

Chair and Bylaw Description

The Committee Chair provides leadership to ensure that committees:

- Call meetings and send out reminder notices
- Review Board minutes and bring relevant items to the attention of the full committee
- Set meeting agenda and have productive meetings
- Take and approve meeting minutes
- Build membership of the committee
- Submit approved minutes to staff for distribution to the Board and for posting on the Web.
- Help draft annual plan of work and budget
- Have a spokesperson for the committee at Board meetings

Roles of Committees in Cayuga Lake Watershed Network

Community Relations Committee

The Community Relations committee shall solicit new members, prepare and update materials explaining the purposes of the Watershed Network and reasons for participating in the Network. It shall lead fund raising efforts from private individuals or companies. It shall oversee and update the web site. It shall advise the Board and other committees on media contacts.

Issues Committee

The issue/agenda committee shall identify, evaluate and prioritize information on issues which affect the ecological, social and economic health of the watershed. The committee will report and make recommendations to the Board on issues to be prioritized in a proposed annual plan that will run for a calendar year. It shall work with the Program committee in identifying and holding public meetings on issues of concern to the watershed.

Finance Committee

The finance/development committee shall conduct fund raising for specific programs from Foundations or grant awarding bodies. It shall develop and oversee the annual budget. The Treasurer shall serve as Chair. It should supervise human relation issues related to employment of staff, including organizing annual appraisals.

Program Committee

The Program Committee shall organize an annual program of activities and events, in conjunction with the other committees. This program should be presented to the Board for approval. When approved each activity should have an identified leader and the Program committee should ensure where possible that these events and activities take place in a timely manner. They should lead some of these activities.

Nominating Committee

It shall try to maintain a full Board of Directors. Each year prior to the Annual meeting in August it shall develop and present proposed Board members for the approval of the meeting. If vacancies occur within the year it shall seek and nominate members to serve in the vacancy until the next annual meeting. The Chair of the Board will serve as the Chair of this committee.

Items from the Bylaws relevant to Committees.

Sec. 2. At least one Director shall serve on each Committee.

Sec. 3. Special Committees may be appointed at the discretion of the Chairperson, with the approval of the Board. Additional Standing Committees may be established or abolished by the Chairperson with approval of the Board of Directors.

John Mawdsley
Nov 11 2010