



Sustainability Director/Coordinator Job Description Template

With the growing efforts for greener homes and products, there is also a growing need for more sustainable communities. In order facilitate this trend, Community Leagues may want to create a Sustainability Director. This board position will be focused on not only running sustainability projects that are important to their communities but also spreading sustainability awareness through the other Community League functions.

Benefits to having a Sustainability Director:

- ✔ Engage environmentally conscious volunteers within the league.
- ✔ Reduce operational costs of community league halls.
- ✔ Increase profile of the hall through visible sustainability features

The Sustainability Director can focus on a variety of topics such as renewable energy and energy efficiency, sustainable landscaping, sustainable events planning, waste management, water use, sustainable purchasing and sustainable transportation. It all depends on your league goals!

Attached is the EFCL Template for Sustainability Director Position. EFCL recommends that you can start with this template but we encourage you to modify it as necessary for your league while keeping these things in mind:

- ✔ Put your league values into the description.
- ✔ Pick a definition of sustainability - and clearly articulate that.
- ✔ Make it sound doable and easy – because it can be.
- ✔ Think about scope. Only for the league operations or (hopefully!) for the whole community.

Other responsibility options to consider adding to template:

- ✔ Try to operationalize sustainability into all league activities. Ask the other directors if they need help with facilities, sports, events etc.
- ✔ Work to embed “sustainability” into the ‘mission and vision’ portion of the league bylaws.

For example, consider a phrase such as:

Mission and Vision

The purpose of X League is XYZ. It is also to do XYZ in a sustainable fashion both in league operations and in leading the whole community towards greater sustainability



SAMPLE TEMPLATE

POSITION TITLE: Sustainability Director or Sustainability Coordinator

AUTHORITY

- The board of directors is the legal authority for the community league.

TERM OF OFFICE

- Term of office is ___ years.

POSITION RESPONSIBILITIES

- Be a Green Champion for your league/community!
- Form or chair a resident-based sustainability committee and take recommendations to the League Board.
- Participate in EFCL workshops to become an Energy Transition Ambassador for the neighbourhood.
- Create a Sustainability Plan for the league, including objectives, targets, and strategies to achieve targets
- Manage all matters related to sustainability activities of the league. (can include speakers' series, sustainability workshops, sustainability programs, projects or initiatives that the league decides to undertake)
- Promote education and awareness of neighbourhood sustainability leadership
- *Board Member general duties/requirements, in compliance with the Board's Terms of Reference, bylaws, policies, and procedures*

SUSTAINABILITY COMMITTEE

- Assist in the creation of a Sustainability Plan for the league, including objectives, targets, and strategies to achieve targets
- Run programs and projects dedicated to the Sustainability Plan goals
- Report to the board regularly on progress towards the sustainability goals
- Recommending sustainability policy for the board's approval
- Identify community sustainability issues and needs
- Create sustainability programming to address community specific sustainability issues and needs
- Monitor progress towards sustainability goals and targets, and adjust programming to ensure smooth completion