

Shenandoah RC&D Council

Committee Role and Responsibilities

Approved – September 13, 2004

1. All project proposals go through committees for review and recommendation to Council.
2. RC&D Coordinator only takes action on pending proposals or approved projects and activities to support Committee work.
3. Committees are responsible for encouraging proposals consistent with Council goals and objectives, reviewing proposals, obtaining all necessary information, making recommendations on potential partners and funding sources, and ensuring there is a project leader or leaders for proposed projects.
4. Committees are responsible for working with RC&D Coordinator on project review, planning, and implementation, and monitoring progress.
5. For opportunities that arise with short deadlines (out of sync with scheduled committee meetings or Council meetings), the RC&D Coordinator will contact the appropriate committee chair to determine what, if any, action should be taken. The committee chair will determine if the opportunity warrants immediate consultation of committee members for action. With consensus of the committee, the chair may direct the coordinator to take appropriate action. The committee chair will request the Council at its next meeting to formally approve the action as a Council project or activity.
6. Committee members will work with RC&D Coordinator to make recommendations on funding sources and assist with fundraising as necessary.
7. Committee members will work to get input from key people and organizations on emerging issues in their committee areas (water quality/quantity, nutrient management, etc.) to keep Council informed and to suggest project ideas and solicit proposals to address these important issues.
8. Committee members will help facilitate coordination between the RC&D Council, organizations and local governments, and ensure awareness of RC&D role in the Shenandoah RC&D Area.
9. (Proposed 6/6/05) Once projects are approved for implementation, any changes in the focus or status of the project will be updated on the Initial Project Proposal Sheet, under Internal Tracking, upon concurrence with the committee chair.

Definitions:

Project: Major effort approved and undertaken by the Council to reach a defined objective, result, or service that provides public benefit. Projects have a distinct cycle of planning, implementation, and results.

Activity: A set of actions approved by the Committee to address committee goals, objectives, and priorities.