



## Clerk of the Board

### **Who We Are**

[Clean Power Alliance](#) (CPA) is Southern California's locally operated community choice aggregation (CCA) electricity provider across 32 communities within Los Angeles and Ventura counties. We offer clean renewable energy at competitive rates for over one million customer accounts and have been operating since 2018.

### **What You'll Do**

CPA is seeking an experienced, detail-oriented professional to join our growing team as Clerk of the Board. 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 agendas and minutes, and logistics coordination. The Clerk of the Board actively participates in all CPA Board and Committee meetings and is responsible for administering the roll call, tabulating the actions and votes, administering elections, and other clerk-related duties.

### **Who You'll Work With**

The Clerk of the Board is the official 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. The Clerk of the Board 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.

### **Commitment to Diversity**

At CPA, we value diversity and are committed to creating an inclusive environment for all employees. We represent a diverse customer base and intend to hire employees that reflect our communities. Clean Power Alliance provides equal employment opportunities to all applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

### **Culture**

CPA fosters a culture of open communication, responsibility, and intellectual curiosity. As a small team building the largest CCA in California, high levels of trust, collaboration, and mission alignment are key. We value transparency, responsiveness, and innovation.

### **Successful Candidates Must Demonstrate the Following Abilities:**

- 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

### **Duties and Responsibilities**

- **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**

Candidates 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 required. CPA has a preference for candidates who have attained or are in progress towards attaining CMC or MMC certification.

### **Required Skills**

- Excellent verbal and written communication skills.
- Excellent interpersonal, relationship-building skills.
- Excellent organizational skills and attention to detail.

- Strong analytical and problem-solving skills.
- Ability to prioritize tasks and to delegate them when appropriate.
- Ability to act with integrity, professionalism, and confidentiality.
- Thorough knowledge of public agency governance-related laws and regulations.
- Proficient with Microsoft Office Suite and Adobe Pro software.
- Knowledge of modern office procedures and practices including preparing correspondence, filing, and operating modern office equipment; correct English usage, grammar, spelling, vocabulary, and punctuation.

### **Salary and Benefits**

The salary range for this position is \$90,000-125,000, with exact compensation to be determined by Clean Power Alliance, dependent on experience. Benefits include health care, a 401(k)-like match program, paid vacation, and sick leave. This is not a civil service position.

### **Work Location**

CPA's offices are located in Downtown Los Angeles.

### **How to Apply**

Candidates should send a succinct and well-written cover letter and resume with 3 references to [jobs@cleanpoweralliance.org](mailto:jobs@cleanpoweralliance.org). The start date for the position is as soon as possible and will remain open until filled.