



**City of Eugene: Sustainability Commission
Job description: November 2007**

Job title: Sustainability Commissioner

General statement of duties:

The Sustainability Commission is a 13 member group of citizens, including one councilor, who act as a policy advisory body to the council and city manager in the initiation or development of programs that will create or enhance sustainable practices within the community. The commission was created by Ordinance No. 20379 in March 2007. Its role is to advise on policy matters related to sustainable practices, businesses that produce sustainable products and services, city building design and infrastructure and related issues that directly affect sustainability efforts considered by the city council.

Decision making and oversight:

The Eugene City Council appoints the four at large positions on the commission, each councilor chooses one commissioner and the Mayor appoints one councilor to the commission. The City Council approves the commission's annual work plan. The City Manager has funding approval authority. City staff are assigned to work with the commission to carry out work plan activities.

Responsibilities/ Duties performed:

- Read packet material prior to attending meeting, be prepared to discuss ideas.
- Discuss and help develop annual work plan and recommendations to council that are consistent with community values related to sustainability issues. This will include the Commission making recommendations for programs designed to implement the recommendations contained in the Sustainable Business Initiative Task Force Report.
- Meet annually with city council to secure approval of the work plan.
- Provide a forum for addressing public concerns related to sustainable policies and practices.
- Work on sustainability-related projects as directed by the council and city manager.
- Assist the City Council and City Manager in balancing community priorities and resources by advising them on sustainability issues.
- Provide information to city council and constituent groups on sustainability issues.
- May serve on temporary working committees to address specific program needs.
- May assist in organizing and/or undertaking public forums or other sustainability related events.
- May attend community education events as required and represent the commission.

- May act as liaison to community groups and governmental or non governmental organizations.
- Commission chairs will attend agenda setting meetings.

Term Length:

Citizen members will serve four year terms, except for the first appointees, who shall serve the following terms: four members, appointed by councilors for wards 1 through 4, shall serve for four years; four members, appointed by councilors for wards 5 through 8, shall serve for 3 years; and the four members, appointed by full council shall serve for two year terms. The council member shall serve during her or his term of office. All members are limited to two consecutive terms.

Time Commitment:

All commissioners are expected to:

- Prepare for and attend monthly commission meetings (2-3 hours duration)
- Attend commissioner member training as required
- Participate in an annual work plan retreat
- Participate in committees, task groups or act as liaisons with other groups depending on availability and interest.

Knowledge, skills and abilities required:

- Commitment and interest in helping Eugene become more sustainable
- Willingness to work with City government to effect behavior change
- Ability to:
 - listen and discuss a broad range of sustainability issues
 - balance a wide range of perspectives, opinions and values in forming positions and recommendations
 - work effectively in groups
 - use creativity to help the Eugene community work together to become more sustainable.

Training:

Commissioners attend a training workshop at the beginning of their appointment. Staff meets with each new commissioner to provide history and background information. Education and training is an essential part of the Commissions success. All members are encouraged to contact staff for any support needed to be effective in their role.

Logistics and support

Sustainability office: City Hall, 777 Pearl Street, room 105.

Staff: Felicity Fahy ph: (541) 682 5017
felicity.m.fahy@ci.eugene.or.us

Staff schedule meetings, prepare agendas (in conjunction with commission chairs) and materials, ensures that minutes are taken at all public meetings, keeps files and prepares reports and communications.