

US Green Building Council Caribbean Chapter 2011 Retreat Agenda

D R A F T

Friday and Saturday, August 12 & 13, 2011

Facilitated by Lisa Whited, USGBC Chapter Organizational Development Consultant

Friday, August 12

- 1:45 – 2:00 Arrival and get settled
- 2:00 – 2:30 Introductions (state your name and one objective you have for the meeting – objectives will be written on flip chart)
- 2:30 – 3:00 Finding the passion in the room – if an article were published in an international magazine about you and your involvement with the U.S. Caribbean Chapter in five years, what would you want it to say? Create a cover image, headline, photos/drawings with captions and a short story.
- 3:00 – 3:30 Share cover images and stories with group.
- 3:30 – 3:40 Review agenda, establish norms for the meeting and "bike rack"
- 3:40 – 4:00 Review Chapter Strategic Plan; Q&A and clarifications – purpose is to make sure everyone in room understands the Chapter vision, mission and goals for the coming two years.
- 4:00 – 4:15 Break
- 4:15 – 4:45 Leadership Orientation – whether you are a board member, committee chair, committee volunteer or a general chapter member – it is important to understand the roles and responsibilities of Chapter Leaders. This time will be used to review ethical responsibilities of leaders.
- 4:45 – 6:00 Dynamic Governance training/overview – an overview of the process, then we will break into small groups for application and sharing. We will continue to use DG the following day to reinforce how it works.
- 6:00 Adjourn for the day

Saturday, August 13

- 8:30 – 9:00 Arrival and get settled
- 9:00 – 9:15 Open with DG round to reinforce learning from previous day (topic to be determined.)
- 9:15 – 10:45 Group Dynamic and Situational Leadership training, including Difficult Dynamics – this is used to help all volunteers to be more effective in groups – whether that group is a Board, Committee, Taskforce or a group at work or home. We will use a combination of lecture and small-group work to reinforce learning.
- 10:45 – 11:00 Break

11:00 – 11:45	Implementing Work Plans – breaking into small groups, we will work on clarifying committee charges and capturing that information on the “Committee Charge Sheets.”
11:45 – 12:15	Report out to larger group One representative from each committee should be prepared to answer the following questions: <ul style="list-style-type: none"> What are any challenges the committee is facing? Who is participating on the committee and what level of Board involvement is needed or appropriate? What are the next steps, including organizational strategies, that are needed to reach an optimum level of success with this committee?
12:15 – 12:45	Lunch (we will use interactive, informal exercises to build camaraderie during this time, as well as through the 2 days together.)
12:45 – 1:15	Back to “big picture” and passion (where we started at the beginning of the meeting on Friday) – we will explore a strategy that will help each person hold on to their passion and excitement as they begin implementing the “nitty-gritty” of their work plans and committee charges.
1:15 – 1:30	Visit "bike rack" issues – assign tasks with deadlines; review personal meeting objectives
1:30 – 2:00	Closing round
2:00	Adjourn