



## DESCRIPTION OF POSITION AND RESPONSIBILITIES FOR CAWACO RC&D COUNCIL MEMBERS

**Position Purpose/Goal:** All Cawaco Resource Conservation & Development Council members are responsible for ensuring fiscally sound programs and operations by providing leadership, advice, and direction to staff and volunteers of the organization.

Council members will assist Cawaco RC&D in working with local people, agencies and organizations to identify local problems, develop a plan to alleviate those problems, and implement said plan to help improve the quality of life in the area.

**Qualifications:** Council members must be concerned with the social, economic, and environmental state of the area. They must have a genuine desire to play an active role in addressing the problems of the area and take a leadership role in “*Empowering People to Help Themselves*” for the betterment of the citizens in the area.

- All Council Members must support the Cawaco RC&D Council’s mission statement and abide by the By-Laws.
- All Council Members should possess the ability to work as team members.
- All Council Members agree to adopt at least one county-wide or area-wide project per year if requested, and be responsible for its progress and completion.

### **Duties and Responsibilities:**

1. Assist the Council in setting policy, developing an Area Plan, establishing an Annual Plan of Work and developing a budget
2. Take an active role in the implementation of the Area Plan
3. Assist the Council in the evaluation of activities and accomplishments as well as working to promote the Council among local citizens
4. Promote council activities
5. Keep sponsoring agencies informed on council activities
6. Prepare for each council meeting by reading the material distributed prior to the meeting
7. Serve as an advocate for the organization to various constituent groups
8. Fulfill commitments with agreed deadlines
9. Take initiative and provide leadership
10. Identify individuals for potential service to the council

**Training:** Council Members will benefit from attending one professional training session/workshop recommended or initiated by our council per year. These sessions are generally held in conjunction with state or regional RC&D Association Meetings, or in partnership with other local, state or federal organizations.

**Time Requirements:**

1. Council Meetings
2. Executive Board Meetings
3. State/Regional Association Meetings
4. Other Activities: review documents, gather data, visit projects

**Attendance:** All members of the Cawaco RC&D Council are strongly encouraged to attend as many council meetings as possible. Members are encouraged to attend 75% of council meetings per year as well as one state or regional meeting per year.

At any point in the year, the Chairman maintains the right to declare a position vacant, based upon the attendance requirements stated above, and may take appropriate action to have the vacant seat filled.

**Reimbursement:** Council Members are not reimbursed for travel to Council Meetings. Partial reimbursement may be available for training sessions, state and regional meetings and when approved in advance by the Council.

**Advisory Positions:** We are actively seeking qualified advisory persons in each county in the Cawaco area. Advisors should have knowledge and contacts not possessed by members of the Board, and be knowledgeable about Cawaco goals and objectives. These county advisors will be called upon as needed. Advisors and Board members should be in touch with the needs in their community, and able to identify projects that address unmet needs. We encourage interested, qualified parties to apply.