

What is my job?

Who should be responsible?

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Watershed Council Duties	Council members	Mostly Council members	Equally shared	Mostly Coordinator	Coordinator	Current Lead person
• Research and write grant proposals						
• Determine other fundraising activities.						
• Determine and monitor annual budget						
• Prepare reports on watershed activities.						
• Represent the Council in public.						
• Recommend watershed council policies, procedures or actions						
• Set annual program work plan and internal priorities						
• Outreach activities (such as public presentations, newsletters and websites)						
• Develop and organize watershed events such as float trips, hikes, etc.						
• Solicit new volunteers and coordinate volunteers						
• Prepare meeting minutes and agendas						
• Facilitate Council meetings						
• Conducting Fund raising activities						
• Recruit and nominate new council members						
• Orient & train council members						
• Database management and records keeping.						
• Fiscal management & reporting						
• Evaluate program and progress						

