

Greenbuild Advisory Board Role Description

Activity Start Date: January 2023

Activity End Date: December 2023

Advisory Board Position Overview

The Greenbuild Advisory Board advises Greenbuild staff and related working groups regarding the overall strategic direction of Greenbuild inclusive of education, exhibition, sponsorship, special events, partnerships, and promotions. Advisory Board members are responsible for reviewing and developing materials related to these areas, including Greenbuild's Call for Proposals, and are expected to conduct independent research and outreach and share knowledge of trends in applicable conference offerings. Candidates are sought from a range of geographic regions, company sizes, and varying levels of experience in conference education.

In 2023, the Greenbuild Advisory Board will include a mix of Greenbuild Conference Attendees and Greenbuild Exhibitors to align the Conference to meet the expectations and needs of all who attend.

Responsibilities

- Monthly conference calls beginning in **February through December 2023**.
 - **1st Meeting Friday, February 3rd.**
- Identification of industry trends to guide the direction of the Greenbuild Conference to meet the needs of Greenbuild attendees
- Identification of potential partnership organizations to expand the Greenbuild audience
- Review and development of sessions submitted for non-traditional education offerings, including speaker coaching, presentation review and onsite support
 - Participation in the 1st Round of Greenbuild Session Review (approx. 20 session proposals) – **February 7th – February 24th**
 - Review of the Final Greenbuild Program before launch to the Market
- Attendance at Greenbuild **September 26-29, 2023** in Washington, DC
- Final debrief call in October of 2023

Benefits

Benefits include networking with fellow Greenbuild Advisory Board members, earning up to 50% of your LEED CMP continuing education hours and a **complimentary Learning Pass to Greenbuild 2023**.

Qualifications

Required

- Previous Greenbuild attendance
- Able and willing to consistently dedicate time to this effort including monthly 60-minute phone calls, session development, and independent research (approx. 2-6 hours per month)
- Attend Greenbuild 2023 in Washington, DC

Preferred

- Experience at other industry tradeshow
- Relevant Professional Accreditations – please specify during application
- LEED-certified project design, construction, operations and/or management experience
- Diverse industry conference, exposition and event attendance
- Demonstrated knowledge of:
 - Green building best practices and strategies
 - Cutting-edge innovation and technologies

Time Commitment

Advisory time is estimated at 2-6 hours per month over the time of the working group, plus attendance at Greenbuild.

Term Limits

Each term will be for one year. Individuals may not serve on more than one Greenbuild Advisory Board during a term year. Any one organization may not have more than one representative on any one Advisory Board, except for federal government agencies. Additionally, individuals are limited to four consecutive years on any one Advisory Group.

How to Submit an Expression of Interest with Greenbuild

Anyone interested in serving on this committee must complete the [Expressions of Interest](#). The deadline for submissions is **Tuesday, January 17th at 11:59pm EST**. Notifications of appointment will be sent in December. Incomplete and/or late submissions will not be considered.

Please contact Program@greenbuildexpo.com if you have any questions.

Thank you for your interest in joining the Greenbuild Advisory Board!