

Sustainable Jersey Green Team Rubric

Municipality:

Completed by:

Date:

Foundations for Green Team Success	Actions	Point Scale				Score
		4 Striving for Excellence	3 Fully Functional	2 Building the Foundation	1 Getting Started	
Resolution		<p>Your community is registered with Sustainable Jersey and has passed a resolution of support. A resolution has been passed to establish your Green Team.</p>	<p>Your community is registered with Sustainable Jersey and has passed a resolution of support. Green Team members have been identified and the general concept of the team has been approved. The resolution has not yet been written..</p>	<p>Your community is registered with Sustainable Jersey and has passed a resolution of support. Green Team is in the initial stages of development.</p>	<p>Your community is not registered with Sustainable Jersey. There is some level of interest/commitment for green initiatives in the town to support the concept.</p>	
Sense of Purpose		<p>Everyone involved has a clear sense of purpose and the roles and responsibilities of the group are clearly delineated, as evidenced by an official mission statement.</p>	<p>The group is unified in its understanding its purpose. Plans to create a mission statement are underway.</p>	<p>The group is engaged in meaningful and productive conversation to determine its purpose. Members generally feel positive about the direction of the team and are committed to working out the process.</p>	<p>The group is not unified in its understanding of its purpose. Members express frustration with the process and drop-outs are common.</p>	
Leadership		<p>There is a clearly defined leader of the Green Team, whose role and responsibilities have been determined and documented.</p>	<p>A member of the Green Team has been acting unofficially as the leader with positive results.</p>	<p>There is no defined leader, but multiple members have divided up the roles/responsibilities with adequate results.</p>	<p>There is no defined leadership of the Green Team or it is under dispute, with conflict in evidence during meetings.</p>	

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Plan		The group has written long and short term goals, as well as a detailed plan for achieving goals.	The group has informally set long and short-term goals and is working toward a specific level of certification, but has not formally documented the goals and plan.	The group is working towards the general goal of becoming “certified”, but has not determined specific long and short-term goals or created a detailed plan for achieving goals.	The group is working towards the general goal of becoming “certified”, but has no clear path for achieving that goal.	
Schedule		Yearly meeting schedule has been established and communicated to members.	The group meets regularly, but the scheduling is not consistent.	Meetings are scheduled on an as needed basis.	No formal meetings have been scheduled.	
Roles/Responsibilities		Specific group members have been identified to schedule meetings, create agendas, arrange rooms, send out emails, take minutes, update spreadsheets, upload documents, do communications, etc.	The designated group leader holds most or all of the roles listed at right, resulting in a lack of distribution of effort and potential burnout.	These roles/responsibilities are inconsistently addressed, resulting in potential disorganization and frustration.	. These roles/responsibilities are not addressed, resulting in disorganization and frustration.	
Procedures		Meeting and decision making procedures are clearly defined and understood by the group.	Meeting and decision making procedures are informally understood and generally functional, although there are occasional misunderstandings or frustrations.	Meeting and decision making procedures are made by municipal representatives with little input from the rest of the group, resulting in potential misunderstandings or frustrations.	There are no procedures for meetings and decision making, resulting in misunderstandings and frustrations.	

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Communication		Regular, formal communications go out to Green Team members, municipal leadership and community about the goals and progress of green initiatives.	Regular, but informal communication goes out to Green Team members, municipal leadership and community about the goals and progress of green initiatives.	Occasional communication goes out to Green Team members, municipal leadership and community about the goals and progress of green initiatives.	. Rare or no attempts are made to communicate with Green Team members, municipal leadership and community about the goals and progress of green initiatives.	
Membership		Membership of Green Team consists of representatives from municipal government (staff, elected officials, volunteer boards), residents, businesses, faith groups, schools, etc. Membership reflects overall demographic (race, income, age, etc.) of the town.	The group recognizes a need and efforts are underway to increase the diversity of its members in terms of demographics and stakeholder groups.	The group does not recognize the need to diversify its members in terms of demographics and stakeholder groups or does not wish to be more representative.	The Green Team has only a few members and is just starting to address issues of representation and diversity.	
Municipal Support		The Green Team has stated and provided support of municipal leadership. Partisan issues rarely, if ever, influence decisions or progress of the group. Green Team has access to municipal staff or consultants in areas such as planning, engineering, attorney, purchasing, as needed.	The Green Team has the general support of municipal leadership. While partisan or control issues may arise, they are not impeding the productivity of the team's efforts.	The Green Team does not have the explicit support of municipal leadership. There may be others in the local government who facilitate green initiatives, allowing progress to be made.	The municipal government has expressed a lack of support for the green initiatives, either verbally or through lack of tangible support and access. Partisan or control issues are present, likely resulting in frustration and lack of progress.	

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Recognizing Existing Resources/Programs		Existing initiatives, resources and programs in municipality/community have been recognized, celebrated and documented.	The Green Team has identified existing resources and programs in the municipality/community, but has not yet celebrated or documented them.	The Green Team has begun the process of completing a formal or informal inventory of existing resources and programs in the municipality/community.	The Green Team has not completed a formal or informal inventory of existing resources and programs in the municipality/community.	
Community Organizing/ Support		The community at large is aware of and supports the efforts of the Green Team. A community outreach plan is defined and documented, which includes building email lists, sending out regular communications using digital/social media/print media, hosting at least 2 education/outreach events per year. Has hosted or is planning a community visioning event.	An informal community outreach plan has been in place with a resulting increase in community awareness and support of the Green Team. Plans are underway to define and expand the outreach plan.	Initial efforts have been made to reach out to the community. Most of the Green Team's efforts are focused the municipal side.	The community at large is unaware of or does not support the efforts of the Green Team. There are no plans to develop a community outreach plan.	
Partnerships		Community partners, resources and assets have been identified and contacted in order to build networks that support the work of the Green Team.	Community partners, resources and assets have been identified, but not yet contacted in order to build networks that support the work of the Green Team.	The Green Team recognizes the importance of building networks and has made initial efforts to identify community partners, resources and assets.	No efforts have been made to identify community partners, resources and assets.	

Total Score: