



Job title	<i>Executive Vice President of Campus Sustainability, Student Government</i>
Reports to	<i>Student Body Vice-President and Director of Student Activities Office (SAO)</i>

Job purpose

The *Executive Vice President of Campus Sustainability (EVPCS)* exists to effectively represent the student body to the administration on issues of campus sustainability, environmental affairs, Creation Care, campus maintenance, and stewardship. The EVPCS voices student concerns and identifies areas of improvement to create and innovate new ways to develop campus stewardship. The EVPCS also works to educate and transform campus toward a more sustainable future. As such s/he shall chair the Campus Sustainability Committee which shall be comprised of any student that the Executive Vice President may appoint.

Campus Sustainability Committee Duties

- Work with faculty and other involved parties to create a garden maintenance plan for the year that includes a plan for financial sustainability, resource allocation, and scheduling volunteers.
- Gather student opinion, input, and concern on matters of campus sustainability, stewardship, and maintenance.
- Support and partner with A Rocha and Enactus to plan educational events on campus.
- Research Wheaton’s sustainability efforts and write proposals for policy change.
- Write proposals for outsider sustainability fund grants.
- Manage the Campus Sustainability Committee Instagram page.

Duties and responsibilities

Varying from weekly, bi-monthly, monthly, or sporadic commitments, these duties serve as a snapshot of what to expect from the EVP of Campus Sustainability:

Summer Preparation / Connections

- Begin creating the vision, goals, and strategic plan for the position in the upcoming year.
- Connect with Student Body President, Student Body Vice-President, and SG Advisor regularly to prepare for the academic year.
- Complete any assigned readings or duties in preparation for Leadership Development Week at Honey Rock.

Beginning of the Year Tasks

- Write Executive Summary.
- Create committee positions/applications and advertise for the Campus Sustainability Committee. Conduct interviews and select committee members.
- Connect with VP of Operations and Finance, Chad Rynbrandt, Director of Facilities, Scott Okesson, Bon Appetit Liaison, Raul Delgado, and faculty members involved in environmental and sustainability efforts on campus.

Board Related Duties

- Write weekly board reports to update board members on progress made in the last week.
- Prepare for each board meeting by reading all necessary materials.
- Research and write proposals and For the Good of the Orders to be submitted to the board.

Meet Weekly w/ Campus Sustainability Committee:

- Create agenda and talking points for each meeting.
- Facilitate discussion of initiatives, questions, and ideas on how to improve the college's sustainability, stewardship, and maintenance efforts.
- Delegate responsibilities and assign projects and deadlines.

Meet Weekly w/ Faculty Advisor

- Introduce and connect with faculty advisor at the beginning of the year.
- Prepare and speak on an agenda / goals for the semester and/or initiatives.

Meet Every Quad w/ President of A Rocha & Enactus

- Initiate meetings and create an agenda.
- Brainstorm and collaborate to create unity in actions, initiatives, and ideas to be enacted.

Meet Monthly w/ Director of Facilities

- Work on the month's agenda and be prepared to discuss it with the Director of Facilities.

Meet Quarterly with the Board of Trustees Buildings and Facilities Committee Meeting:

- Send a one-paragraph biography of yourself at the beginning of the school year to the Student Body President for the Board of Trustees approval.
- Before the Trustee meeting, read up on agenda and/or materials and be prepared to speak on behalf of the student body.

Qualifications

When considering yourself for this position, keep in mind the integrity, work ethic, and discipline necessary to carry out the responsibilities of the EVP of Campus Sustainability.

Qualifications include:

- Excellent leadership, interpersonal and communication skills.
- Strong teamwork, delegation, and collaboration skills.
- Willingness to listen to others, gather opinions, and accept constructive criticism.
- Project and process management capabilities.
- Ability to write professional emails, reports, and documents.
- Capable of approaching and communicating with faculty, staff, administration, and other professionals in the workplace.
- Strict attention to detail while able to prioritize issues appropriately.

Three essential characteristics:

- **Self-motivated:** Ability to complete projects on one's own time and initiative.
- **Passionate and Educated:** Has prior knowledge of sustainability and Wheaton's current sustainability performance and possesses a desire to facilitate change.
- **Leadership:** Ability to lead a committee, delegate responsibilities, manage and oversee projects, and willingly serve.



Working schedule

While most of the required responsibilities of EVPCS can be incorporated into your schedule flexibly, there are other unique, one-time, or sporadic responsibilities that may be omitted but are an aspect of this role. These are unchanging commitments that must fit your schedule:

General Board Schedule

- Weekly SAO Office Hours [date/time chosen at beginning of semesters]
- Weekly Wednesday Board Room [3:45 – 5:15 pm]
- Weekly Wednesday Board Dinner [5:15 – 6:15 pm]
- Bi-Monthly Thursday Lower Beamer Office Hours [7 – 8 pm]

EVPCS Schedule

- Meeting once in the first two weeks of every quad with the President of A Rocha and the President of Enactus [time TBD]
- Meeting once a week with selected Faculty Advisor [time TBD]
- Meeting with Director of Facilities, Scott Okesson, once a quad.
- Quarterly Building and Facilities Trustee Meeting [1.5-2 hours]
- Monthly Tuesday Faculty Business Meetings [4:15 – 5:30 pm]

Approved by:	<i>Sarah Yoon, 2019-20 Student Body President</i>
Date approved:	<i>February 12th, 2020</i>
Reviewed:	<i>February 12th, 2020</i>