

Juneau Commission on Sustainability

Description of Officer Positions

November 2023

JCOS Chair, or Co-Chairs in alternating months.

- Performs the executive functions of calling for topics and setting the agenda for regular monthly meetings, gathering materials, reviewing draft minutes, running meetings, and assigning follow-up work, as needed.
- Usually finalizes and signs formal JCOS correspondence (letters, memos, resolutions, reports, etc.), unless delegated to the vice-Chair or a subcommittee Chair.
- Works closely with JCOS's Eng & PW liaison on administrative and archival duties.
- Regularly scans upcoming Assembly meeting agendas and flags topics for other JCOS members.
- Represents JCOS at the bimonthly Alaska Municipal Climate Network (AMCN) Zoom meetings. This could be assigned to another JCOS member.
- In conjunction with JCOS Outreach Chair, occasionally reviews JCOS webpage for content.
- Fields requests for informal JCOS input on its activities.
- Prepares the written JCOS annual report of its activities and coordinates with the Clerk's Office on the annual presentation to the Assembly HRC.
- Coordinates with Clerk's Office on JCOS membership, provides input to HRC members via email on applicants for JCOS vacancies, and orients new members.
- Acts as an ex-officio member of JCOS subcommittees. May take an active/lead role on a particular JCOS work task.

Estimated time commitment: approx. 10-12 hrs/month for workload of the JCOS regular meeting, attending 1-2 subcommittee meetings, finalizing JCOS correspondence, and scanning Assembly meeting agendas. ~1 hr. every 2 months participating in a AMCN meeting. May spend 2 hrs occasionally to research and draft a piece of correspondence. Variable time spent on occasional special projects/work tasks.

JCOS Vice-Chair

- Performs executive functions when the Chair is unavailable.
 - Finalizes JCOS correspondence in the Chair's absence.
 - Represents JCOS on behalf of the Chair, as warranted.
- Estimated time commitment: occasional (3-4) JCOS meetings or subcommittee meetings per year.

JCOS Secretary

- Prepares minutes for JCOS meetings and annual retreat, using a standard CBJ format.
- Ensures that another JCOS member will take minutes, in the Secretary's absence.
- Submits draft minutes to the Chair and CBJ liaison in a timely manner for the following meeting's packet.

Estimated time commitment: approx. 1 hr./regular or special meeting.