



## Board Secretary

Clean Power Alliance (CPA) is a new Joint Powers Authority formed to provide electricity services to retail customers in Southern California. With 32 member agencies, CPA is the largest Community Choice Aggregation organization in California, serving over three million residents and businesses through approximately one million customer accounts.

CPA is seeking an experienced, detail-oriented professional to join our growing team as Board Secretary. To be successful you must:

- be able to engage member jurisdictions, understand their needs and solve problems
- have a high tolerance for uncertainty but know how to bring things to resolution
- effectively communicate with elected officials and representatives from cities and counties
- have exceptional attention to detail and diligent organizational skills
- be familiar with California public meeting laws, such as the Brown Act
- have a strong work ethic befitting a start-up environment
- work closely with senior executives and become a team player on a small staff

The Board Secretary reports to the Director of External Affairs and is responsible for fulfilling all administrative and clerk-related duties for CPA's current 32-member Board of Directors. This includes maintaining relationships with the member agency Board Directors, Alternates and staff. It also includes document management for CPA's Board and Committee meetings, preparation of meeting minutes, and logistics coordination. The Board Secretary works closely with CPA's Executive Director and General Counsel to ensure that public agency meeting procedures and communication requirements (e.g. Brown Act and Public Records Act) are met. Key duties include:

- **Board of Directors Support:** serve as main point of contact for all Board member logistical inquiries; maintain up-to-date Board member lists including contact information and committee membership; maintain up-to-date calendar of meetings on CPA website and in Outlook; maintain up-to-date list of Form 700s/Statement of Economic Interest and other Board member compliance filings; manage Board member reimbursement requests for parking, mileage, travel and other expenses; support CPA staff in onboarding of new CPA Board members.
- **Board & Committee Meetings:** responsible for all meeting logistics for the Board and four standing Committees; coordinate meeting preparation activities, including compiling and sending monthly Board agenda packets, posting agendas, confirming agenda posting in remote locations, confirming Board member attendance; coordinate meeting production activities, including room set-up, IT and A/V needs, catering orders, printing meeting materials and documents for signature; attend all Board and Committee meetings to conduct Board Secretary role, including roll call and vote recording, note taking, and assisting with other Board and Committee member needs during the meeting.
- **Meeting Minutes & Follow Up:** prepare draft meeting minutes for Board and Committee meetings; collaborate with Director of External Affairs and other staff for review, finalize minutes for approval at next regularly scheduled meeting; appropriately file resolutions, policies, agreements, and other documents executed by the Board and/or Committees.

- **Public Agency Compliance:** collaborate with the General Counsel and other staff to meet the legal requirements applicable to the maintenance and retention of public records, requirements of the Brown Act, and adherence to other public agency procedures.
- **Event & Communications Support:** Assist the Director of External Affairs and other staff in coordinating and producing CPA events at which Board members are present, such as CPA's Annual Board Retreat and quarterly speaker series. Assist CPA staff in distributing general communications to Board members and CPA member agency staff.
- **Executive Support:** Assist the Executive Director, General Counsel, Director of External Affairs, and other senior executives in managing Board related items and other administrative needs for CPA's member agencies.
- **Other duties as assigned.**

**Qualifications:** Must have experience with public agency meeting and governance procedures, knowledge of California Ralph M. Brown Act and Public Records Act. Bachelor's degree and 3-5 work years experience desired. Must be proficient in use of Microsoft Office suite and Adobe Acrobat; agenda/meeting software knowledge a plus.

**Start date:** As soon as possible. Position open until filled.

**Salary and Benefits:** CPA offers competitive salaries benchmarked against other CCAs and public agencies. Benefits include health care, a 401(k)-like match program, paid vacation, and sick leave. This is not a civil service position.

**Location:** Downtown Los Angeles.

**Culture:** CPA fosters a culture of open communication, responsibility, and intellectual curiosity. As a small team seeking to build the largest CCA in California, high levels of trust and mission alignment will be key to individual and team success.

**Commitment to Diversity:** CPA is made up of geographically and socioeconomically diverse members and intends to build a staff reflecting that diversity. We are an equal opportunity employer and actively seek a diverse pool of candidates for all positions.

**How to Apply:** Candidates should send resume with 3 references to [jobs@cleanpoweralliance.org](mailto:jobs@cleanpoweralliance.org). A succinct and well-written cover letter is encouraged.