

Climate Advisory Board

Item 10: Consideration of Board Secretary for 2026

Potential duties, in alignment with officers & staff liaison

- Support meeting quorum
 - Poll members for attendance, shift to alternate date if needed
 - Create calendar invites
- Maintain CAB meeting agenda look ahead, aligning with work plan & bylaws
- Help coordinate drafting of reports, recommendations, or letters
- Review draft minutes created by staff
- Others as determined by Chair

Typical Qualities of an Effective Board Secretary

- Organized and detail-oriented
- Good writer/note-taker
- Reliable with follow-through
- Clear communicator