellow:**

The Green Office takes on undergraduate, student interns each semester that are formally called Green Office Fellows. Green Office Fellows are in place to work with the participating Green Offices on campus so that the offices can reach their sustainability goals. Fellows provide a face for the Green Office Program and facilitate Green Office walkthroughs, provide educational materials to offices, and assist offices with changes to their office practices in order to foster a more sustainable office environment.

### **Responsibilities of an Eco-Leader:**

- Scheduling and completing Spring and Fall semester walkthroughs with your assigned Green Office Fellow. This walkthrough will serve as an audit of your office to determine how sustainably the office is operating. Each office is given a score of bronze, silver, gold, green, or evergreen depending on the amount of sustainable practices that are being accomplished by the office. The Green Office Fellow will email you (the Eco-Leader) to discuss how your office scored after the walkthrough is over. Additional feedback may include ideas for future improvement, or attachments with educational materials to display in the office and/or email to co-workers.
- Send out reminder emails during break periods to shut off or unplug electronics and all lights, as well as to turn down heating units to a lower level (if possible).
- Send emails to the office or department staff, highlighting sustainability events and activities. This may be as simple as forwarding an email that your Green Office Fellow has shared with you or can be an event that you noticed and wanted to share.

- If your office does not already compost, ask a Green Office Fellow how your office can begin composting.
- Be an Advocate: If you see something in your office that you think you could improve, say something. This may include posting fliers on a central bulletin board for people to see or meeting with a specific person or group of people in the office to see how their practices could change. Some issues cannot be solved by the office staff themselves. For some issues, you may want to set up a meeting with UMass IT, your department's HR team, building managers, your procurement officers, or office managers to see how improvements could be made.

**If at any time you want to do more as an Eco-Leader, but you just don't know what to do, contact your Green Office Fellow ([umassgreenoffice@gmail.com](mailto:umassgreenoffice@gmail.com)). We have the resources to help you reach your sustainability goals. Feel free to email us with whatever questions, needs, or concerns you may have with the program**