

## Overview

The Presidents' Climate Leadership Commitments are unique programs that allow significant action and change to occur on campus, with activities originating from senior leadership and through faculty, administrators, students and the campus community. This document identifies how implementation and communication processes occur within the Climate Leadership Network, from the Presidents and Chancellors of the Climate Leadership Steering Committee, and from Second Nature as the non profit facilitator. It also provides detailed information to help select a staff person for the Implementation Liaison (IL) role.

## Note to Presidents and Chancellors

Presidents and Chancellors must appoint an Implementation Liaison (IL) to act as the primary point of contact for the commitments. The IL is responsible for coordinating the requirements, submitting [reports](#) annually, and communicating efforts back to the President/Chancellor and campus community. To appoint or change an IL please email [reporting@secondnature.org](mailto:reporting@secondnature.org) with the person's name, title, and contact information. Additionally, Presidents and Chancellors can advance the implementation by:

- Incorporating climate action into the institution's strategic planning
- Regularly communicating the progress of climate action efforts
- Adequately funding the Implementation Liaison's office or department
- Paying Climate Leadership Commitment dues through the President/Chancellor's office
- Attending the [Higher Education Climate Leadership Summit](#)

## The Implementation Liaison Campus Role

The IL is most often the person who will be the leader of the institution's sustainability/climate action efforts. They are the Chief Climate Change Officer for the institution, though they may have different professional titles. While these functions can be distributed across multiple staff members and faculty, over the 10 years of the commitment we have found that the most successful ILs have the following attributes:

- Is a full-time staff person that is able to oversee both operational and engagement activities of sustainability/climate action. While a faculty member can be an IL, they will a better chance at success if their skill set includes direct implementation expertise
- Plays a key role in overall campus strategic planning and has a formal connection to academic goals
- Has sufficient resources (time, staff, funding, decision making authority) to achieve the institution's sustainability/climate objectives

## ILs Typically Have the Following Job Titles:

- Sustainability Coordinator/Staff
- Sustainability Officer (i.e. Chief Climate Change or Resilience Officer, Director of Sustainability Office)
- Business Officer (i.e. Chief Financial Officer, Vice President of Finance)
- Facilities/Operations Staff (i.e. Facilities Director, Energy Manager)
- Campus Planner (i.e. Architect, Director of Campus Planning)
- Institute Director/Faculty; Environmental Studies, Sustainability, Planning

## Critical Skills an IL Should Possess Are:

**Collaboration:** Able to build coalitions across different operating units within the organization, as well as ability to connect academics and operations, students and employees, staff and administration, and other groups that have different modes of operation and understanding challenges.

**Facilitation:** Able to lead groups effectively and empower colleagues to make changes required for successful commitment implementation.

**Quantitative Analysis:** The ability to understand and interact with financial, engineering, and technical data is crucial to the development of robust climate action plans, including being able to quantitatively compare different possible climate actions to prioritize the efforts with the greatest impact.

**Climate Change Content Knowledge:** A background in the principles of sustainability, climate change, and the practice of implementing actions is useful. Many fields and backgrounds give the disciplinary skills needed and the committee or taskforce may be made up of members who are each experts in particular aspects of sustainability or have campus/community knowledge.

*Note: Content knowledge and certifications in climate and sustainability are available from many organizations. The resources provided by Second Nature are very specific to commitment implementation and process, however we build partnerships for further professional development resources.*

## Responsibilities

The Implementation Liaison is responsible for coordinating their institution's climate efforts and submitting annual reports. ILs are encouraged to view their institution's reports as living documents which may be updated as new information, tools, and data become available to the higher education community, and the institution. Responsibilities include but are not limited to the following:

- Submitting the **Institutional Profile**, and convening a committee or task force as part of the structure
- Organizing the **Climate Action Planning** process
- Submitting the **Annual Progress Evaluation** which includes coordinating the greenhouse gas data collection, tracking, and reporting efforts for Carbon/Climate signatories
- Maintaining up to date contact information in the **People tab** in the Reporting Platform for the President/Chancellor, Implementation Contact(s) and/or Campus Community Contact(s)
- Receiving the **annual signatory dues** invoice, which is sent to both the president and IL's office. The intention is for the funding to originate out of the president's office, but the IL may facilitate prompt payment.
- **Communicating with Senior Leadership** about annual progress, utilizing benchmarking tools provided by the network and peer data
- **Answering questions** related to the institution's public reporting and receiving information about events, resources and updates that need to be shared with their campus community.

**ILs at institutions that have signed the Climate or Resilience Commitment are also responsible for:**

### Year 1

Coordinating/  
developing a joint  
Campus/Community  
Structure

### Year 2

Coordinating,  
participating in and  
reporting on  
campus-community  
Resilience Assessment

### Year 3

Submitting resilience  
strategies to the  
Climate Action Plan

## Climate Leadership Network Benefits & Opportunities for Implementation Liaisons

- **Create** climate solutions and expand professional networks through Climate Leadership Network Working Groups
- **Mentor** new commitment signatories and support peer ILs, receive mentorship from peers or Second Nature staff
- **Serve** on municipal climate task forces as an institutional representative
- **Lead** climate policy in local or regional higher education affinity groups



*Implementation Liaisons participate in a workshop event during the 2017 Higher Education Climate Leadership Summit*

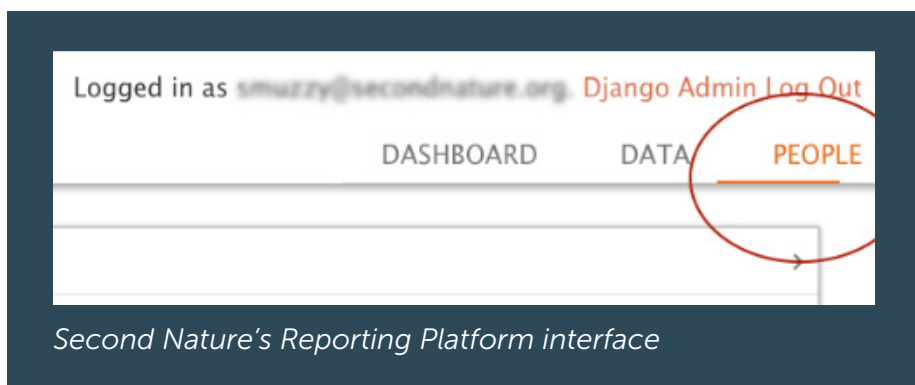
- **Support** the network by creating and sharing new tools and resources (and earn Honor Society recognition)
- **Expand** personal climate knowledge, by implementing the commitment, attending the annual Climate Leadership Summit, regional workshops, and online webinars
- **Fund** local efforts through applying for grants in partnership with Second Nature and/or other signatories
- **Earn** recognition of your success through a Climate Leadership Award and other opportunities
- **Build** stronger relationships with senior leadership through engaging together in Climate Leadership Network programs and opportunities
- **Act** together on climate change, one campus can't solve this problem alone

## Additional Campus Roles: Implementation Contacts

In cases where ILs would like to distribute the functions or communications related to the commitments to other members of the campus community, they can add additional contacts to the Reporting Platform People's page under Implementation Contact (IC). ICs are secondary contacts that receive the same communications as the IL. There can be up to five ICs added into the Reporting Platform. ICs can also have Reporting Platform user access to submit/edit reports if designated by the IL. To receive newsletter updates, please [subscribe](#).

### Typical IC Roles

Junior level Sustainability Staff, Consultants, Administrative Assistants, Academic Officer (i.e. Provost, Dean, Vice President of Student Affairs), Students/Interns, Sustainability or Climate Change Committee Members etc.



## Campus Community Contacts

Campus Community Contacts are applicable to signatory institutions of the Climate and Resilience Commitments. Should anyone of the campus or the surrounding community be responsible for solely the resilience components of those Commitments the IL may add them as a Campus Community Contact to the Reporting Platform. These contacts will be subscribed to the newsletter, but will only receive resources and communications related to climate resilience and can also have their own Reporting Platform user access to submit/edit reports if designated by the IL.

Campus Community Contact roles typically are: Environmental Health & Safety staff, Emergency Planners, Resilience/Risk Officers, Students/Interns, Consultants, Administrative Assistants, City/Community Sustainability/Climate Resilience Committee Members, etc.

## Administrative Assistant to the President

Second Nature will communicate with the Administrative Assistant to the President for dues reminders, issues relating to Presidential meetings and travel, and other matters. The Implementation Liaison will be made aware of communications with the President. To update the Administrative Assistant role, please email [info@secondnature.org](mailto:info@secondnature.org).

# Implementation Liason Orientation & Support

To schedule a phone call with Second Nature Staff, please call 617-722-0036 or email [info@secondnature.org](mailto:info@secondnature.org), to provide:

- One on one phone support on any stage of commitment implementation or reporting needs
- Connections to peers and other signatories for support
- Virtual presentations to Climate Change/Sustainability committees or Senior Leadership groups
- In person presentations and facilitation as mutual travel budgets allow
- Help reviewing existing network resources and materials, and navigating external opportunities

## Communication Schedule and Methods, from the Climate Leadership Network

As a national organization with many online resources, email communication is the primary vehicle to convey information and connect the network, so keeping the contacts up to date is crucial. Messages are sent out by both the Steering Committee Presidents and various Second Nature staff. Implementation Liaisons always get a copy of communications sent to the President/Chancellor, however ILs will receive messages and reminders that the president may not get. Occasionally, presidents will be directly invited by their peers or Second Nature staff to small events or opportunities. The President's Office will also receive the annual dues invoice, through both postal mail and e-mail. If you have any questions about or suggestions regarding communications please contact Second Nature staff at [info@secondnature.org](mailto:info@secondnature.org).

Time of Year/Frequency	Topic	Campus Recipients
January- May	Reporting Reminders	Implementation Liaisons
March	Yearly Network Policies and Update Message from Steering Committee	Presidents & Implementation Liaisons
April - September	Annual Dues Invoice & Reminders	Presidents, Implementation Liaisons, Assistant to the President
Occasionally	Webinars, Annual Summit Invites, and Local Workshops	Implementation Liaisons & Opt-In Newsletter List
Quarterly	Strategic Updates from Steering Committee Chair	Presidents & Implementation Liaisons
Monthly	Implementer Newsletter including events and resources	Presidents & Implementation Liaisons subscribed, but can opt-out, and anyone can subscribe.

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