



## **Clerk of the Board**

### **Who We Are**

Clean Power Alliance (CPA) is Southern California's locally operated non-profit default electricity provider for 32 communities within Los Angeles and Ventura counties and the 5<sup>th</sup> largest electricity company in the State of California. We provide clean renewable energy at competitive rates to over three million residents and businesses through approximately one million customer accounts.

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

CPA is seeking an experienced, detail-oriented professional to join our team as Clerk of the Board. This position is responsible for fulfilling all clerk-related duties for CPA's current 32-member Board of Directors, including the management of CPA's monthly Board, Executive Committee, and Policy Committee meetings. This includes preparation of agendas and minutes, document management, logistics coordination, and in-meeting functions, including administering roll call, tabulating votes, managing speaker queue, and other clerk-related duties.

The position requires development and active maintenance of strong relationships with CPA's Board of Directors and senior CPA staff to ensure the smooth functioning of the agency. This is an exciting opportunity for an experienced clerk looking to be at the center of a growing organization dedicated to delivering clean energy and investing in our local communities.

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

The Clerk of the Board is the official Board Secretary, reporting directly to the Executive Director. This position works closely with CPA's General Counsel to ensure that public agency meeting procedures and communication requirements (e.g. Brown Act and Public Records Act) are met, the Senior Director of External Affairs to facilitate consistent messaging to Board members, and staff at the 30 cities and 2 counties that make up CPA's service territory.

### **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 that has quickly built the largest Community Choice Aggregation program in the country, high levels of trust, collaboration, and mission alignment are key factors in success. We value fact-based creativity in our work, accountability with our stakeholders, and promote ethical engagement and diversity with our brand.

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

- Be able to engage member jurisdictions, understand their needs, and solve problems.
- High tolerance for uncertainty but know how to bring things to resolution.
- Effectively communicate with elected officials and representatives from cities and counties.
- Exceptional attention to detail and diligent organizational skills.
- Familiar with California public meeting laws, such as the Brown Act.
- Strong work ethic befitting a start-up environment.
- Experience working closely with senior executives.
- Experience working collectively with a growing staff and being a team player.

## **Duties and Responsibilities**

### **Board & Committee Meetings:**

- Responsible for meeting logistics for the Board and four standing Board Committees.
- Coordinate meeting preparation activities, including compiling and sending monthly Board agenda packets, posting agendas, confirming agenda posting in remote locations as necessary, and confirming Board member attendance.
- Coordinate meeting production activities, including room set-up, IT and A/V needs, catering orders, and printing meeting materials and documents for signature.
- Attend all Board and Committee meetings (or if unavailable, ensure attendance by cross-trained staff with approval from the Executive Director) 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.

### **Board of Directors Support:**

- Serve as the main point of contact for 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's 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 new CPA Board members.

#### **Meeting Minutes & Follow Up:**

- Prepare draft meeting minutes for Board and Committee meetings.
- Review draft minutes prepared by cross-trained staff.
- Collaborate with General Counsel and other staff for review of minutes for approval at next regularly scheduled meeting.
- Appropriately file and post 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 of the Brown Act and adherence to other public agency procedures or requirements.

#### **Event & Communications Support:**

- Assist the Senior Director of External Affairs and other staff in coordinating and producing CPA events at which Board members are present.
- Assist CPA staff in distributing general communications to Board members and CPA member agency staff.

#### **Executive Support:**

- Assist the Executive Director, General Counsel, Senior Director of External Affairs, and other senior executives in managing Board-related items and other administrative needs for CPA's member agencies.

#### **Coordination of Additional Resources:**

- CPA is in the process of cross training several administrative staff in certain Board Clerk functions, to ensure proper coverage and adequate staffing levels. As skillsets among other staff develop, the Clerk of the Board will be responsible for coordinating the deployment of these additional resources.
- Implementation of a new agenda and meeting management system.

#### **Other duties as assigned.**

#### **Qualifications**

- Candidates must have experience with public agency meetings and governance procedures
- Knowledge of California Ralph M. Brown Act and Public Records Act.
- Bachelor's degree and at least 3 years of clerk experience required.

- CMC or MMC certification or demonstrated progress towards attaining one of these certifications is highly preferred.
- Currently, this position is temporarily remote; however, when the office reopens in January 2022, this position is expected to report to our downtown Los Angeles office at least 3 days per week. The actual days of the week to be worked in the office will be determined by CPA, not by the candidate and will be guided by the schedule of Board and Committee meetings when they resume in person.

### **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 \$98,580-133,740, 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; however, all CPA employees are required to submit a Statement of Economic Interests form, also known as the Form 700.

### **How to Apply**

Candidates should apply at

[https://recruiting.myapps.paychex.com/appone/MainInfoReq.asp?R\\_ID=4024701](https://recruiting.myapps.paychex.com/appone/MainInfoReq.asp?R_ID=4024701)

The start date for the position is as soon as possible and will remain open until filled.