

ROLES AND RESPONSIBILITIES OF THE COMFORT LAKE-FOREST LAKE WATERSHED DISTRICT CITIZEN ADVISORY COMMITTEE

Mission of the CAC:

The mission of the Citizen Advisory Committee (CAC) is to assist and advise the Comfort Lake-Forest Lake Watershed District (CLFLWD) Board of Managers and staff. This is accomplished by integrating community values and perspectives into plan amendments, project prioritization, and programs in the District.

Roles and responsibilities:

The CAC actively participates in CLFLWD planning processes, watershed management plan reviews, and implementation of education and outreach programs. It is an important communication link between the CLFLWD citizens, staff, and Board of Managers.

- **Primary Responsibilities**

- Attend the monthly meetings which take place the first Tuesday of the month. CAC meeting agendas vary month to month, and may include some or all of the following
 - Review and comment on
 - Watershed Management Plan (WMP)
 - Annual Budget
 - Technical Reports
 - Provide updates on items related to individual roles
 - Identify and discuss new issues or opportunities that are relevant to the responsibilities of the CLFLWD
- Propose new program/project ideas to increase community outreach and involvement
- Act as liaisons for communication between community groups, organizations and citizens with the Watershed District
- Attend Board of Managers meetings as available, minimum once per year.
- Assist other Committee members in the fulfillment of tasks associated with their individual roles as able.

- **Individual Roles**

In addition to the primary responsibilities listed above, each Committee member is expected to pick at least one of the following roles based on their individual interest and availability. Members will be asked to give updates on the activities associated with their roles at each monthly meeting. More than one committee member may be assigned to each role.

- Reviewer
Review technical reports, Board minutes, and studies bringing forth items that may be of interest to the Committee for discussion at Committee meetings.
- Recruiter
Help recruit new CAC members and assist with new member orientation.
- Implementor
Coordinates the implementation of Committee initiatives with Committee and Staff assistance as needed.
- Representative (Chair)
Serve as central contact point between CAC members, staff, and board. Reviews Committee meeting notes and confirms meeting agenda. Provides in-person update to Board of Managers quarterly.