



Environmental Proctor Board Application

Background

The Environmental Proctor (E-Proc) program began years ago but was recently revised, and has become an important part of environmental education for the Exeter community. Both boarding and day students have the opportunity to take on the E-Proctor role to learn more about environmental issues and advance leadership skills. At present, this program charges students with the responsibility of promoting and helping with: recycling, energy efficiency, composting, and educational outreach in their dorms and in the PEA community at large.

Our main objective is to help the E-Proctor program become a more successful leadership program. In order to do this, we will have to grow the program, not in student number, but in student dedication, enthusiasm and effectiveness, as well as faculty support.

Main Goals:

- Create a more effective and efficient leadership position for students interested in environmental sustainability
- Create a productive work environment, where all E-Proctors are engaged and active
- Empower all E-Proctors with the knowledge and understanding of how to be an effective environmental advocate here at Exeter

E-Proctor Board

E-Proctor board members are **required to attend a six day leadership training**, just prior to the beginning of fall term.

Entering its fourth year, the E-Proctor board is still evolving, thus the training will be used to advance the development of the E-Proctor program itself. During the six days of board member training, we will address many different questions, ideas, and suggestions to develop and shape the E-Proctor program. How should required Monday meetings be structured? How can day E-Proctors and Boarding E-Proctors work together? What campaigns will we run next year? How will the campaigns be run? How can E-Proctors improve their relationship with custodians and dorm faculty?

These are just some of the questions we will tackle while on the road. You will also learn the skills necessary to lead an effective environmental campaign, work effectively with your peers, discuss sensitive issues with dorm faculty, and communicate with a diverse population on campus.

E-Proctor board members will be required to attend a weekly Board meeting, plus the weekly Monday E-Proctor meeting, for a total of two required meetings per week. Please see the attached job description for more details.

Please **type** your responses to the following questions.

Name: _____

Boarder or Day Student

Dorm head: _____

Class: _____

1. Explain why you'd like to be an e-proctor board member. What about the job appeals to you?
2. This job requires great people skills, including regular communication with your custodian, dorm faculty, and students. Please briefly discuss your relationships with these people. Are you comfortable with them? How well do you know them?
3. As a board member, you will help educate your peers. Are you comfortable with this? What do you believe it takes to be an effective peer leader?
4. What would you do to engage and motivate E-Proctors?
5. How would you structure E-Proctor meetings to be more efficient and effective?
6. What three campaigns would you choose to facilitate on campus? Why? How would you ensure the success of the campaign?

Please submit **one reference letter** from a PEA faculty member.

Please return **two copies of application** to Ms. Wilhelm, one electronic and one hardcopy by **April 3, 2009**.

You will be contacted for an interview, if your application has been selected.

JOB DESCRIPTION

The student board was created in 2006 to help facilitate new projects and run weekly meetings. Example projects include the Green Cup Challenge, The Exchange, the mailroom campaign, the "Green Talk" radio show, and composting. The Board's role is imperative to the success of the E-Proctor program and will require motivation and dedication! The Board is expected to go above and beyond the job responsibilities of an E-Proctor, demonstrating knowledge about environmental issues.

RESPONSIBILITIES SPECIFIC TO THE BOARD:

- Meet once per week, outside general E-Proctor meetings to plan projects, meetings, and educational outreach efforts
- Help develop and facilitate required weekly E-Proctor meeting during Monday meetings format
- Lead projects with a team of E-Proctors
- Come up with incentives to motivate E-Proctors to be more involved and productive

GENERAL RESPONSIBILITIES:

- Attend weekly E-Proctor meetings **during Monday meetings** format (if you are unable to attend a meeting, you **must** contact Ms. Wilhelm in advance)
- Participate in one of the following activities **at least once per month** (sign ups will take place at the beginning of each term)
 - Collect food scraps on compost pick up with Danele Smith, grounds crew (weekly pick ups)
 - Participate in a junk mail campaign phone bank (weekly phone banks)
 - Work one shift in the Exeter Exchange (weekly store hours)
 - Move recycling (cardboard and other) from Wetherell to recycling locations (weekly)
 - Organize/stamp books in the Lending Library (as needed)
 - Work in the school garden/go on a Farm and Garden Club fieldtrip (Fall and Spring terms only)
- Complete all "homework" assignments
- Post EAC's *Gifford Pinchot Review* and other relevant educational material in dorms

DORM AND ACADEMIC BUILDING RECYCLING:

- Establish and maintain regular communication with the dorm custodian and dorm head
- Educate and motivate the dorm about recycling; maintain a regular presence and voice
- Ensure sufficient bins and signs in all locations
- Monitor recycling bins; pick out trash if necessary
- Collect batteries and ink cartridges; bring containers to THE EXCHANGE for emptying
- Periodically acknowledge and thank the custodian for her/his efforts

DORM COMPOSTING:

- Educate your dorm about the dorm/faculty composting program
- Make the pail more "visible" by posting signs around the dorm, reminding students to compost food scraps
- Place your pail outside every Monday and Friday morning before 9 AM

ENERGY CONSERVATION AND EFFICIENCY

Educate and motivate your peers to conserve energy (applies to dorms and private homes)

- Using compact fluorescent light-bulbs
- Turning off lights
- Using radiators correctly, not leaving windows open
- Closing storm windows during winter
- Turning off all electronics when not in use
- Unplugging chargers when not in use
- Reducing water waste

Report problems to the Help Desk (x3445):

- Broken windows
- Faulty radiators
- Leaky faucets/showerheads/toilets

Tips for being an effective E-Proctor

- Attend **Environmental Action Committee** meetings
- Go on Harold Ryan Society trash pick-up trips
- Volunteer for assemblies and committee work to further the affect of E-Proctors
- Be a role model: passionate, informed, active, committed
- Avoid any behavior that could alienate students from environmental issues (DON'T BE A NAG!)
- Ensure that every student's Exeter experience includes learning to think about her/his environmental impact
- Get involved in other campus sustainability projects! Ask Ms. Wilhelm or the Board for project ideas