



BOROUGH OF CARLISLE

“Committed To Excellence in Community Service”

Carlisle Borough Volunteer Position Announcement Climate Action Commission (CAC)

Date: July 15, 2020

Submission Deadline: July 31, 2020

The Employee Relations and Community Participation Committee (ERCP) of the Carlisle Borough Council is seeking Borough residents interested in serving on the following Commission:

Commission or Board: Climate Action Commission (CAC)

Term: 12 months following the seating of the Climate Action Commission

Committee Description: The Borough of Carlisle’s Employee Relations Citizen Participation Committee is seeking candidates to chair the Borough of Carlisle’s Climate Action Commission (CAC). This Commission will consist of an Executive Committee (led by the CAC-Chair) and four teams that report directly to the Executive Committee. The CAC-Chair will be responsible for selecting the team leads and work directly with Borough Staff to recruit volunteers from within the community. The CAC is chartered to provide a Climate Action Plan (CAP) for final approval to Borough Council no later than 12 months from the seating of the CAC.

Time Commitments: This position is unpaid, and will likely require approximately *8 – 10 hours of commitment each week for the associated duties and tasks*. The candidate must be a resident of Carlisle Borough.

Duties and Responsibilities:

- The overarching role of the chairperson is to provide leadership and must be an effective strategist and a good networker.
- To ensure the Executive Committee functions properly by ensuring that each meeting is planned effectively, conducted according to its charter, and that matters are dealt with in an orderly, efficient manner.
- The Chairperson must make the most of all his/her committee members, building and leading the team. This involves regularly reviewing the CAC’s performance and identifying and managing the process for renewal of the CAC through recruitment of new members.
- To ensure the CAC is managed effectively, the Chairperson must coordinate to ensure that appropriate policies and procedures are in place for the effective management of the effort.
- To provide support and supervision to the CAC Team Leads.
- To represent the CAC to Council, Borough Staff, and the Carlisle Community, as required. The Chairperson may from time to time be called upon to represent the CAC and sometimes be its spokesperson at, for example, functions or meetings.
- Lead the drafting, review, and delivery of a comprehensive Climate Action Plan that will meet the goals set forth in Carlisle Borough’s Climate Action Resolution.

Desired Attributes and Skills: The following skills, traits, and characteristics are important for the chair of the Climate Action Commission:

- Three or more years of experience and/or education working in energy and climate mitigation/resiliency policies and issues.
- Excellent writing and communication skills.
- Proven experience in leading an interdisciplinary organization.
- Knowledge of basic science associated with GHG emissions and technologies associated with mitigation and energy efficiency.

Selection process:

- All letters and resumes received will be reviewed by the ERCP Committee.
- Identified candidates will be scheduled for an interview with the ERCP Chair and Co-Chair.
- It is anticipated that CAC Chair selection will be tentatively acted upon at the August 13, 2020 Council Meeting.
- The CAC Chair should be prepared to select his/her team leads on or about August 28, 2020.

Those interested in volunteering for this position are encouraged to submit a letter of interest and resume (if available) by July 31, 2020 to:

ERCP Committee
C/O Joyce Stone, Borough Secretary
Borough of Carlisle
53 West South Street
Carlisle, Pennsylvania 17013
Email: jstone@carlislepa.org

Thank you for your interest,

Joyce Stone, Borough Secretary
Office of the Borough Manager