

MPOWER TEAM ROLES AND RESPONSIBILITIES

Role:	Responsibilities:	Name:
Note Taker	Takes notes during Green Team meeting and sends it out to the Team	
Energy Stewards	Administers the organization's Energy Stewards site	
Calendar / Scheduler	Sends out Invites for Green Team meetings and other events	
External Communicator	Keeps the organization in the loop on Green Team items	
Sustainability Sessions	Attends the monthly Sustainability Sessions and shares with the Team	
Team Meeting Agendas	Fills out the Team Meeting Agenda before each meeting	