

New Member Checklist

To ensure you get the most out of your ECO-Buy Membership, we suggest you follow this list of actions through the course of the year.

- ✓ Sign in to the [online resources section](#) and check out what is available. Password is **XXXXXXXXXX**.
- ✓ Sign up to the [LinkedIn Discussion Forum](#).
- ✓ Sign up for the [newsletter](#) and curated news [e-bulletin](#).
- ✓ Set up a green procurement committee or team.
- ✓ Put your [member logo](#) on your website and announce to staff, customers, stakeholders and/or suppliers that you have joined and intend to pursue sustainable or green procurement. You can even use our [media release template](#).
- ✓ Set up a meeting for the program manager to brief your team on sustainable procurement and ECO-Buy Membership.
- ✓ Schedule your Gap Assessment and Action Plan.
- ✓ Look at the available ECO-Guide Resources in your [member area](#) especially Why and How to Buy Green, Shopping List of Green Products, Green Purchasing Checklist, and the Need to Know Guides.
- ✓ Ensure you have a green or sustainable procurement policy in place. You can look at ECO-Buy's own [Green Purchasing Policy](#) for inspiration.
- ✓ Register for and fill out the [Sustainable Procurement Assessment Tool](#). This will also enter your organisation into the running for an ECO-Buy Award.
- ✓ Consider training your staff - check out the [training calendar](#) for upcoming sessions or schedule an in-house session for basic training of larger groups.
- ✓ Come to the next Business Roundtable to meet other members and share experiences.
- ✓ Attend the ECO-Buy Excellence in Green Purchasing Awards, which provides recognition for best practice in Australia and is a great night of networking and learning.
- ✓ Identify upcoming tenders or contract renewals that may involve sustainability criteria. Be sure to check our [Purchasing Category Guides](#) for help on identifying impacts and addressing them through the tender specifications.

- ☑ Implement your Sustainable Procurement Action Plan.
- ☑ Contact your program manager for feedback or advice on any procurement issues you may be facing – you are allowed to use up to 2 hours per month of advice.
- ☑ Ensure your staff are aware and engaged in sustainable procurement. Refer to the [Staff Engagement Tips](#) sheet for help.
- ☑ Ask your peers for their feedback or advice by posting on the [Discussion Forum](#).
- ☑ Conduct a spend prioritisation to identify key risk categories that should have sustainability addressed. Your program manager can run a Prioritisation and Assessment Workshop with a group of your staff.
- ☑ Once you've begun implementing sustainability initiatives and seen some business benefits, work with your program manager to write a case study to go on the ECO-Buy website and use for your own promotion.

