

Sustainable Tacoma Commissioner Expectations and Guidelines

Generally, the time commitment required for active participation as a Commissioner is between 4-8 hours per month, including the duties below.

- I. During Meetings
 - a. Prepare for the meeting by reading appropriate materials and the last meeting's draft notes.
 - b. Arrive on time.
 - c. Listen respectfully to fellow Commissioners, staff, and the public.
 - d. Participate by sharing thoughts and opinions.

- II. Other Meetings and Events
 - a. Attend relevant City Council, Infrastructure, Planning, and Sustainability Committee, and other Committee meetings as appropriate.
 - b. Attend other City Commission meetings as appropriate.
 - c. Attend, if available, the South Sound Sustainability Expo.
 - d. Attend and participate in other outreach events, such as giving presentations to the Neighborhood Councils.

- III. Communication to individual Council Members and the public
 - a. Be clear to your audience about whether you are communicating as a citizen or a Commissioner. Sharing recommendations or opinions on behalf of the Commission may only be done so if a formal action has been taken, and formal written communication should be signed by the Officers. Information sharing may be allowed, but coordination with Commission staff is preferred.

Commission Roles

- I. Request research and analysis on sustainability issues from sustainability staff.

- II. Provide policy, program, and budget recommendations both written and verbal to City Council, through or in coordination with Infrastructure, Planning, and Sustainability Committee, and other relevant Committees and Commissions.

- III. Request updates from staff on implementation and results of City sustainability policies and programs.
 - i. Communicate barriers to and incentives for implementation to City Council.

- IV. Provide annual Environmental Action Plan progress reports to the public through the City Council, Infrastructure, Planning, and Sustainability Committee, and other relevant Committees and Commissions.

- V. Coordinate, communicate, and encourage public involvement regarding sustainability initiatives.
 - i. Create a forum for regular public comment and community involvement.

- VI. Develop an annual work plan identifying Commission goals and implementation plans, including discussion of timelines and responsibilities. Items requiring sustainability staff support will be identified and prioritized. Discuss and evaluate work plan progress as needed.