

Scope of Responsibility
Administrative Subcommittee
April 13, 2010

Chair: Lynn Knight

Members of subcommittee: Libby Herland, Barbara Volkle, Jeff Collins, Amber Carr, Eileen McGourty, Lee Steppacher

Goal 6 from the SuAsCo CISMA Invasive Species Management Plan (ISMP)

Goal 6: Sustain and develop CISMA organization to continue invasive management efforts within the watershed.

Objective 1: Create and maintain Steering Committee to develop, prioritize, and endorse cooperative invasive species projects; and develop community support, education, and training initiatives.

- Conduct quarterly steering committee meetings
- Conduct twice annual general membership meetings
- Maintain Steering Committee through elections
- Assist with the agenda for the steering committee and general membership meetings
- Update MOU as needed
- Record and distribute minutes to the meetings
- Create and maintain communication mechanism for steering committee and members of CISMA (currently google group)
- Create and maintain a central repository for key CISMA documents (currently google group)
- Send out periodic updates to all CISMA members regarding steering committee and subcommittee activities
- Establish position descriptions for chair, vice-chair, treasurer, secretary and coordinator and update yearly
- Contact members of CISMA yearly to ensure satisfaction with organization

Objective 2: Create and maintain subcommittees to facilitate invasive species management, education and outreach initiatives.

- Provide oversight and support for Early Detection/Rapid Response, Control, Education and Outreach, and the Administrative Subcommittees
- Create new subcommittees as needed
- Clarify and document subcommittee Scope of Responsibility yearly
- Facilitate information sharing among subcommittees

Objective 3: Develop Annual Priority Actions which, as defined in the MOU, direct the efforts of the CISMA partnership for the year.

- Develop Annual Priority Actions by March 31 each year

- Develop an annual calendar of events
- Update the SuAsCo CISMA Invasive Species Management Plan every five years

Objective 4: Apply to appropriate grants or other funding sources to sustain CISMA organization.

- Identify grant opportunities and apply as appropriate
- Distribute grant opportunities to partner organizations
- Develop grant proposals with partner organizations as appropriate
- Track fundraising efforts and projects
- Prepare or assist with preparation of required grant reports
- Provide letters of support from CISMA to other organizations as appropriate

Objective 5: Employ CISMA coordinator to collaborate watershed-wide efforts related to CISMA

- Assemble information on projects within CISMA
- Manage resources that are developed by subcommittees and all member groups, such as equipment, technical information, and volunteers.

Objective 6: Engage in community outreach to build support for CISMA

- Recruit new members
- Provide information on CISMA to the public
- Assemble and distribute Press Releases