

Green-Schools Committee in a post-primary school

Green-Schools Pupil Roles	Job description
Head of Green-Schools <i>Skills: Leadership, organisation and people management.</i>	<ul style="list-style-type: none"> - Oversee Committee actions and coordinate activities. - Liaise with the Principal and Green-Schools Coordinator to keep her/him updated. - Run Green-Schools meetings with the Coordinator
Deputy Head of Green-Schools <i>Skills: Organisation, administration and people management.</i>	<ul style="list-style-type: none"> - Work closely with the Head of Green-Schools Travel. - Create an agenda for meetings. - Record and circulate minutes of the Committee meetings.
Notice Board Communication Officer <i>Skills: Art, creative skills, advertising, design and marketing.</i>	<ul style="list-style-type: none"> - Design a creative theme for the notice board. - Display Committee names and photos. - Update the notice board regularly to display survey results, recent events and news. - Use a 'fact or image of the week' system to get other pupils thinking about the environment.
Digital and Social Media Communication Officer <i>Skills: Computer skills, digital marketing, journalism and blogging.</i>	<ul style="list-style-type: none"> - Does your school have a Green-Schools social media account or school website? - Add links to short videos about the environment, travel and greenhouse gases e.g. 'Dear Future Generations: Sorry'. - Add tweets and posts about the Committee's progress. - Follow and share with Green-Schools.
Green Code Officer <i>Skills: Creative skills, music, video direction and production, language skills and event organisation.</i>	<ul style="list-style-type: none"> - Create a song, rap, poem or slogan for the Travel theme. A competition could be held within the school. - Create a video / digital poster / poster of the Green-School Code. - Display this code on the notice board or elsewhere. - Ask the principal to include the new code in school journals.
Recycling Officer <i>Skills: Leadership, organisation, research and independent initiative.</i>	<ul style="list-style-type: none"> - Evaluate the recycling system. - Ask the caretaker to monitor the amount of waste produced. Record this data and give it to the Green-Schools Coordinator. - Create a small action to promote recycling and reduce waste e.g. clothes recycling bin / junk-kouture fashion show.
Energy Officer <i>Skills: Leadership, organisation, research and independent initiative</i>	<ul style="list-style-type: none"> - Ask the caretaker to monitor the electricity bills and meter readings. Record this data and give it to the Green-Schools Coordinator. - Create signs for classrooms about switching off monitors, projectors and lights. - Encourage a small action e.g. observe Earth Hour.
Water Officer <i>Skills: Leadership, organisation, research and independent initiative</i>	<ul style="list-style-type: none"> - Ask the caretaker to monitor the water usage. Record this data and give it to the Green-Schools Coordinator. - Create signage about water wastage and dripping taps. - Encourage an action e.g. re-useable water bottles instead of plastic.
Other roles	
Assistants <i>Skills: varies by role</i>	<ul style="list-style-type: none"> - Each of the roles above may have an assistant role. - Ask the Coordinator for further details.
Green-Schools Committee members <i>Skills: Environmental activism, communication and creativity.</i>	<ul style="list-style-type: none"> - Committee members participate in promotion tasks. - Attend workshops, seminars and meetings. - Promote environmental quality.