

	<b>T.C.</b> <b>TOKAT GAZİOSMANPAŞA</b> <b>UNIVERSITY</b> <b>Tokat Vocational College</b> <b>Academic Units</b> <b>Zero Waste Commission Job Descriptions</b>	Document No.	TOGÜ.GÖR.307
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**TOKAT VOCATIONAL SCHOOL**  
**ZERO WASTE COMMISSION JOB DESCRIPTIONS**

**1. Chairman of the Commission (Director/Deputy Director)**

- To manage the commission's operations and administration.
- To facilitate communication between the university senior management and the commission.
- To set the commission's agenda and chair its meetings.
- To coordinate and monitor the implementation of commission decisions.
- To ensure that prepared reports are submitted to senior management.

**2. Unit Coordinator (Vocational School Secretary)**

- Ensuring the coordination of commission activities at faculty or vocational school level.
- Coordinating between all academic representatives, administrative representatives and student representatives within the unit.
- Making the necessary plans to ensure zero waste policies are implemented at unit level.
- Ensuring that all zero waste activities carried out within the unit are recorded and reported.
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- Ensure regular information flow with the University Zero Waste Coordination Office.
- Conduct correspondence on zero waste issues and follow up on official documents through the unit secretariat.
- To take charge of organising training, awareness and information events to be held in the unit.
- To ensure that decisions taken at commission meetings are implemented in the unit and that the results are reported.
- To organise internal audits and observation activities in the unit when necessary and to communicate any issues to the commission.

**3. Members (Department Heads ‘Departments with active teaching staff’ / Laboratory Supervisors /Movable Property Control Officer)**

- Ensuring that zero waste practices are effectively implemented in the department represented.
- Organising awareness activities among department staff and students.
- Monitoring the separation of waste at source and recycling processes.
- Submitting reports on zero waste activities carried out in the department to the commission.
- Develop initiatives that support zero waste awareness in education and training activities.
- Review commission agenda items and provide opinions and suggestions.
- Monitor developments related to zero waste practices and report them to the commission.
- Communicate any issues encountered in their own unit or field to the commission.
- Support the commission in the implementation of decisions.
- Contributes to the implementation of zero waste initiatives across the university.
- Compares practices from different units and facilitates the sharing of best practices.
- Participates in reporting and data collection processes.
- Observes the implementation of decisions taken by the commission in the field and provides feedback.
- Takes an active role in training, awareness-raising and awareness-building activities.
- Contributes to the organisation of activities that will raise zero waste awareness among staff.
- Makes suggestions for possible collaborations with institutions/organisations outside the university.
- Contributes to the commission's decision-making processes with voting rights.

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#### 4. Zero Waste Student Representative

- Undertake initiatives to promote zero waste awareness among students.
- Develop projects in collaboration with student communities and clubs.
- Organise zero waste themed events, campaigns and social responsibility projects.
- Convey students' suggestions and requests to the commission.
- Ensure continuity in the election of new representatives to make the representative role sustainable.

#### 5. Administrative Unit Representative (Zero Waste Volunteer)

- Ensure waste is separated at source in administrative units.
- Inform and raise awareness among unit staff about zero waste.
- Monitor and report on zero waste practices.
- Regularly report the amount, type and recycling rate of waste generated in the unit to the commission.
- Develop innovative proposals within the scope of zero waste and contribute to their implementation.

#### 6. The General Tasks of the Commission

- Establishing and updating our university's zero waste policies.
- Ensuring that zero waste targets are included in strategic plans.
- Coordinate and monitor zero waste activities across departments.
- Organise training, awareness-raising and information activities.
- Establish and report on zero waste performance indicators.
- Ensure zero waste initiatives are publicised on the university's relevant web pages.