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THE GREEN TEAM

Introduction

Green teams are basically made up of groups of people who have volunteered to help manage and identify problems in the environment and business organizations. Once the problems are identified they make specific improvements to help the different business organizations to operate in a more sustainable and efficient environmentally fashion.

As the green team grows it will start looking for government agencies, business organizations and different business chains (such as H&M etc) to implement methods that are more environmentally friendly and are not abusing the environment. Hence the company's efforts are recognized by a larger civic and business community.

The effectiveness of a green team depends mainly on the company's

- Management style
- Number of employees
- Geographical presence

Green Teams have different levels. Some teams are small and are not correctly managed or organized and focus on improvements that they can make in different areas such as recycling, energy management or use of office supplies that are reusable and create less waste.

Some of the environmental footprints are

- Water/energy conservation
- Reusable/renewable energy
- Recycling
- Green purchasing

Other teams are large and more formally organized and may have large goals and objectives such as reducing and tracking the company's carbon footprint.

Larger teams mainly focus on

- Finance
- Facilities
- Procurement
- Improvements to buildings
- Renewable energy sources
- Production facilities

Using Energy(green teams) by Sally Hewitt 2008

TASK 1

Research undertaken via Internet websites for assignment is as follows.

Green team Conservation Corps

Newfoundland & Labrador

http://www.conservationcorps.nf.ca/html/green_team.htm

This site gives you vast information about environmental and cultural conservation.

It has "Three" main goals which are

- 1) To work with communities and partners to enhance, restore and sustainably develop the natural and cultural resources of the province.
- 2) To help young people gain leadership, teamwork and employment skills.
- 3) To develop and promote a strong conservation ethic in Newfoundland and

Labrador.

Village Green Teams

<http://www.villagegreenteams.org.uk/village-green-teams-campaigners/>

The Village Green Teams is an informal community organisation with the emphasis on doing things rather than sitting in meetings. It gives us information on what and what not to do to reduce carbon greedy ways, different recycling methods, how to save water and energy and local shops, services and businesses transport etc.

The College Green

<http://www.bbk.ac.uk/sustain/>

This site was very helpful with their information. Each of their section such as “policies” “initiatives” “facts and figures” and “links” were very interesting and gave me valuable information.

P2AD

<http://www.p2ad.org/toolkit/guidebook.html>

This site offers a guide to the various steps to start an organization of a green team. Very helpful.

Green Car Congress

http://www.greencarcongress.com/2006/12/co2_emissions_w.html

This site gives a lot of information on the carbon emissions produced and various methods and ways to reduce them.

TASK 2

Project plan for assignment.

Activity's for assignment	Time frame for completion
Task 1	
1) Research done from the internet and books.	15-17 Oct.
2) Bookmarks and information on the relevant sites.	
Task 2	
1. Create project plan and decide what to do for the other tasks within the time scale.	17 Oct.
2. Show teacher and get feedback.	

Task 3

- | | |
|---|-----------|
| 1. Description for 12 staff members of a Green team | 18-19 Oct |
|---|-----------|

Task 4

- | | |
|--|-----------|
| 1. Create an organizational chart for the Green team | 19-20 Oct |
| 2. Put the roles of the members in the chart | |

Task 5

- | | |
|--|--------|
| 1. Produce a job advertisement for one of the positions i have specified | 21 Oct |
|--|--------|

Task 6

- | | |
|--|--------|
| 1. Short briefing on centralized and virtual team approach | 29 Oct |
|--|--------|

Task 7

- | | |
|--|--------|
| 1. Presentation to the local government authority. | 31 Oct |
|--|--------|
-

TASK 3

To start a Green Team, you will need to assign positions for each of the members who join the team. For that i have laid out a description for 12 staff members of a Green team that is essential for it to be successful and expand.

Manager of Finance & Recruitment

His job's purpose when it comes to the finance department is to be responsible for all the Green teams finances and budgeting and statistical analysis. His job's purpose when it comes to the recruitment department is to assist the director in planning, developing, implementing and managing recruitment policies, procedures and strategies

http://hr.duke.edu/jobs/descr_campus/select.php?ID=3774

Accountant

An accountant must often calculate, input and verify the given data carefully on a regular basis. He must oversee all these basic functions in addition to maintaining all financial records. This position may require a great deal of time and effort which is spent on researching and reviewing the work of others.

<http://www.ihireaccounting.com/accountingjobsggact.asp>

Assistant Accountant

An assistant accountant's job may consist of handling duties from basic administrative tasks such as filling or organizing data, to running reports. They take on more responsibilities as they gain more experience. His Daily activities generally include ledger maintenance, and the preparation of basic financial reports.

<http://www.ihireaccounting.com/accountingjobsggact.asp>

Recruitment Team Leader

Some of the responsibilities of a Recruitment Team Leader are to coordinate activities of the recruitment team members, ensure all staffs are trained on specific requirements for phone screening, place recruitment ads, track responses to ads and set up recruitment plans within budget and to maintain and develop the recruitment database.

<http://careers.stateuniversity.com/pages/224/Recruiter.html>

Junior/Assistant Recruiter

His job is to help the team leader in every way possible that is known to him. His job includes in-depth web-based research, sourcing, screening, evaluating and interviewing candidates and attending conferences and events in the emerging media space.

<http://www.careerbuilder.com/JobSeeker/Jobs>

Clerical Helper(for finance & recruitment departments)

His job mainly includes sorting, distributing incoming mail, delivering oral or written messages, collecting and distributing paperwork such as records or time cards, files, articles from one department to another. He may deliver items to other business departments or organizations. May specialize in delivering mail, messages, documents and packages between the different departments.

<http://www.occupationalinfo.org/23/239567010.html>

Manager of Project planning and Operations.

His duties as a project planning and operations manager include development, implementation and maintenance of a detailed plan and posting schedules based on input from team members. He is also responsible for ensuring that assigned projects reach the market on time and driving the completion of project related assignments in accordance with a detailed implementation plan.

<http://hotjobs.yahoo.com/job-JE1TC215K1G-1-Memphis-TN-c-Healthcare?source=CP>

Event Organiser(Team Leader)

Event organisers are involved in the organisation of events. Event organisers must be able to complete a wide range of activities requiring clear communication and excellent organisational skills and must respond quickly to change, ensuring the smooth and efficient running of an event.

http://www.prospects.ac.uk/cms/ShowPage/Home_page/Explore_types_of_jobs/Types_of_Job/p!eipal?state=showocc&idno=222&pageno=1

Assistant Event Organiser

An assistant event organiser does almost everything an event organiser's team leader does but he is only there to help him with all the heavy tasks that have been given to him. He supports the Manager and team leader when organising all of the events held at the venue. This role includes reception duties, event organising, research and assisting customers on a daily basis.

Promotions Team Leader

His job is to lead a face to face sales team that generates financial support. He plays a direct role with the event organiser. His main job is to make people aware of the events that are to take place and get them interested to take part in it. He forms teams that will go on the street and send out flyers, pamphlets etc. Makes the media aware of the events.

Promotions Helper

He does the job that involves meeting the people face to face and handing them out information such as surveys, events which are to come, asking for donations and charity funds to help their organisation which is made for the people itself. He follows the team leader and reaches his goal.

Clerical Helper(for Project Planning & Operations)

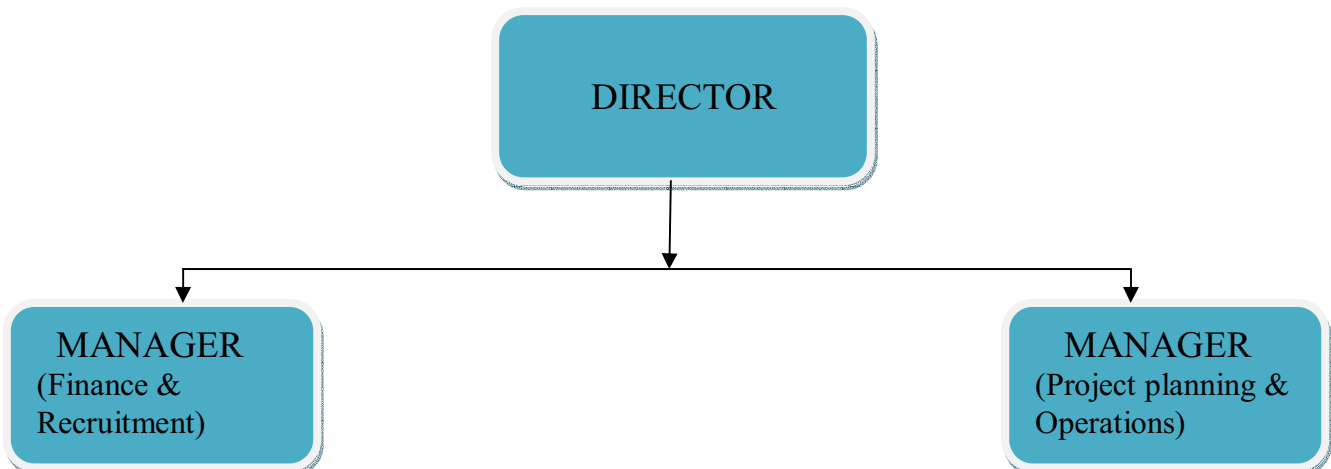
This individual will provide administrative support to the manager and the promotions

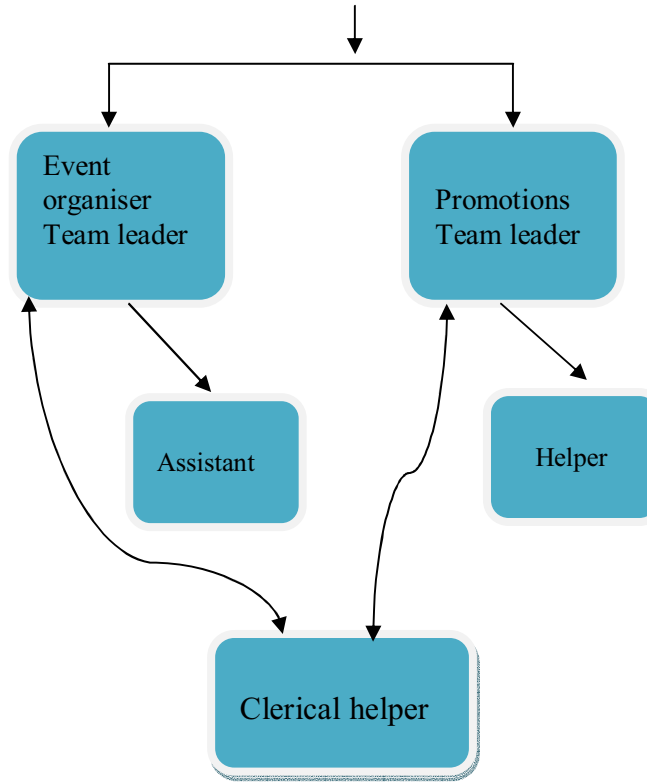
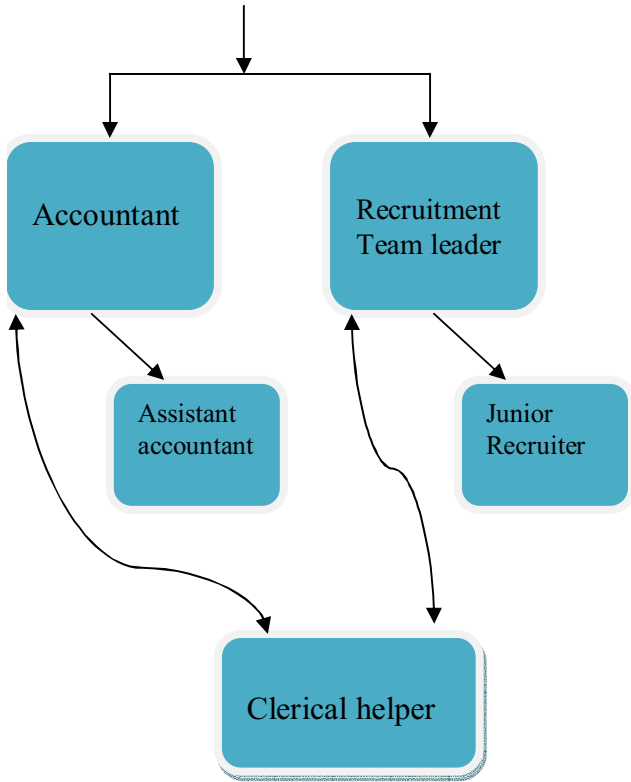
team leader. He does this by creating collateral materials for advertising, sales, press releases, and promotions, managing the purchasing and distribution of office supplies, apparel, and other products, providing general clerical and administrative support and performing other duties as assigned.

<http://www.aftercollege.com/cobrand/tjr/job.asp?job=12602933>

TASK 4

Organisational chart for the Green team that incorporates the various roles that have been specified in the previous task.





TASK 5

Job Advertisement for an “EVENT ORGANISER” in a Green Team.

Job Title: Position for an Event Organiser/Planner

Location: Oxford House College – Oxford Street

Job Type: Full Time/Part Time/Voluntary

Salary Range: £25000 - £30000 plus Bonus & Incentives

Organization Description

Oxford House College is a Green team that specialises in helping spread awareness about the depletion of our natural resources and help people reduce their carbon emissions, helping people to reduce their wastage and show them different methods where they can

be more environmentally friendly. To reach our goals we need exceptional people who are ready to help us and will be rewarded for their efforts while having fun at the same time.

Job Description

Working as an Event Organiser you will be responsible for the following tasks:
Exhibitions and events

Festivals

Promotions

Fundraising and social events.

Your typical activities will include:

Researching markets to identify opportunities for events

Liaising with clients to ascertain their precise event requirements

Producing detailed proposals for events

Securing and booking a suitable location/venue

Ensuring insurance, legal, health and safety obligations are adhered to
Co-ordinating venue management, caterers, stand designers, contractors and equipment hire

Organising facilities for car parking, traffic control, security, first aid, hospitality and press

Co-ordinating staffing requirements and staff briefings

Selling sponsorship, stand, exhibition space to potential exhibitors/partners

Arranging accommodation for exhibitors and/or delegates

Preparing delegate packs and papers

Creating, implementing and monitoring marketing and PR plans

Liaising with clients and designers to create a brand/look for the event

Co-ordinating with newspapers, tv, radio and other media

Writing press releases or briefs in order to gain maximum exposure for the event

Organising the design and production of tickets, posters, catalogues and sales brochures

Co-ordinating everything on the day of the event to ensure that all runs smoothly

Handling client queries on the day and troubleshooting exhibitor and visitor problems on the day

Overseeing the dismantling and removal of the event, and clearing the venue efficiently
Post-event evaluation.

http://www.prospects.ac.uk/cms/ShowPage/Home_page/Explore_types_of_jobs/Types_of_Job/p!eipAL?state=showocc&idno=222&pageno=1

Person Specification

We are looking for a person with a good personality and a good drive to succeed in his/her career. You will need to have some of these attributes:

At least one year's experience

Ability to resolve issues quickly

Good communication skills

Fluency in English is a must

Ability to cope under intense conditions

Ability to cope under stress

TASK 6

Report on a Centralized and Virtual team approach.

Centralized team approach:

A Centralized team approach means, that all the staff is located all together in one central office.

In a centralized team approach, authority and control are retained at the top of the organization. This means that all the decision-making is done by all the higher ups or the heads of the organization. They maintain control over all the staff and basically tell them what and what not do to.

With this being said we can identify a few Advantages and Disadvantages.

Advantages:

- The uniformity of each action and policy when decisions are being made by the top executives is greater. This allows all the staff members to follow a uniform plan of action.
- The heads become aware of the needs of the organisation and are likely to make

- decisions based on the organisations best interest.
- It becomes easier to maintain confidentiality of strategic plans and policies.

Disadvantages:

- Reduces initiative and morale of the staff.
- Top managers are unnecessarily burdened by routine and other less important details.
- Information may get distorted as it travels down.

Lecturer Notes Module DB104

Virtual team approach:

A Virtual team approach is an approach where the team that consists of all the staff has their office at their own home.

It mainly consists of doing work on the computer and handing out your work via the internet. This saves people a lot of time and also reduces pollution caused by vehicles and other transportation methods.

Advantages:

- Information cannot get distorted as it travels down.
- Preserves the environment by causing less pollution.
- No land needed as work is done at home

Disadvantages:

- Lack of trust.
- Lack of physical interaction.
- Reliability could be a great concern.

<http://www.kulzick.com/virtteam.htm>

My Recommendation:

I would suggest a virtual team approach because firstly it is showing that you are trying to reduce the carbon emissions by working at home and even saving electricity.

This gives out an important message to other volunteers that this green team is actually doing more than trying to do and they are doing it in their own way.

It is much easier to hire people over the internet and get work done on a global scale.

Advertising your message becomes easier and you are cutting back on the costs of taxes or rent for an office space.

Bibliography:

- 1 Using Energy(green teams) by Sally Hewitt 2008
- 2 http://hr.duke.edu/jobs/descr_campus/select.php?ID=3774
- 3 <http://www.ihireaccounting.com/accountingjobsggact.asp>
- 4 <http://careers.stateuniversity.com/pages/224/Recruiter.html>
- 5 <http://www.careerbuilder.com/JobSeeker/Jobs>
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- 7 <http://hotjobs.yahoo.com/job-JE1TC215K1G-l-Memphis-TN-c-Healthcare?source=CP>
- 8 http://www.prospects.ac.uk/cms/ShowPage/Home_page/Explore_types_of_jobs/Types_of_Job/p!eipaL?state=showocc&idno=222&pageno=1
- 9 <http://www.aftercollege.com/cobrand/tjr/job.asp?job=12602933>
- 10 Lecturer Notes Module DB104
- 11 <http://www.kulzick.com/virtteam.htm>