

# Steering Committee Orientation

## Climate Action Plan

Thank you for volunteering your time and expertise to the Climate Action Plan Steering Committee. This steering committee will provide guidance and support for the climate action planning process. The Climate Action Plan (CAP) is intended to identify actions that will fulfill on the City's goal to be carbon neutral by 2050. The CAP will be approved by the Common Council and shared among City officials, staff, and community members. The purpose of the Steering Committee is to ensure meaningful community member input into the Climate Action Plan and to provide buy-in and ownership over the process and outcomes. Members will serve as representatives of the planning process to the community, promoting opportunities for public participation and accepting feedback and input.

## Roles, Responsibilities, and Expectations

The Steering Committee is responsible to represent and be accountable to the community, while working within the policies and procedures of the City of La Crosse.

### The Steering Committee will:

- Establish and attend regular meetings.
- Select a consultant to lead the CAP process.
- Identify local needs and priority target groups.
- Provide input into CAP process, evaluating its progress, and providing ongoing direction and support.
- Make recommendations to planning staff and the consultant team.

### The Chair of the Steering Committee will:

- Lead and facilitate the steering committee to fulfill its purpose.
- Set meeting dates, determine agenda, and chair regular steering committee meetings.
- Make decisions as necessary between regular meetings.

### The Steering Committee is expected to:

- Attend meetings regularly and participate actively.
- Review materials by agreed upon deadlines.
- Make an effort to understand diverse perspectives.
- Assist with public outreach activities.
- Engage and participate in meetings and discussions in a mutually respectful manner.
- Stay within the scope of the climate action planning process