Agenda Template

First Environmental Committee Meeting

*The following is a suggested agenda for the committee’s first meeting of the year or to relaunch the committee’s work at the beginning of the school year. We encourage you to provide details on the following points and to adapt the content as needed.*

*The sections in square brackets [ ] and in grey font are for you to personalize; you can delete them once you have added your content.*

Environmental committee

Minutes for meeting 1

|  |  |
| --- | --- |
| Date: | [Insert date of meeting] |
| Time: | [Insert start and end time of meeting] |
| Location: | [Insert the address or room number where the meeting is being held] |
| Present: | [List the people present at the meeting] |
| Absent: | [If applicable, list the people absent from the meeting] |

# Agenda

1. Committee member introduction

*Members introduce themselves. Each person is invited to say a few words about why they are part of the committee and the topics or projects they are passionate about. They can also name their fields of expertise. For example: gardening, outreach, note-taking, facilitation, etc.*

1. Presentation of the objectives of the Matière Verte process and the requirements of the target level

*Put the process into context and explain the objectives using the Matière Verte program presentation documents. Be sure to discuss the objectives that need to be achieved, according to the level you are aiming for.*

1. Presentation of the environmental committee's mandate; assignment of the roles of chair and secretary

*As a group, set out or decide the committee’s mandates. For example: As well as developing the environmental action plan, the mandate is to ensure actions are accomplished and reviewed, to recommend new actions for the school and to ensure compliance with the requirements of the Matière Verte program, according to the target level and the deadlines.*

*Designate the person responsible for coordinating the committee (usually the chairperson), and the person responsible for taking notes (the secretary). Decide the length of terms for these roles (usually 1 or 2 years).*

*Complete the membership chart in the progress report template.*

1. Deciding how the committee will operate

*Clarify how the committee will operate (frequency of meetings, creation of subcommittees, etc.).*

1. Presentation of the important points from the diagnostic

*Using the initial diagnostic, explain what has already been achieved (projects, activities, partnerships, etc.).*

*If you have not yet completed the initial diagnostic, the first meeting of the committee is the ideal time to do it as a group or to assign one or more people to do it. In this case, the presentation of important points and the prioritization exercise (next item on the agenda) will be postponed to the next committee meeting.*

1. Action priorities for the year

*Set new objectives based on the initial diagnostic or on the assessment of the previous year's action plan. For ideas, refer to the topic guides. Discuss these with the committee and choose some priorities.*

1. Next steps and follow-up

*Identify the next steps and distribute tasks according to members’ interests and skills. Ideally, everyone on the committee should be involved. It is also a good idea to assign one or two tasks per member to begin with (avoid assigning five or more tasks to the same person!).*

*Complete the task tracking table below.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Task** | **Assigned to** | **Deadline** | **Status** |
| [Title of task or action] | [Name(s)] | [Date] | [In progress/completed/postponed] |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. Date of next meeting

*Decide the date of the next meeting(s).*