



VOLUNTEER GROUP

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Community & Affordable Homes Summit at Greenbuild Advisory Group

USGBC Department: Community Advancement, Conferences & Events

USGBC Staff Lead: Kimberly Lewis

Number of positions: 10

Activity Start Date: January 2018

Activity End Date: August 2018

Group Type: Advisory Group

Purpose

The Communities & Affordable Homes Summit at Greenbuild is responsible for advising USGBC staff on the development and delivery of educational programming intended to meet the needs of attendees at the Communities and Affordable Homes Summit on Tuesday, November 13, 2018 at the annual Greenbuild International Conference & Expo in Chicago, Illinois.

The Communities & Affordable Homes Summit programming will focus on the development of vibrant, sustainable communities through the lenses of resilience, social equity, health and economic opportunity. The Summit will convene multi-disciplinary leaders for dialogue, knowledge sharing and problem solving from affordable housing, finance, job creation, social justice and community development.

Strategic Alignment

This volunteer group primarily supports the USGBC's Strategic Plan goal to: cultivate sustainable cities and communities that improve the quality of life for all.

Goals

- Facilitate dialogue among a diverse group of individuals and partner organizations who are focused on building vibrant, affordable and healthy buildings, markets and communities.
- Leverage the prestige network of advisory group members and their market-based knowledge to guide the overall Summit programming. Identify new, lesser-known and exceptional community-based projects and local leaders to highlight through the Greenbuild Summit platform.
- Open access to top-quality programming for underserved audiences new to the green building movement.
- Assist in promoting the Summit to new, diverse networks.

Deadlines and Milestones

- **January 29:** Invitations to Advisory Group sent
- **February 5:** Acceptances due for Advisory Group, email tmetzger@usgbc.org
- **February:** Call #1: Review Summit vision & theme and pre-retreat prep.
- **Before Retreat:** Advisory Group to review proposals
- **Mid-March:** Attend the in-person Advisory Group Retreat in Washington, D.C. (travel, meals and one-night accommodation provided by Greenbuild)
- **April to June:** Work with speakers to fully develop sessions
- **June:** Call #2: Review session status and promotion status. Include session presenters.
- **August:** Call #3: Review session and promotion status. Tie down any final details.



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- **November 13:** Attend the Communities & Affordable Homes Summit at Greenbuild, Chicago.
- **December:** Call #4: Post-Summit Review

Membership Roles

The composition of the Advisory Group will represent leading individuals and organizations in community, economic, and equitable development. Members include a balanced representation of leaders in the following areas of expertise: resilient and healthy community design, planning & preparedness, equitable economic development, affordable housing development, community engagement, public-private partnerships, social equity and environmental justice.

The Group members will be chosen by USGBC based on a public expression of interest and based on areas of expertise and group make up. The Group will be co-chaired by Kimberly Lewis, SVP Community Advancement.

Qualifications

- Employee of USGBC Member Company
- Represent the perspective of their organization as an advisor on the development of Summit programming. Each member agrees to attend at least 3 or 4 planned conference calls between January and August 2018.
- Secure partnership in support of the Summit from the organization each member represents to promote Summit attendance. Partnerships will be officially acknowledged at the Summit and partners agree to promote the Summit through their organizations' communications channels.
- Contribute to the development of one dynamic session at the Summit that furthers the objectives of the event. Group members may deputize a suitable delegate from their organization to help with session development in their place. Group members will leverage their contacts and affiliations to advance the development of the Summit program and attendee registration.

Preferred qualifications include:

- Previous Greenbuild attendance
- Educational programming/abstract review experience for Greenbuild and/or other industry conferences
- LEED Professional Accreditation
- LEED-certified project design, construction, operations and/or management experience

Budget

USGBC will cover flights and transportation, one-night hotel accommodations and meals for the Advisory Group Retreat. All volunteers will receive a complimentary pass to the Communities & Affordable Homes Summit at Greenbuild.

Time Commitment

Advisory Group Members are required to commit to four, one-hour conference calls, review sessions submitted to the program, and attend one in-person meeting between January and August 2018. Advisory Group members are also asked to attend CAHS at Greenbuild 2018 on November 13, 2018 and attend one debrief conference call in December 2018. Volunteer time is estimated at one hour per month over this time.