



## Greenbuild Program Working Group Role Description

Activity Start Date: January 2022

Activity End Date: December 2022

### Advisory Group Position Overview

The Program Working Group (PWG) oversees delivery of educational programming intended to meet the needs of attendees to the annual Greenbuild International Conference & Expo. Members will review sessions in all rounds of review for Greenbuild, nominate and collaborate with Subject Matter Experts and liaise with session presenters. Members are required to attend the virtual Working Group retreat (tentatively **April 26 & 27, 2022**) to determine the final education programming for Greenbuild 2022.

### Responsibilities

PWG members will meet for bi-weekly conference calls **January – April** and are expected to complete the following tasks:

- **January:** Identify important topics to guide call for proposals submissions
- **February:** Nominate Subject Matter Experts to participate in the 2<sup>nd</sup> Round Review
- **February 22 – March 10:** Review sessions in first round of review for Greenbuild.
  - Review and score on average 20 session proposals for the 1<sup>st</sup> Round
- **March 16 – March 30:** Participate as working group liaison to 1-2 Greenbuild Bucket Teams (Bucket Teams are groups of subject matter experts gathered to review sessions under a given topic)
  - Review of 10 – 15 session proposals per Bucket Team
  - Set up conference call(s) for Bucket Team review discussions
  - Submit to Greenbuild voting decision from Bucket Team
- **April 1 – April 25:** Review approx. 200 proposals in preparation for the Program Working Group retreat
- **April 26 – April 27:** Attend Virtual Greenbuild Program Retreat (date subject to change)
  - Present 1-minute synopsis of session proposals that advance from the Bucket Team Round
  - Vote on all sessions to create the final Greenbuild Program
  - Identify key topic area holes in program and help develop invited sessions to fill those
  - Identify commonality in accepted sessions and develop Greenbuild Tracks
- **May:** Approve final Greenbuild Program
- **November 1 – 3:** Attend Greenbuild 2022 in San Francisco, CA
- **November 2022:** Final committee debrief call.

## Benefits

Benefits include networking with fellow Program Working Group members, earning up to 50% of your LEED CMP continuing education hours and a complimentary All Access Conference Pass to Greenbuild 2022.

## Qualifications

### Required

- Able and willing to consistently dedicate time to this effort including bi-weekly calls from January through May, and independent research
- Attend one virtual retreat in late-April
- Attend Greenbuild 2022 in San Francisco, CA

### Preferred

- Previous Greenbuild Attendance
- LEED Professional Accreditation (or similar)
- LEED-certified project design, construction, operations and/or management experience
- Diverse industry conference, exposition, and event attendance
- Demonstrated knowledge of:
  - Green building best practices and strategies
  - Cutting-edge innovation and technologies
  - International trends in educational programming
  - Adult learning theory and strategies

## Time Commitment

Bi-weekly conference calls from January to April. (1) 2-day virtual retreat in April 2022. In-person attendance at Greenbuild November 1 – 3, 2022.

Advisory time is estimated at 3-12 hours per month over the time of the working group. The most significant time commitment will be mid-March 2022 to end of April 2022.

## Term Limits

Each term will be for one year. Individuals may not serve on more than one Greenbuild Advisory Group during a term year. Any one organization may not have more than one representative on any one Committee, except for federal government agencies. Additionally, individuals are limited to four consecutive years on any one Advisory Group.

## How to Submit an Expression of Interest with Greenbuild

Anyone interested in serving on this committee must complete the [Expressions of Interest](#). The deadline for submissions is **Wednesday, December 8th at 11:59pm EST**. Notifications of appointment will be sent in December. Incomplete and/or late submissions will not be considered.

Please contact [katie.gillham@informa.com](mailto:katie.gillham@informa.com) if you have any questions.

Thank you for your interest in joining the Greenbuild 2022 Program Working Group!