

CSC Leadership Roles and Responsibilities

Chair



- 1) Run of the Organization following adopted policies and procedures.
- 2) Lead the Organization by writing and signing letters to the State on behalf of CSC members.
- 3) Prepares annual Budget for adoption.
- 4) Oversight of budget and expenditures.
- 5) Prepare and distribute Agenda for the monthly General Membership meetings.
- 6) Prepare and distribute Agenda for the monthly Administration Committee meetings.
- 7) Run the General Membership and Administration Committee meetings.
- 8) Coordinate presentations for General Membership meetings.
- 9) Coordinates development of the Annual Report.
- 10) Greets new members and introduce them to the Organization.

Vice Chair –

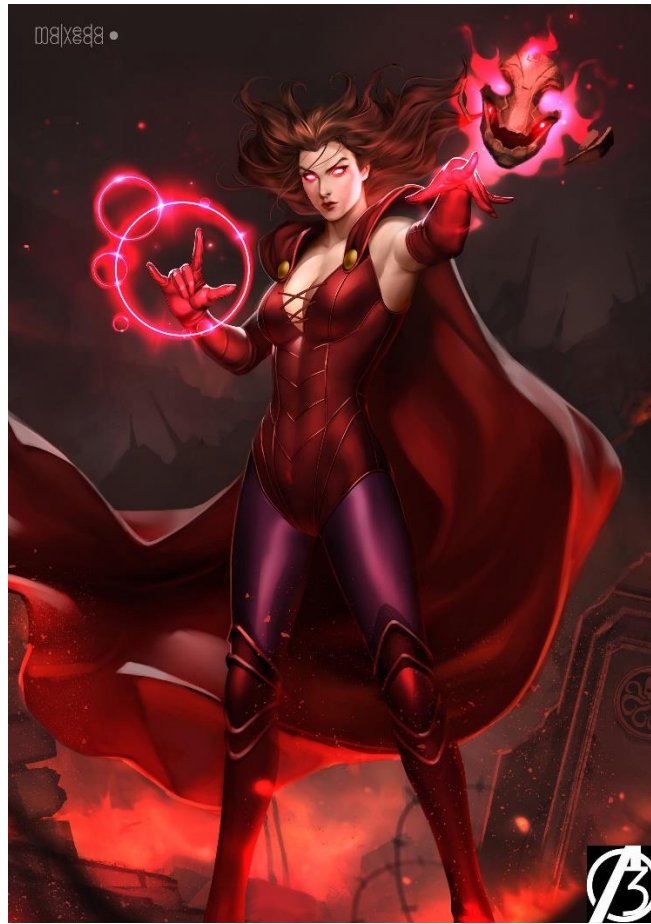


The first year as a Vice-Chair you will be learning and assisting the Chair.

The second year the Vice-Chair moves up to the Chair position. The following responsibilities apply:

- 1.) Run of the Organization following adopted policies and procedures.
- 2.) Lead the Organization by writing and signing letters to the State on behalf of CSC members.
- 3.) Prepares annual Budget for adoption.
- 4.) Oversight of budget and expenditures.
- 5.) Prepare and distribute Agenda for the monthly General Membership meetings.
- 6.) Prepare and distribute Agenda for the monthly Administration Committee meetings.
- 7.) Run the General Membership and Administration Committee meetings.
- 8.) Coordinate presentations for General Membership meetings.
- 9.) Coordinates development of the Annual Report.
- 10.) Greets new members and introduce them to the Organization.

Secretary



- 1.) Assist with the Organization following adopted policies and procedures.
- 2.) Assist with annual Budget for adoption.
- 3.) Oversight of budget and expenditures.
- 4.) Prepare and distribute Agenda minutes for the monthly General Membership meetings.
- 5.) Participate in the General Membership and Administration Committee meetings.
- 6.) Help coordinate presentations for General Membership meetings.
- 7.) Assist with development of the Annual Report.
- 8.) Greets new members and introduce them to the Organization.

Treasurer –



1. Creates monthly treasurers reports for the CSC Admin Meeting and completes updates for the CSC Membership meeting.
2. Creates the yearly budget for each committee
3. Administers checks and balances treasurers report based on expenses.
4. Makes deposits and tracks which members have paid dues.
5. Tracks expenses and deposits.
6. Updates primary account holder information for billing purposes.
7. Sends yearly membership dues in January. Follows up as necessary to verify membership dues are paid.
8. Communicates with the bookkeeping company, and submits the monthly bank statement, checks that were written, deposits that were received to balance the CSC account.
9. Communicates with committees and tries to attend monthly committee meetings to understand upcoming expenses.

Website Coordinator



1. Upload documents to resources page.
2. Maintain website hosting account (GoDaddy)
3. Maintain Google for Non-Profits account
4. Maintain Google Calendars
5. Maintain Google Map
6. Member login credentials
7. Respond to emails received from webteam@colorado-stormwater-council.org.
8. Administrative Duties (Set annual goals, Report achievements, Propose budget, Process invoices for payment, Call-in to monthly Admin Meetings, Have fun!)

Goals for 2020 and beyond:

- 2.) Allow multiple website editors (with individual logins) to upload documents and edit minor text.
- 3.) Implement a password & password retrieval system for the members-only side.
- 4.) Management of a centralized mailing list (for Billing + Newsletter + CSC Agenda emails)
- 5.) Dropbox integration (archives)
- 6.) Search tool to find documents in website
- 7.) Blog – Q&A to be answer by PCC if technical / General question – Historic questions (rolling screen – Facebook/Linkedin)
- 8.) Create a “Contact Us” section (Legislative email, PCC email, E&O email, CSC email)
- 9.) Create an on-line payment system for annual membership invoices
- 10.) Tracking website use and visitors

E&O Committee Chair - Open Position



The E&O Committee mission is to provide educational information, materials, events, etc to assist MS4 Ph1, Ph2 and Non-standards with public education programs.

This role involves the following:

1. Set annual goals (incorporating General Member's feedback/guidance thru survey)
2. Manage annual budget for Committee (\$2,500 to run committee + special project \$)
3. Participate on monthly General Membership meeting to provide update and progress on goals of Committee.
4. Participate on monthly Administration Committee meetings (call-in)
5. Prepare Agenda and lead monthly E&O Committee meetings - Location and Frequency TBD by E&O Committee Chair.
6. Report annual E&O Committee achievements at the end of the year.
7. Oversee automatic e-news monthly notifications.
8. Compile Annual CSC Report.
9. Keep General Member's email list updated throughout the year.
10. 2019 = possibly coordinate State-wide Educational Campaign.
11. Recruit volunteers.
12. Have fun!

O&M Committee Chair -



The O&M Committee mission is to provide guidance and assistance to MS4 Ph1, Ph2 and Non-Standards permittees regarding field equipment, supplies, processes, etc to efficiently operate and maintain the storm sewer system.

This role involves the following:

1. Set annual goals (incorporating General Member's feedback/guidance thru survey)
2. Manage annual budget for Committee (\$2,500 to run committee + special project \$)
3. Participate on monthly General Membership meeting to provide update and progress on goals of Committee.
4. Participate on monthly Administration Committee meetings (call-in)
5. Prepare Agenda and run O&M committee meetings - Location and Frequency TBD by O&M Committee Chair.
6. Report annual O&M Committee achievements at the end of the year.
7. Recruit volunteers.
8. Have fun!

Construction Committee Chair



The Construction Committee mission is to provide guidance and assistance to MS4 Ph1, Ph2 and Non-Standards permittees regarding their construction programs as well as provide job specific trainings to address stormwater construction requirements.

1. Set annual goals (incorporating General Member's feedback/guidance thru survey)
2. Manage annual budget for Committee
3. Participate on monthly General Membership meeting to provide update and progress on goals of Committee.
4. Participate on monthly Administration Committee meetings (call-in)
5. Prepare Agenda and run Construction committee meetings - Location and Frequency TBD by Committee Chair.
6. Facilitate training classes (3 CIP Stormwater Management, 3 MS4 Inspector Training) annually throughout the state with volunteer Council Members.
6. Report annual Construction Committee achievements at the end of the year.
7. Recruit volunteers.
8. Have fun!

Permit Compliance Committee (PCC) Chair



The Permit Compliance Committee's mission is to provide guidance and assistance to MS4 Ph1, Ph2 and Non-Standards permittees regarding documentation as well as provide trainings in line with compliance assistance.

1. Set annual goals (incorporating General Member's feedback/guidance thru survey)
2. Manage annual budget for Committee
3. Participate on monthly General Membership meeting to provide update and progress on goals of Committee.
4. Participate on monthly Administration Committee meetings (call-in)
5. Prepare Agenda and run PCC committee meetings - Location and Frequency TBD by Committee Chair.
6. Facilitate training classes.
6. Report annual Committee achievements at the end of the year.
7. Recruit volunteers.
8. Have fun!

Non-Standard Committee Chair



The Non-Standard Committee's mission is to provide guidance and assistance to Non-Standard permittees regarding documentation and program management as well as facilitate communications with other agencies.

1. Set annual goals (incorporating General Member's feedback/guidance thru survey)
2. Manage annual budget for Committee
3. Participate on monthly General Membership meeting to provide update and progress on goals of Committee.
4. Participate on monthly Administration Committee meetings (call-in)
5. Prepare Agenda and run Non-Standard committee meetings - Location and Frequency TBD by Committee Chair.
6. Report annual Committee achievements at the end of the year.
7. Recruit volunteers.
8. Have fun!

Technical Review Committee (TRAC)



The TRAC Committee's mission is to provide guidance and assistance to MS4 Ph1, Ph2 and Non-Standards permittees regarding stormwater asset management.

1. Set annual goals (incorporating General Member's feedback/guidance thru survey)
2. Manage annual budget for Committee
3. Participate on monthly General Membership meeting to provide update and progress on goals of Committee.
4. Participate on monthly Administration Committee meetings (call-in)
5. Prepare Agenda and run committee meetings - Location and Frequency TBD by Committee Chair.
6. Continue to develop asset mapping software for the Colorado Stormwater Council.
6. Report annual Committee achievements at the end of the year.
7. Recruit volunteers.
8. Have fun!

Legislative Committee



The Legislative Committee's mission is to provide information and updates to the Colorado Stormwater Council concerning state and federal legislation that may impact MS4 holders.

1. Manage annual budget for Committee
2. Participate on monthly General Membership meeting to provide update and progress on goals of Committee.
3. Participate on monthly Administration Committee meetings (call-in)
4. Provide legislative updates to Administration Committee and the General Membership
5. Prepare Agenda and run committee meetings - Location and Frequency TBD by Committee Chair.
6. Report annual Committee achievements at the end of the year.
7. Recruit volunteers.
8. Have fun!