

# Green Team Member Appointment Letter

Choosing the right members for your Green Team is vital in helping your organisation realise the benefits of reducing resource use and realising financial and environmental savings.

To help you appoint and mobilise your Green Team as quickly as possible we have prepared an example appointment letter for your Green Team members. You can copy and paste in to an email or letter and edit where appropriate before sending to your new Green Team members.

[Persons name]

We are pleased to notify you of your official appointment within our Green Team. Your involvement will be invaluable in helping us to become more resource efficient - reducing our waste and raw materials, energy and water consumption - reducing our environmental impact.

As a member of the green team your **role** may include the following key tasks:

- Liaise with colleagues, managers and other stakeholders to coordinate resource efficiency initiatives within your [department/team/site/region]
- Monitor your department's performance in energy ,waste and water against targets and report progress at Green Team meetings
- Work with other Green Team members and colleagues to identify and highlight opportunities for resource efficiency improvements
- Deliver a continuous programme of initiatives to communicate resource efficiency messages to colleagues, managers and other stakeholders to engage, enable and encourage them to participate
- Set an example to other staff of the attitudes and behaviours required to achieve our resource efficiency targets

The first task in your role as a Green Team member is to take part in Resource Efficient Scotland's Green Champions online training course.

The Green Team Coordinator will be in touch to arrange the Green Team kick-off meeting where you can start to shape the initiatives which will be delivered over the coming year and will help establish a set of targets that we will work towards to deliver resource efficiency benefits.



**By using resources more efficiently, Scottish organisations could save £2.9bn every year.**

Resource Efficient Scotland provides free advice and support to help organisations across Scotland save money on energy, water and raw materials.

Growth that doesn't cost the earth.

[www.resourceefficientscotland.com](http://www.resourceefficientscotland.com) | 0808 808 2268 | @ResourceScot



A programme from

