

# MEMORANDUM

**TO:** Thurston Climate Mitigation Collaborative Community Advisory Workgroup

**FROM:** Thurston Climate Mitigation Collaborative Staff Team:  
Alyssa Jones Wood, City of Tumwater

**DATE:** March 18, 2025

**SUBJECT:** CAW Roles and Responsibilities Refresher

## Requested Action

Read the memorandum and attachment (the regional implementation guidance). No formal action of the CAW is required. This is simply a short briefing on the CAW Roles and Responsibilities.

## Purpose of this Action

Refresh your memory, or learn for the first time, the roles and responsibilities of the CAW as a whole and as a CAW member. To understand the TCMC as a whole, we encourage you to read the entire guidance document to gain clarity on how the TCMC works together and as a whole. Having a firm grasp of who does what and what the boundaries of each TCMC component are helps the TCMC function effectively and efficiently.

## Background and Analysis

### Role of CAW

The CAW meets regularly to provide community perspectives and input on climate mitigation progress and priorities to the Jurisdiction Parties, Staff Team, and Executive Committee.

### CAW Responsibilities

- Reviews and provides feedback on climate mitigation actions led by Jurisdiction parties (can make recommendations to individual jurisdictions on climate implementation priorities);
- A rotating representative attends Executive Committee meetings;
- Identifies comments or perspectives for the group facilitator to report out to the Executive Committee and Staff Team;
- Requests agenda items for consideration at future CAW meetings;
- Reviews the annual report; and
- Other tasks as requested by the Executive Committee or Staff Team.



## Attachments

Attachment A: Thurston Climate Mitigation Collaborative Regional Implementation Guidance