

**Sandusky River Watershed Coalition  
Steering Committee  
Position Description**

**Purpose of this Document:**

To effectively communicate the roles and responsibilities of the position of Steering Committee member to perspective candidates for the SRWC's Steering Committee.

**Authority:**

The Steering Committee has been granted authority by the membership of the SRWC to make decisions for the organization on a day-to-day basis. The most important of these decisions, such as the submission of grant applications, must also be approved by the full membership at a membership meeting. The SC's authority is described in the by-laws, which can be amended with the approval of the membership and the SC.

**The SRWC:**

The Sandusky River Watershed Coalition is a non-profit partnership of local organizations and individuals working together to improve water quality. The SRWC refers both to the entity and to the partnership of entities that comprise the Coalition. The SRWC is at the same time an organization, and the culmination of the efforts of a partnership of many organizations. Our mission is to provide leadership for the conservation and enhancement of the Sandusky River watershed and its natural resources through community-based planning, education, and action.

**Responsibilities of the Steering Committee:**

Steering Committee members serves a 2 year term and elected either by the general membership at the annual meeting or by the subcommittee which they represent.

The Steering Committee:

- Serves to provide overall direction to the Coalition in fulfilling its mission and goals.
- Supports the implementation of the Watershed Action Plans and propose to the membership changes to the Action Plans as needed.
- Reviews and recommends for membership approval the annual budget of the Coalition.
- Approves all grants and memoranda of agreement to be submitted on behalf of the Coalition. Grants may be submitted prior to membership approval. However, all grants and memoranda of agreement will be presented for final approval by the membership.
- Tracks progress of targeted goals and finances as stated in grants received on behalf of the Coalition.
- Supports the programs of cooperating organizations that advance the mission and goals of the Coalition.
- Facilitates the development of consensus positions on issues arising within the watershed. Where consensus cannot be reached, offers majority and minority reports on the issue.
- Develops agendas and programs for general meetings of the Coalition.
- Promotes a growing active membership.

**Responsibilities of a Steering Committee Member:**

Participate in a minimum of 8 regular monthly SC meetings each year.

Join and participate in the 4 regularly scheduled meetings of at least one subcommittee each year.

Subscribe to the SRWC mission statement, and work to promote the SRWC's mission and values within the watershed.

Provide guidance and input to the SRWC in the decision making process, especially as it relates to your area(s) of expertise.

Promote a growing active membership, which serves as the financial and human resources foundation for the SRWC.

Promote and participate in the development and implementation of grant programs, educational projects, and fundraising initiatives meant to benefit the SRWC.

### **Your Commitment**

As a member of the Steering Committee you are expected to attend a minimum of 8 regular monthly SC meetings each year, as well as participate in the quarterly meetings of at least 1 subcommittee. The time commitment, including the review of necessary documents, work on specific initiatives, travel, and the meetings themselves, should take approximately 6-8 hours of your time each month. SC meetings are generally held in Tiffin at 8:00 AM the first Thursday of the month. Every 4-6 months a meeting is held on the road, within the watershed as an opportunity to learn more about the local communities and issues facing water quality.

Subcommittee meetings are held during the off months; the date, time, and location of these meetings is at the discretion of the committee. It is also asked that you consider attending at least one of the two SRWC membership meetings held each year if possible. Committee members may be asked to participate in fundraising efforts, including special events, membership development and outreach, and grant development.

### **What You Get Back**

As a volunteer, you will have the opportunity to work with other professionals and citizens from across the watershed on issues that impact your life and your community. You will have the opportunity to participate in projects that will allow you to hone your current skills as well as develop new skill sets. Social and professional networking opportunities within the SRWC will provide you with greater knowledge of the organizations and individuals working on various projects, and may lead to mutually beneficial, cooperative initiatives.