

ACUPCC Program Team Responsibilities

Program Activity	Steering Committee	Second Nature	AASHE	Other Partners
Governance <ul style="list-style-type: none"> • Policy decisions • Manage supporting organization • Represent ACUPCC to public 	X			
Outreach <ul style="list-style-type: none"> • Enroll new signatories • Onboard new signatories • Represent ACUPCC at conferences 		X		
Implementation Support <ul style="list-style-type: none"> • Direct support by telephone • Remind signatories of reporting deadlines • Connect signatories with resources 		X		
ACUPCC Online Reporting System <ul style="list-style-type: none"> • Develop and manage reporting system IT • Produce data reports 			X	
Climate Action Planning Wiki <ul style="list-style-type: none"> • Develop and moderate wiki 			X	
Climate Discussion Forum <ul style="list-style-type: none"> • Develop and manage discussion forum 			X	
Publications <ul style="list-style-type: none"> • Produce ACUPCC Annual Report • ACUPCC Implementation Guide • <i>Leading Profound Change</i> • <i>Education for Climate Neutrality</i> • Voluntary Carbon Offset Protocol & Guidance • GHG Inventory Brief 		X		
Education and Training <ul style="list-style-type: none"> • Webinar Series • Workshops 		X		X
Conferences & Events <ul style="list-style-type: none"> • Host annual Climate Leadership Summit • Host ACUPCC Liaison networking sessions 		X		

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Communications <ul style="list-style-type: none"> • Manage ACUPCC Website • Produce <i>The Implementer</i> Newsletter • Support signatory public relations • Create and share media kit • Issue climate policy alerts • Issue news releases • Liaise with media • Create Op/Eds 		X		
Partnerships <ul style="list-style-type: none"> • Identify partnership opportunities • Manage partnerships: <ul style="list-style-type: none"> ○ US Mayors Climate Protection Agreement ○ Clinton Climate Initiative ○ Clean Air – Cool Planet ○ National Association of Environmental Law Societies ○ USGBC ○ NWF Campus Ecology ○ Focus the Nation ○ Green Schools Alliance 		X		
Financial Management <ul style="list-style-type: none"> • Non-profit fiscal host for initiative • Create and manage budget • State and Federal reporting • Auditing 		X		
Fundraising <ul style="list-style-type: none"> • Manage dues solicitation • Write grant proposals • Write grant reports • Enroll corporate sponsors • Manage corporate sponsor benefits 	X	X		
Program Management <ul style="list-style-type: none"> • Provide administrative support to Steering Committee • Manage program team • Ensure annual program goals are met • Respond to general inquiries 		X		