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University of Northern Colorado Student Leadership for Environmental Action Fund (Student LEAF) Charter and By-laws

Founded in 2012

MISSION STATEMENT

“Empowering a sustainable campus community”

PURPOSE STATEMENT

The purpose of Student Leadership for Environmental Action Fund (Student LEAF) is to empower students in transforming the campus community towards a more sustainable culture. This shall be achieved through the collaboration of students, faculty, and staff in funding projects. Such projects will include building and grounds improvements that promote resource efficiency and education initiatives that promote a sustainability-conscious lifestyle. These efforts shall be realized through the formation of enduring relationships based on trust, respect, and responsibility.

KEYS TO SUCCESS

Student LEAF has established a set of goals that will lead to the success of the student organization and the positioning of Student LEAF as a respected and honorable student organization at the University of Northern Colorado. Those goals are:

1. Campus Awareness
2. Strategic Partnerships
3. Student Engagement
4. Branding
5. Transformational Leadership

Student LEAF is an organization that is focused on empowering the campus community with an avenue for those willing to submit a proposal, to change the infrastructure and aesthetics of the University of Northern Colorado. Focusing on these 5 goals and incorporating these goals into the organizational decision making will assert Student LEAF on campus as being a respected and honorable organization on campus.

Student LEAF has been given an opportunity by the student body to operate and show that sustainability can work in a university setting. It is the responsibility, and with Student LEAF’s focus on these five keys to success, to be the representative of the student body and invest in sustainable initiatives.

OBJECTIVES

Student LEAF has established a set of objectives that will emphasize and support each of the 5 keys to success listed above. Each of these objectives is tailored to the advancement of Student LEAF as an organization that is committed to representing the student body and the University of Northern Colorado.

1. Finance no less than 5 projects per academic year (May to following years August) that match Student LEAF's mission.
2. Create a scorecard for proposals given to Student LEAF that accurately measures the project criteria Student LEAF asks for sustainable projects. This allows Student LEAF to wisely invest in projects that show a great impact to the students and UNC.
3. Create a contractual agreement with the University of Northern Colorado that allows projects that show a positive net present value, a reduction in annual expenses at UNC, or show a greater return than UNC's cost of capital to be returned to Student LEAF as a royalty payment reflecting a percentage of the savings. This can be given in annuity, perpetuity, or revolving allocation depending upon the savings/return incurred.
4. Grow the collection of return payments, as described in objective three, to where the Student LEAF fee incurred by the student body will no longer need to be collected due to sufficient return from invested projects.
5. Partner with UNC's administration to sign the Presidents Climate Commitment
6. Partner with UNC's administration to join AASHE's Billion dollar Green Fund challenge

Student LEAF has been given an opportunity by the campus community and student body to enact change on behalf of the university through the wise investment into sustainable initiatives on campus. Utilizing these goals and objectives will drive the mission of Student LEAF and ultimately the success of the organization on campus. Failure is not an option.

ARTICLE 1 – STUDENT LEAF COMMITTEE

SECTION 1 – POWERS AND VOTING

The Student LEAF Committee has authority over Student LEAF. All official decisions must receive a 2/3 vote by a quorum, no less than 5 of the Committee's voting members, unless otherwise stated within these bylaws. There will be no individual authority given to Committee members apart from their assigned duties.

Amendment 1 – Section 1: Topics Needing Committee-Wide Voting

1. Committee wide voting

a. Bylaws

- i. Each time the bylaws are amended or changed, the committee must be given a copy and given 1 weeks' time to review and offer any changes if necessary
- ii. At the end of this 1 week period, the committee will reconvene and vote on if they accept or reject the newly amended bylaws.
- iii. The bylaws must pass by a 2/3 quorum vote of the eligible voting members.

b. Budget

- i. The committee, at the beginning of each semester, will be presented with a proposed budget. The committee members will be given 1 weeks' time to review and make any necessary changes to the budget that they deem fit.
- ii. When revisions have been given to the Treasurer, the President and Treasurer will meet to review and add necessary changes proposed by committee members.
- iii. Once all revisions have been made at the end of this 1 week period, the committee will reconvene and vote on the newly proposed budget.
- iv. The budget must pass by a 2/3 quorum vote of the eligible voting members.

c. Proposals

- i. Proposals will be presented by the party proposing the project. The committee will then have the opportunity to suggest any changes or ask questions regarding the proposal.
 1. The committee may choose to vote on the project the night of the proposal/presentation of the project.
 2. The committee may also choose to table the proposal to allow for further conversation and for changes to be made. Then a second presentation may be made to the committee for a final vote on the proposal.
- ii. All proposals, infrastructure or education projects must pass by a 2/3 quorum vote of the eligible voting members.

Amendment 2 – Section 1: Presidential Override of Certain Activities

1. President override powers

- d. Official documentation regarding project proposals

- i. The President may choose to alter documentation that outlines project terms and guidelines for project proposals without the majority vote of the committee.
 1. These documents include Project Submittal Applications, Project Contracts, and Program Summary Documentation.
 2. It is up to the discretion of the President and Vice President, depending upon the scope of the change, to put the new documentation up to vote with committee.
 3. Note***: These changes are not to be made on current projects or projects that have already been submitted and approved. These documents are only the initial copies made available to the public for project application purposes.
- e. Contracts
 - i. The President, Vice President, and Grant Coordinator may choose to alter the Student LEAF Project Contract to best suit each project we encounter.
 1. This means that if a project comes through and the fairly homogenous contract that Student LEAF has does not clearly outline the terms in enough detail, then the President and Vice President and Grant Coordinator may choose to alter the contract for the project.
 2. It is up to the discretion of the President, Vice President and Grant Coordinator, depending upon the scope of the change, to put the new documentation up to vote with committee.
- f. Operational/Administrative Expenses
 - i. The President and Vice President have the power to approve expenses incurred by the committee that are equal to or less than \$3,000.
 - ii. The President and Vice President must seek approval by the committee if these expenses total more than \$3,000.
 1. This must be approved by a 2/3 quorum vote.
- g. Marketing and Public Relations Expenses
 - i. The President and Vice President have the power to approve expenses incurred by the committee that are equal to or less than \$3,000.
 - ii. The President and Vice President must seek approval by the committee if these expenses total more than \$3,000.
 1. This must be approved by a 2/3 quorum vote.

SECTION 2 – DUTIES OF FUND COMMITTEE

It shall be the duty of all Student LEAF Committee Members to:

- Review project applications and determine allocation of all funds.
- Embody an environmentally friendly lifestyle suitable for the college student.
- Stay informed on business, news, and concerns related to Student LEAF
- Employ, discharge, supervise, and prescribe the duties of all members of Student Leadership for Environmental Action Fund.

- Engage the campus community, spread awareness, encourage involvement, and educate on environmentally friendly lifestyle habits.
- Work communally towards achieving the vision and goals set forth by the Committee President
- It is the responsibility of each member to encourage, promote, and engage students, faculty, and staff on campus.

SECTION 3 – MEMBER NUMBER & REPRESENTATION OF VOTING POWERS

The Student LEAF Committee shall consist of the **nine** students (8 voting and 1 non-voting) as follows:

1. Standing Committee for the current Academic year:
 - Voting Committee Members
 - These officers will be selected by the outgoing Student LEAF Committee through a panel interview session. Upon interview completion, each applicant will be reviewed by the Committee and any concerns will be addressed. Upon completion of the applicant review, each position and applicant will be voted on by the Committee members. The applicant must receive a 2/3 vote of all committee members to be accepted for the position.
 1. These members consist of the President, Vice President, Treasurer, Public Relations Officer, Secretary, and Green Team Director.
 - One Grant Coordinator, filled by Facilities Management Student Internship Program
 - One Faculty Advisor, approved by UNC Faculty Senate
 - One Staff Advisor, representing Facilities Management
2. Non-Voting Committee Member Positions:
 - President-Elect
 - The President-Elect position will serve no more than an education and continuity role for the current Student LEAF committee. The President-Elect is represented by the next academic year's acting President. This position is filled early on with Student LEAF to ensure continuity of the committee year-after-year. This position is non-paid for the time period as President Elect and the person elected for President-Elect will serve as the acting President of Student LEAF in the following academic year. Again, this position holds no authority; the President-Elect is there specifically to learn about all aspects of LEAF and to learn from the current President.
 - Members of the Green Team other than the Green Team Director are non-voting positions as well.

In addition, upon the discretion of the Student LEAF President and the acceptance of said individual:

- The Student LEAF President may choose to have each committee member paired with a Faculty Mentor. The Faculty Mentor will serve as:
 - A mentor to each member that they may confide in or turn to for guidance regarding an issue that they are facing with their given responsibilities.
 - Each mentor chosen must have some experience in the said field they are asked to be a mentor for.
 - For example, the President may choose a Finance Faculty member to be the mentor for the Treasurer.
 - If a faculty member is chosen for a mentor position, they do not need to attend meetings unless they deem it necessary to offer guidance to the committee as a whole.
 - A Faculty Mentor position is strictly voluntary and any faculty member may choose to accept or reject the offering
 - A Faculty Mentor may also choose to resign at any time from their position with the committee without the consent of the committee.

**See *Appendix A* for officer position descriptions within application packets.

SECTION 4 – OTHER COMMITTEE MEMBERS

The Student LEAF Committee shall also include a Grand Coordinator, Student Advisers, Green Team Members, and Faculty Mentors.

Student Advisers are past Student LEAF Committee members who are formally invited by the incoming committee to continue supporting the organization.

The Green Team will act as a sub-committee of Student LEAF which will serve as a marketing force by actively engaging the student body and creating exciting events on the UNC campus. The formation of the Green Team will allow Student LEAF to adequately serve the UNC community and engage the university.

Green Team members are student volunteers whose purpose is to engage the campus community. They work collaboratively in a team in order to devise creative, efficient and effective campaigns that spread awareness and encourage engagement in Student LEAF along with promoting environmentally friendly lifestyle habits. It is the responsibility of the Public Relations Officer and the Vice President to offer the appropriate guidance to the Green Team members and ensure that campaign activities are encompassed in Student LEAF's goals and objectives.

Faculty Mentors serve in a position with Student LEAF to offer assistance to committee members with each of their assigned tasks. These Mentors will be chosen by the Student LEAF President must have adequate knowledge in the field they are asked to assist each member in. These positions are voluntary and serve to offer guidance to committee members when they are confused with a certain task and how to approach and handle said situation.

SECTION 6 – TERMS OF OFFICE

Student LEAF Committee Officers will serve for one academic year. The academic year will begin on the first day of the Fall Semester and end on the last day of the spring semester (9 months). The Grant Coordinator will serve for a full calendar year, or longer depending upon the discretion of Facilities Management at UNC, starting at the beginning of the fall semester and after gaining an understanding of position responsibilities.

Green Team members can offer to volunteer for multiple semesters in a row if they so choose. It is also understood that if a Green Team member is an Environmental Sustainability Studies Major or Minor that they may receive 1 credit hour of a 400 level course towards their major. This would be taken in ENST 422, and is achieved through Dr. Jurin's oversight and registration for the course.

This arrangement of terms is for the sake of preserving continuity of the committee and ensuring the overall effectiveness of the organization in fulfilling its mission throughout the year.

Should a member elect to leave during the semester or year and said position is paid, a termination of contract for said paid position is initiated immediately effectively stopping pay from being distributed during Student Senate pay periods.

Should nonpaid members elect to leave during the semester or year, a formal announcement must be documented regarding the decision. No resolution needs be determined.

SECTION 7 – STUDENT OFFICER SELECTION PROCEDURES

1. Selection of incoming Student LEAF Committee

- The Student LEAF Committee will make available to the student body a selection timeline and application packet for each year.
- Selection timeline will be determined at the beginning of the academic semester. By the end of the academic semester the selection process will be concluded to provide incoming officers with the opportunity to gain knowledge and experience.
- Throughout the selection process, The University of Northern Colorado Discrimination and Sexual Harassment Policy will be carefully followed.

B. Candidates may elect to run for multiple officer positions and will be required to commit his or herself to being interviewed by the Committee for each position applied. The current Committee officers will select officers by a majority vote (2/3 vote). In the event a current officer desires to run for another academic year, he or she must abstain from voting for the position(s) he or she has applied. If there is a tie, then the Faculty Advisor will vote to break the tie amongst the committee.

C. Staff and Faculty members must be appointed by the end of the spring semester by a 2/3 majority vote of the committee. Staff and faculty do not have limitations on how many terms they can serve.

SECTION 8 – MEMBER QUALIFICATIONS

A. The Student LEAF Committee must meet the following qualifications:

- Maintain full-time enrollment and remain in good academic standing at the University of Northern Colorado (UNC) during their term in office.
- Minimum cumulative grade point average of 2.5 on a 4.0 scale and a 2.3 grade point average for the current term in which they are serving on the Student LEAF Committee.

B. In the event that the Faculty Advisor or Staff Advisor is released of their position at the University of Northern Colorado, the Student LEAF Committee will hold a meeting to discuss the plan of action to replace that member. The responsibility of the committee will be to maintain contact with Facilities Management, Faculty members, or other involved personnel to identify the new Faculty or Staff Advisor.

SECTION 9 – MEMBER REPLACEMENT

Student LEAF committee members can choose to impeach a committee member or advisor at any time under the following conditions:

- Unjustifiable absences
- Unable to perform assigned duties
- Compromising the image or integrity of the organization
- Breaking the student code of conduct

Impeachment will proceed with a 2/3 majority vote from the committee. All voting committee members must be present for voting to impeach a voting member of the committee.

SECTION 10 – CONFLICT OF INTEREST

All Student LEAF committee members must abstain from voting on project proposals made by themselves or organizations they are affiliated with.

ARTICLE 2 – PROJECT SELECTION & ALLOCATION OF FUNDS

SECTION 1 – GENERAL REQUIREMENTS FOR PROPOSED PROJECTS

Student LEAF voting members will use the following criteria to grade projects. However, there are projects that can and will be submitted that do not meet all criteria but voting members can still vote for projects that fit within Student LEAF's mission. These are simple grading criteria for Student LEAF voting members, which are as follows:

Category 1: Infrastructure Projects

- a. Return on Investment
 - i. If the Student LEAF committee has been presented with a project that poses the possibility to have a positive NPV or some type of return on the investment, the Student LEAF committee may ask the proposer to reformat the proposal to show that.
 - ii. By providing historical data on resource related projects and comparing that information to newly collected data, UNC can show how they are positively impacting the environment and if there was a change to outgoing cash flows that now are being saved due to the installation of said project.
- b. Resource Efficiency
 - i. Projects related to infrastructure must show an impact on UNC's energy consumption.
 1. Targeted resource reduction must be related to UNC resources used like water, electricity, natural gas, etc.
 2. All other applications not directly related to UNC will be rejected by the Student LEAF committee.
 - ii. Every project proposed needs to show how it will improve the resource use at UNC.
 1. Sub-Criteria 1: Energy
 - a. Specific energy use, like that of electricity, needs to have an outline of how the energy will be reduced. This can be done by showing the use of LED lights as opposed to incandescent lighting, the use of solar for an outdoor project, etc.
 - b. A tangible document must be provided to Student LEAF that shows how the energy use was reduced at UNC.
 2. Sub-Criteria 2: Water
 - a. A project that is related to water needs to show how water consumption is being reduced. This project must have an outline, in detail, of how the new system will reduce consumption.
 - b. A tangible document must be provided to Student LEAF that shows how water consumption was reduced at UNC.
 3. Sub-Criteria 3: Waste

- a. A project that is related waste must show how UNC is reducing its waste on campus. This can be achieved through recycling projects, composting projects, recyclable water projects, etc.
 - b. A tangible document must be provided to Student LEAF that shows how the energy use was reduced at UNC.
 - c. Marketability
 - i. Projects must meet the following criteria for marketability:
 - 1. Projects must be located or positioned on the campus that will be seen by a significant number of students, faculty and staff.
 - 2. Projects must be something that not only students but the organization can use to market the University to incoming students.
 - 3. Projects need to visually inform the campus community on the measurable impacts they have in regards to sustainability on campus.
- 2. Education Initiatives
 - a. Criteria 1: Topics
 - i. Topics must focus on promoting sustainable lifestyle habits or educate on issues that could potentially have negative environmental impacts.
 - 1. For example, lifestyle projects should inform students on the long-term impacts of a particular habit like discarding their waste when it can be recycled. In regards to environmental issues, projects should attempt to fairly communicate all sides of the issue.
 - b. Criteria 2: Community Engagement & Approach
 - i. Projects must be open to the entire campus community, have an effective means of engagement, and reach a significant portion of the student body.
 - 1. For example, one could bring awareness about the issue of hydraulic fracturing and the extracting of non-renewable resources by holding an educational forum, documentary screening, or panel discussion where all sides of the issue are presented.
 - ii. Projects need to be highly attractive and well planned with goals, objectives, timeline, budget, and exit survey.
 - 1. In addition, attendance for the event needs to be effectively calculated depending on what is appropriate for the venue.
 - c. These projects need to be an opportunity for education not advocate for one particular viewpoint.

SECTION 2 – SELECTION PROCESS

A. Student body opinions shall be sought in selection process. Once Student LEAF has selected project proposals for review and consideration, the committee will ascertain student’s opinions regarding project preference. Opinions will be gathered, duly noted, and made public through polls and open discussion forums. In addition to these engagement opportunities, Student LEAF will promote the project on campus to inform the student body on how the student fee monies will be spent. The committee needs to constantly reform engagement strategies in order to become more refined in gathering student awareness and attitudes toward proposed projects.

After the Student LEAF Committee has gathered student opinions and promoted the project, they shall obtain a two thirds majority vote in order to approve a particular project. During this final selection process, the committee's rationale behind their selection shall be duly noted and made public. If there is not enough feedback from the student body, Student LEAF will have the right to make a final decision.

B. Student LEAF shall have the enduring responsibility of encouraging the campus community to submit project proposals. In so doing, the committee shall respect all ideas and educate on the project proposal process. If it is found that a proposed project is not feasible, the proposer shall be given proper explanation for why it will not be considered.

C. A project submission deadline and selection schedule shall be set at beginning of the fall and spring semesters and made public to the campus community. For the selection schedule, the committee will approve a schedule for reviewing, promoting, gathering student feedback, and approving selected project proposals. Any deviations away from this deadline and schedule shall be brought before the committee for a majority $2/3$ majority vote.

D. Once projects have been approved, the proposer will be awarded a grant certificate. In addition, the project coordinator shall be issued a notice of award. The grant coordinator will be given a notice to proceed once he or she has obtained the proper signatures on the notice of award. Overall, the project will be enacted as soon as possible under feasible conditions.

E. For project proposals not approved, proposers will have the option of submitting their project for the following semester. In addition, the proposer can choose to have the project placed on file for the committee to consider in the future.

SECTION 3 - BUDGET

Any funds not utilized in a given year shall remain in the Student LEAF account for use in future endeavors. Any future funds unused from the academic year are not subject to budgetary sweeping and are carried over to the next fiscal year.

Any funds left from projects, shall be returned to the Student LEAF account for future endeavors.

Student LEAF funds shall not be utilized or reallocated for any purposes other than those described in this document.

Student LEAF shall continue to be present on the University of Northern Colorado campus as long as funds remain in the account.

Student LEAF funds shall not be utilized for compensation or recreation for any persons; this does not apply regarding the stipends paid to the President or Public Relations Officer. This rule does not include the stipends paid to the President and Public Relations Officer. This is specifically regarding the use of the credit card provided by Student Services. This card and

funds from the operational account for Student LEAF may not be used by any member for their personal benefit, e.g. paying their utility bills, rent, groceries, etc. The funds used from the Student LEAF account must be used for Student LEAF related purchases, activities, and projects.

All property generated by the fund shall be the property of the University of Northern Colorado.

All materials and equipment purchased with Student LEAF funds shall become property of the University of Northern Colorado upon completion of the grant.

ARTICLE 3 – ACCOUNTABILITY, RECORDS AND REPORTS

SECTION 1 – STUDENT LEAF’S ACCOUNTABILITY TO THE STUDENT BODY

Student LEAF is dedicated to the wants of the student body; therefore the committee will make all of its records available.

Every semester, following the deadline of project proposals, Student LEAF will hold a meeting open for any member of campus to attend. This meeting will provide opportunity for open communication regarding the proposed projects and any questions and/or concerns there may be regarding Student LEAF or its committee.

SECTION 2 – ACCOUNTABILITY OF PROJECTS

2.1 Every project funded by Student LEAF will submit a final report upon completion of the projects and, if the projects take more than one year to complete, a progress report will be given on every anniversary of the projects’ approval.

- a. These final reports will be submitted to and reviewed by the committee’s Grant Coordinator and President.
- b. Each final report will include detailed outlines of the projects’ budgets. If the Grant Coordinator and Treasurer feel that the funds were not used for the approved purposes then the coordinator may bring these worries to the committee. The committee may then choose to ask for a return of those misused funds.

2.2 The Student LEAF committee may at any point during a project’s completion, request a progress report on the project.

2.3 In the event the completion of a project is not achieved, Student LEAF will assume full responsibility for completing of the project and devising a plan with the University of Northern Colorado.

SECTION 3 – RECORDS AND REPORTS

Student LEAF will keep the following on record:

- The minutes of every meeting which will include when and where the meeting has taken place, who attended the meeting, and the proceedings of the meetings.
- Details of the account, including:
 - Accounts of its properties and business transactions
 - Accounts of its assets, receipts, disbursements, gains, and losses
- Project proposals that are put on the student poll
- Selected project proposals and the amount of money allocated to them
- All accountability/progress reports submitted to the Grant Coordinator

ARTICLE 4 – DISOLUTION PROCEDURE

In the unfortunate event of Student L.E.A.F. failing as a whole due to lack of members, activity, etc. the following events will take place. The left over funds from the previous student fee collection will be given to the Environmental and Sustainability Studies Program Director to use in the senior seminar class for the Environmental and Sustainability Major. The class will then be able to use the left over funds to create a project to better the sustainability of the campus or community that the class deems fit. The fund and fee will then cease to exist.

ARTICLE 5 – AMENDMENT OF BYLAWS

The Student LEAF Committee may amend, create, or repeal any portion of the bylaws by a 2/3 vote from committee members. These changes must continue to embody the mission of Student LEAF.

Appendix A: Student LEAF Committee Position Descriptions

Position:	President
Work Schedule:	Weekly meetings and as needed basis
Hours per Week:	10 (on average)
Compensation:	\$1,600 stipend paid bi-weekly over the course of a semester
Term Length:	1 Academic Year (August – May)
Accountable To:	Student LEAF Committee

Responsibilities:

- Guide the organization and the officers as whole according to its mission and vision
- Preside over and generate agenda for weekly committee assemblies
- Insure administrative follow-through with committee decisions
- Develop and improve organizational governances (i.e. policies and procedures)
- Maintain correspondence with stakeholders (i.e. faculty advisor, student senate, national organization, and director of student activities)
- Attend and assist with official organizational functions (i.e. meetings, ceremonies, promotional and educational campaigns)
- Evaluate committee member performance and provide constructive feedback
- Insure a full and smooth transfer of responsibilities and best practices to incoming committee members

Qualifications:

- Full-time enrollment (minimum of 12 credit hours)
 - Minimum cumulative GPA of 3.0
-

Position: Vice President

Work Schedule: Weekly meetings and as needed basis

Hours per Week: 7-9

Wage/Salary: Volunteer

Term: 1 Academic Year (August – May)

Accountable To: Student LEAF Committee

Job Description:

- Uphold accountability within the committee
 - Review documents written by other committee members
 - Facilitate communication among the committee and providing committee-wide announcements
 - Keep committee member on task with assigned duties
 - Clarify deadlines and tasks of members
 - Allocate duties and needed tasks to the appropriate members
 - If such a situation does occur in which a particular committee member cannot complete his job to the extent required, the Vice-President will step in and take on the duties necessary.
- Assist the President, PR rep, and Grant Coordinator in fulfilling duties, as needed. These may include:
 - Reviewing committee meeting agenda
 - Maintaining correspondence with some stakeholders (i.e. students, staff, faculty, and national organization)
 - Complete overflow research
- Attend meetings of outside organizations, clubs, boards, committees, councils, and other student bodies that LEAF could benefit from having a close association with.
 - Examples of these organizations would include, but are not limited to: Student Senate, Students for Environmental Action, the Sustainable Steering Council, Residence Hall Association, Dining Services, YES, etc.
 - If unable to attend a meeting, delegate other committee members to attend
- Maintain communication with outside groups in order to:
 - Establish a working relationship with the rest of our campus
 - Better understand how Student LEAF can be of service to our fellow students, staff, and faculty by making our services better known to the surrounding campus community
 - Improve the visibility of Student LEAF
- Attend weekly committee meetings
- Be prepared to take over position of President on short notice

Qualifications:

- Maintain full-time enrollment of at least 12 credit hours for the Fall and Spring semesters

- Sustain a minimum GPA of 2.5 overall throughout term in office

Desired Skills:

- Interest in working on environmental issues
 - Excellent written and verbal communication skills
 - Must be comfortable approaching students, student organizations, and others to engage them in a conversation about Student LEAF.
-

Position: Director of Public Relations
Work Schedule: Weekly meetings and as needed basis
Hours per Week: 10 (on average)
Wage/Salary: \$1,100 stipend paid bi-weekly over the course of a semester
Term Length: 1 Academic Year (August to May)
Accountable To: Student LEAF Committee

Job Description:

- Spread the presence of Student LEAF throughout the campus community
- Maintain social media outlets in a way that is active, intriguing and insightful
 - This should be in conjunction with the rest of the committee-each member should be required to update the page based on their positions event updates
- Create, plan, and execute campus events that will promote the organization and sustainable living
- Utilize environmentally friendly resources for promotional tools
- Update the campus community on achievements or current projects monthly
- Administer student polls on Student LEAF performance and environmental concerns on campus
- Represent the organization at UNC events, not limited to Fall Bizarre, Community Fair, Earth Week in conjunction with the Green Team
- Plan monthly discussion forums where the campus community can discuss their concerns and desires about Student LEAF
- Educate UNC community on adopting an environmental conscious lifestyle and how it increase quality of life
- Research other green funds or organizations and how they have developed effective student engagement methods
- Serve as presiding authority for the Green Team. The Green Team is to serve as a tool for the P.R.O to reach the target audience of the UNC student body to drive student engagement on campus and with the Student LEAF organization.
- Weekly meetings with President whether it through email or in person.

Qualifications:

- Maintain full-time enrollment of at least 12 credit hours for the Fall and Spring semesters
- Sustain a minimum cumulative GPA of 2.5 throughout term in office
- Preference given to marketing, public relations, communication, and theater majors or relative experience

Skills:

- Excellent written and verbal communication skills
- Knowledge and experience in marketing and public relations

- Comfortable with strangers and in front of large groups of people
 - Expertise in creating and planning community events
 - Time management
-

Position: Secretary
Work Schedule: Weekly meeting and as needed basis
Hours per Week: 3-5
Compensation: Volunteer
Term Length: 1 Academic Year (August to May)
Accountable To: Student LEAF Committee

Responsibilities:

- Attend meetings of outside organizations, boards, committees, councils, etc., that the Student LEAF committee feels would be beneficial.
- Maintain communication with outside groups in order to:
 - establish a working relationship with the rest of our campus
 - better understand how Student LEAF can be of service to our fellow students, staff, and faculty by making our services better known to the surrounding campus community
 - Improve the visibility of Student LEAF.
- Compile a concise report of pertinent information from these outside meetings to be presented at the Student LEAF weekly meetings.
- Prepare a meeting agenda to be sent out to committee members to approve
- Prepare a PowerPoint to contain talking points for each committee member for each committee meeting
- Record committee decisions at the weekly meetings and post the meeting minutes on the webpage
- Document history and accolades
- Interpret the language of the organization's decisions and governances
- Organize meetings, meeting spaces, and all necessary tools to ensure a productive meeting.
- Assists with the scheduling and planning of promotional and educational events and activities
- Organize committee and sub-committee resources
- Assist any other committee member with side jobs when needed

Qualifications:

- Full-time enrollment (minimum of 12 credit hours)
- Minimum cumulative GPA of 2.5

Desired Skills:

- Highly organized and attentive to detail

- Excellent verbal and written communication skills
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Position:	Grant Coordinator
Work Schedule:	Weekly Meetings and as needed basis
Hours per week:	10+
Compensation:	Paid and Hired through Facilities Management at UNC
Term Length:	Determined by Facilities Management
Accountable to:	Student LEAF and Facilities Management

Job Description:

This position takes care of any inquiries regarding an official proposal to Student LEAF. The Grant Coordinator will work one on one with any proposer to make their official proposal to the council as detailed and flawless as possible. Any and all members of Student LEAF when asked whom to contact about obtaining funding for a project should send the potential proposer to the Grant Coordinator. The first question to ask is whether or not the University itself has inquired about the proposed project. Were there feasibility studies done? Has anyone been in contact with an affiliate to the project? Have there been official complaints about the resolving problem? The Grant Coordinating position is meant to be contacted and is meant to be a communicative position. No one else will understand more about the fund and the current situation of projects like the Grant Coordinator so it is vital that as many documents as possible be kept and organized. The more information we collect the better we look to the campus.

Responsibilities:

- Working within Facilities Management the G.C. will use as many resources as possible to gain information about the feasibility of the project and help determine a budget for the project.
- The grant coordinator has office hours within the duties of being resource conservation intern and can use some of his/her time to work on items of progression for Student L.E.A.F. This means that there will be other responsibilities to be performed for Facilities that do not pertain to Student LEAF.
- With every proposal that is granted it is the GC's duty to follow up with the proposer and/or facilities about creating a timeline and keeping updates current and plentiful.
- Filling out the project proposal form is the responsibility of the Grant Coordinator and the project proposer.
- Managing Student LEAF property storage at Parson's Hall and Bishop-Lehr hall. Access will be granted through Facilities.
- Updating the Student LEAF Facebook page with project updates is the responsibility of the G.C.
- You are as much of an advocate and a face for this fund as the Public Relations Representative because you are the person people will be working with.

Qualifications:

- Must feel comfortable talking to a wide range of people from contractors, to university officials, to representatives from companies we work with.
 - Excellent written and communication skills.
 - Full time enrollment (minimum of 12 credit hours)
 - Minimum cumulative GPA of 3.0
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Position: Treasurer
Work Schedule: Weekly meetings and as needed basis
Hours per Week: 3-5
Compensation: Volunteer
Term Length: 1 Academic Year (August – May)
Accountable To: Student LEAF Committee

Responsibilities:

- Maintain an accurate account of all the organization's accounts through student activities (including the administration budget and project budgets)
- Present to the board an annual budget and recommend financial policies and procedures for approval
- Advise the committee in making sound financial decisions
- Advocate for the interests of the organization's stakeholders
- Stay in contact with Student LEAF President and Grant Coordinator to make viable budgets for both fall and spring semesters
- Assist the Grant Coordinator in examining project budgets and calculating return on investment (when applicable)
- Create and present illustrative budget reports at the request of the committee
- Train corresponding individuals in budgeting process

Qualifications:

- Full-time enrollment (minimum of 12 credit hours)
- Minimum cumulative GPA of 2.5
- Accounting, finance, math, or business majors or relevant experience preferred
- Proficient with Microsoft Excel

Desired Skills:

- Highly organized and attentive to detail
 - Excellent verbal and written communication skills
 - Proficient at writing and interpreting budget reports
 - Experience in Accounting, budgeting and/or investment management in nonprofit or higher education finance
 - Strong understanding of organizational vision, mission, and programs within policies and issues related to Student LEAF
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Position: Green Team Director

Work Schedule: Weekly Meetings, Green Team Meetings, and as needed basis

Hours per week: 5-7 hours per week

Compensation: Volunteer

Term Length: Academic Year (August to May)

Accountable to: Student LEAF Committee

Responsibilities:

Objective:

- The Green Team Director is to serve as the managerial position over the Green Team and guide this sub-committee in a manner that matches Student LEAF's mission, goals, and objectives.

Job Description:

- The Green Team Director is responsible for engaging and educating the student body with the use of the volunteer sub-committee affiliated with Student LEAF called the Green Team. The Director will work closely with the President, the Public Relations Officer, and in some cases the Student LEAF committee to coordinate and plan activities and events on campus that are focused on student engagement and that generate proposals for the committee. These activities will include, but are not limited to, planning of Community Fest, planning of Earth Week events, and planning supplementary events that promote the image and mission of Student LEAF. The Green Team may engage in off campus events but will prioritize on campus events. The Green Team Director will report directly to the Director of Public Relations and all of these planning activities will need to be coordinated with the Director Public Relations to ensure that we are working effectively with these activities to promote the image of Student LEAF.

Duties:

- Attend weekly Student LEAF meetings and report the details of those meetings to Green Team volunteers.
- Hold and conduct weekly meetings with the members of Green Team to ensure that the sub-committee stays on task.
- Assist in the planning and execution of events that Student LEAF would benefit from:
 - These events may include, but are not limited to:
 - Community Fest
 - Earth Week
 - Student Involvement Fair
 - New Student Orientations
 - Bears Pay It Forward Activities
 - Cans to Candaleria
 - Trunk or Treat

- Taste of UNC
 - Community Engaged Symposium
 - Lead On Training
- Create a statement of activities for each of these events that itemize the resources used (i.e. promotional items) and provide this documentation to the Student LEAF Treasurer to document with the budget.

Qualifications:

- Full-time enrollment (minimum of 12 credit hours)
- Minimum cumulative GPA of 2.5
- Optional, the student may be working towards a degree in Recreation, Tourism, and Hospitality. This position may help facilitate requirements towards their degree program. (Working on a meeting to set up a possible internship to the students to get more applicants for this position).

Desired Skills:

- Excellent verbal and written communication skills
 - Creativity and innovation when planning events that engages students
 - Excellent event planning and coordination skills
 - Comfortable approaching students, organizations, and others to interact with them to promote LEAF
 - Self-motivated and organized
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Position:	President-Elect
Work Schedule:	Weekly meetings and as needed basis
Hours per Week:	15 (on average)
Compensation:	Voluntary until term begins
Term Length:	2 Academic Years (August – May)
Accountable To:	Student LEAF Committee

Job Description:

- The President-Elect position is to serve as an education role. The President-Elect will be the next terms acting President and will hold the same duties as the President. The significant difference between the two is that the President-elect is the student and the President is the teacher. For the success of Student LEAF, it is vitally important to ensure continuity from one semester to another and that the President-elect is aware of all aspects of running a student organization. The President-Elect will have several meetings and opportunities to work with each member of LEAF to learn what part these positions play in the success and how they can coach and train those individuals to succeed.

Responsibilities:

- Learn from the current President and committee about how to guide the organization and the officers as whole according to its mission and vision
- Sit in for weekly committee assemblies and learn the processes
- Learn how to develop and improve organizational governances (i.e. policies and procedures)
- Assist the President to maintain correspondence with stakeholders (i.e. faculty advisor, student senate, national organization, and director of student activities)
- Attend and assist with official organizational functions as a volunteer (i.e. meetings, ceremonies, promotional and educational campaigns)
- Learn the processes and procedures involved with the organization to ensure a full and smooth transfer of responsibilities and best practices to incoming committee members

Qualifications:

- Full-time enrollment (minimum of 12 credit hours)
 - Minimum cumulative GPA of 3.0
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