

St. Mary's River Watershed Association

ORGANIZATIONAL PLAN

Framework & Expectations for Volunteers

**Adopted December 1, 2007
With modifications February 2014**

Overview

Empowerment

Article V. of the Association's By-laws (adopted in 2004 and recorded with the State on March 3, 2005) authorizes the establishment of "Regular, Special and Ad Hoc Committees" in order to execute the mission of the Association. The President empowers each committee and appoints Association members to serve on each committee. The President also serves as an ex officio member of all regular, special, and ad hoc committees. [Article V. Section 1.]

The Board of Directors annually establishes a Nominating Committee, which delivers a slate of candidates for Board of Directors at the Annual Members Meeting. [Article V. Section 2.]

Committee chairs are encouraged to recruit committee members from the greater community, including people who are not members of the Association.

Framework

The Board of Directors sets all policy and governs the business and affairs of the Association. The Board of Directors may, from time to time, delegate certain authority to individuals and/or entities such as committees. All entities of the Association operate at the discretion of the Board of Directors and are responsible to the Board. Regular, Special, and Ad Hoc Committees, as well as the Executive Director and the Nominating Committee report directly to the Board of Directors. Certain subcommittees, as established by the Board of Directors from time to time, may be required to report to the Board of Directors through a Regular or Special Committee. Except for the Executive Director, all staff report to the Executive Director. Figure 1. on page four depicts the hierarchal framework of the Association.

Standing and Ad Hoc Committees

Executive Committee: Make decisions as to the day-to-day operations of the Association, within the context of the Association's best interests; consisting of the elected officers and the past president, and the Executive Director as an ex officio member. Chair – Joe Anderson

Public Policy: Works with the local government to help them make informed management decisions for the sake of the watershed and the community. Chair – Suellen Keiner

Education: Liaison between the Association and the local schools and general public; coordinates RiverFest and other community functions and workshops. Chair –

Membership: Works to build the membership base of the Association; Coordinates membership events and oversees the maintenance of the membership roster. Chair – Trish Cole

Budget and Finance: Prepares the annual budget and provides oversight of the organizations finances. Chair –

Public Relations: Coordinates the publicity needs for the Association, especially for RiverFest, Backyard Conservation Workshops and other special events. Chair –

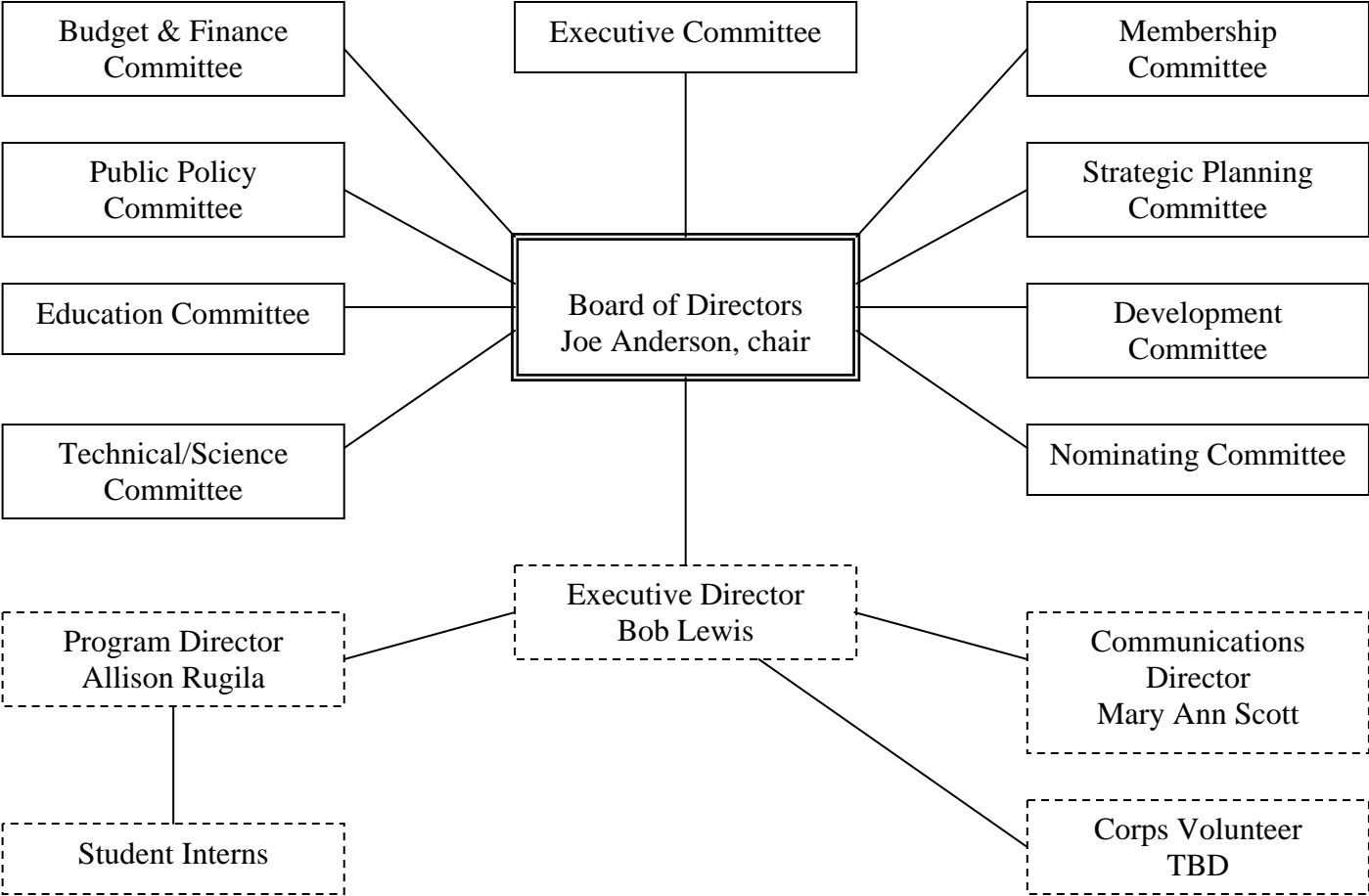
Strategic Planning: Annually (or every two years), reviews strategic plan assessments, reviews organizational needs and growth, and updates the plan. Every four or five years, the Committee rewrites the entire strategic plan. Chair –

Development: Provides general guidance on fundraising through a multi-year Fundraising Plan; informs and assists with development of each fundraising event; participates in social event/circles of importance to the organization's overall revenue stream. Chair –

Technical / Science Committee: Provides the data and background information used to govern decision-making for the Association. Chair – Bob Paul

Nominating Committee: Annually prepares a slate for the election of board members and officers. An ad hoc committee appointed annually by resolution of the Board of Directors.

Organizational Chart



Basic duties of standing committees:

- Hold periodic meetings—quarterly at a minimum—in order to assess progress and to execute the tasking of the committee as outlined by the Board of Directors, the Strategic Plan, and the Committee’s Board-approved annual plan. Meetings should be noticed in the newsletter, on the web site, and in public media when appropriate.
- Periodically review organizational needs, such as grant opportunities and deliverables, and community needs.
- Prepare a plan of action for the coming calendar year to be presented to the Board each December. Include budget items, a calendar of events, meetings, and collaborative needs (of other committees and volunteers).
- Present a written annual report (for the previous calendar-year) for the Board meeting each February of all activities from the previous year noting financial obligations, committee member and volunteer names and hours—specifying who and how many hours were dedicated to advocacy, a brief description of each event, program, or meeting, and photographs documenting the committee’s work (when appropriate). Include any brochures or other printed materials used throughout the year.
- Collaborate with Public Relations and any other appropriate committee(s) to ensure uniform press coverage for programs and events.
- Plan well ahead in terms of financial requirements and inform the budget development process. (two years or more if large request - working with Development Committee)
- Keep the Board President and the Executive Director informed of all committee doings.