

Setting up a green team

About this guide

Setting up a dedicated Green Team is a great way to get some momentum going around your sustainability projects, whatever the size of your business. However, if you're running a larger organisation or multi-site business it's definitely best practice. Here are some things to consider when setting up a Green Team.

Green
Tourism



The purpose of a Green Team

The purpose of the Green Team is to engage employees in sustainability both at work and in their personal lives. The team will raise awareness of green issues and potentially encourage guests to be part of the solution too.

Setting up a Green Team

- The establishment and running of a Green Team must have the support of management and owners.
- Select or elect at least one member from each department. When you only opt for volunteers, you tend to get staff who are already committed, which is good, but ideally you want a good cross section of employees.
- If possible, team members should serve at least one year on the Green Team.
- Goals and objectives should be determined at the outset, along with a timeframe.



Running a Green Team

- The Green Team should meet regularly to decide what steps should be taken to make the business greener and more sustainable.
- Set regular meeting times and give everyone plenty of notice on the dates.
- Attendance should be required of all Green Team members.
- Green Team meeting minutes should be shared with all employees.
- The Green Team should set aside time to take part in sustainability and green online courses and webinars.
- Establish a green suggestion box where all employees can contribute ideas and go over suggestions in the Green Team meeting.
- Green Team members and contributing staff members should be rewarded for any success, this could be a certificate, mention in a business newsletter, letter of appreciation from hotel management, or recognition for any employee ideas used. By rewarding and giving recognition to Green Team members, you will encourage others to join the team.
- Set up a green notice board in staff areas, to display any information that has come about through the green meeting to the wider team.

Using Green Teams for training

- Green Team members should be involved in training and the induction of new employees.
- Green and sustainability modules should be incorporated in any online induction training.
- Consider creating a YouTube video for brief training that is site-specific to your premises.
- All new employees should be trained and made aware of the company's sustainability policy and green commitment.
- Don't forget to communicate your Green team activities to customers so they know you are invested in sustainability.