

The Committee Chair provides leadership to ensure that committees:

- ◆ Build membership of the committee
- ◆ 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
- ◆ Submit approved minutes to staff for distribution to the Board and for posting on the Web. In order for them to be sent in the Board packet they need to be received at least 8 days in advance of Board meetings
- ◆ Draft annual plan of work and budget that is then approved by the Board. Work within those, revising as appropriate
- ◆ Have a spokesperson for the committee at Board meetings

From By-Laws of the Cayuga Lake Watershed Network

Article V. Committees

Sec. 1. The Board shall conduct business through the following committees:

Community Outreach Committee

The Community Outreach committee shall prepare special programs, develop plans and conduct events or prepare materials to educate residents, farms, businesses and public and private organizations within the watershed.

Public Relations Committee:

The Public Relations Committee shall write and publish the Network newsletter and other printed or electronic information to communicate with the public, community leaders and news media regarding the Watershed Network's efforts, events, and positions. It shall support the efforts of other committees in their activities generally promote the Network's goals and missions by means of improved public relations.

Membership Committee

The membership committee shall solicit new members; prepare and update materials explaining the purposes of the Watershed Network and reasons for participating in the Watershed Network, and conduct other activities, which encourage active participation by the members.

Issue/Agenda Committee

The issue/agenda committee shall collect, evaluate and prioritize information on local issues, which affect the ecological, social and economic health of the watershed. The committee will report and make recommendations to the Board proposed agendas and topics for consideration and action by the Watershed Network.

Finance Development Committee

The finance/development committee shall conduct fund raising, and develop and oversee the annual budget. The Treasurer shall serve as Chair.

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.

Article VI. Nominations

Sec. 1. The Chairperson shall appoint a nominating committee of not less than three persons and not more than five to nominate a slate of directors. Each of the three counties whose jurisdiction includes Cayuga Lake shall be represented on the nominating committee and no more than two Directors may serve on the Nominating Committee. The Nominating Committee shall be appointed no less than three months prior to the Annual Meeting, and shall publish a slate of candidates as part of the Agenda for the Annual Meeting that shall be made available to each member no less than three weeks in advance of the Annual Meeting

Sec. 2. Any member in good standing may submit names of individuals to the Nominating Committee and/or may nominate individuals from the floor at the Annual Meeting.