

## **Climate Smart Saugerties Task Force**

### **Coordinator**

The coordinator was appointed by the Town Board at its March 21, 2018 meeting.

### **Link**

<https://townsaugerties.digitaltowpath.org:10234/content/Generic/View/11:field=documents;/content/Documents/File/1384.pdf>

### **Role of the Coordinator**

The responsibilities of the coordinator are:

- Prepare meeting agendas;
- Chair the meetings;
- Work with the task force, town officials and employees to identify actions to plan and complete;
- Coordinate the work of the task force members;
- Inform Town Board of task force work via Town Board liaison;
- Consult with Hudson Valley Regional CEC/CSC Coordinator as needed;
- Collect and post documentation on the CSC Portal;
- Prepare task force correspondence;
- Facilitate the posting of agendas and meeting minutes on town website;
- Work with the Climate Smart Saugerties Website administrator and Facebook administrator to update postings.

Prepared by M. O'Donnell

Approved by: Town Board February 6, 2019