SWATeam Clerks to do list

August:

* Attend the SWATeam Clerk orientation meeting.
* Read the iCAP Portal User Guide.
* Add a small bio for yourself on the iCAP Portal.
* **Due August 31: Schedule first and recurring meetings for SWATeam. Remember to choose and reserve a location.**

For each SWATeam meeting:

* Assist SWATeam Chair with development of meeting agendas.
* Send meeting reminders to SWATeam members, and any invited participants.
* Take clear meeting minutes to post on iCAP Portal. Record attendees, date and time of meeting, topics covered, key points for each topic, and agreed upon to do items, including responsible person and anticipated schedule of completion. A good example is available at <http://icap.sustainability.illinois.edu/project-update/ecbs-swateam-meeting-minutes-8>.
* Provide iCAP Portal project updates after each SWATeam meeting, linking to the specific iCAP Portal projects, as discussed in the meeting. See iCAP Manual User Guide.
* Route any SWATeam recommendations for signature, and submittal to iSEE.

September:

* Work with SWATeam to write a descriptive paragraph about the SWATeam’s focus for this year, and enter that in the Project Description for your SWATeam on the iCAP Portal:
	+ [Energy Conservation and Building Standards](https://icap.sustainability.illinois.edu/project/energy-conservation-and-building-standards-swateam)
	+ [Energy Generation, Purchasing, and Distribution](https://icap.sustainability.illinois.edu/project/energy-generation-purchasing-distribution-swateam)
	+ [Transportation](https://icap.sustainability.illinois.edu/project/transportation-swateam)
	+ [Agriculture, Land Use, Food, and Sequestration](https://icap.sustainability.illinois.edu/project/agriculture-land-use-food-and-sequestration-swateam)
	+ [Water and Stormwater](https://icap.sustainability.illinois.edu/project/water-swateam)
	+ [Purchasing, Waste, and Recycling](https://icap.sustainability.illinois.edu/project/purchasing-waste-and-recycling-swateam)
* Update the team members on the iCAP Portal SWATeam Project page. Record the Chair as the Project Leader. Record yourself as the Primary Contact.
* Review the iCAP Objectives status file from iSEE, with SWATeam members.
* Read the iCAP Portal for existing iCAP projects related to your SWATeam. Contact project leaders to get updated information, edit the iCAP Portal project page as appropriate, and enter a project update, based on the info you get from the project leader or other sustainability staff.
* **Due September 30: Complete the iCAP Forum poster, from the template provided by iSEE.**

October:

* Review iCAP Portal Theme pages. Work with SWATeam to update the intro text for your key theme(s), and coordinate with other SWATeams, when the Themes overlap.
* Attend SWATeam Clerk check-in meeting at iSEE, to be scheduled mid-October.
* **Attend the Campus Sustainability Celebration on October 26, 4-6, at the Alice Campbell Alumni Center.**

November:

* Identify projects on iCAP Portal that are directly connected to your SWATeam’s iCAP objectives, and work with iSEE to update the portal to reflect the updated objective, per the 2015 iCAP.

December:

* Schedule spring semester meetings.
* Notify iSEE of any outgoing SWATeam members.

Ongoing:

* Assist SWATeam Chair as requested.
* Coordinate consultation group meetings, as needed.
* Help identify project champions for new iCAP projects.
* Support implementation of engagement events, recommendations, and related projects.
* Assist sustainability staff with iCAP Portal updates, related to your SWATeam.
* Translate email discussions into pertinent iCAP Portal updates.
* Assist student project interns with their efforts in support of the SWATeam/iCAP projects.