

**CCWC Watershed Coordination “Job Duties”**  
**Effective August 1, 2010**

**MONTHLY MEETINGS**

**Organizing Member:**

- **Choose a relevant topic** – Best if the topic is of interest to a broad audience of CCWC members and/or the public. Try to balance meeting your own organization’s outreach needs with adding to our collective knowledge as a group. For ideas, look to previous meeting topics, topics brainstormed at our retreats, the action agenda, etc. *\*\*Please confirm with the Executive Committee that your topic is a good fit.\*\** (1+ month before meeting date)
- **Arrange for a speaker(s)** – Typically one or two speakers, but could be done in a panel format. The best speakers are knowledgeable, engaging and familiar with the issues of concern to the watershed council. Expert agency staff, community leaders and academics are all great resources. Don’t forget to tell them a little about our watershed council so they know who their audience is. (~1 month before meeting date)
- **Coordinate logistics for your speaker** – Does s/he need access to a computer and projector? Do they need help printing handouts? Do they know where we hold our meetings and what time to arrive? Unless you arrange otherwise, we meet at Lakewood City Hall. *\*\*Call Greg at City of Lakewood to confirm your A/V needs.\*\** (1-2 weeks before meeting date)
- **Draft the agenda** – CCWC meetings typically follow a tried-and-true format: intros/getting started (~5-10 min.), presentations/Q&A (~60 min.), break (~10 min.), roundtable info and updates (~25-30 min.), council business (~10-20 min.), wrap-up and adjourn (~5 min.). A template agenda will be posted on the CCWC website at [www.piercecountywa.org/ccwc](http://www.piercecountywa.org/ccwc). (1-2 weeks before meeting date)
- **Email the draft agenda and a one- or two-paragraph description of the meeting topic to Pierce County at [pcccwc@co.pierce.wa.us](mailto:pcccwc@co.pierce.wa.us).** (1-2 weeks before meeting date – no later than Monday before the second Wednesday of the month)
- **Send an electronic copy of any powerpoint presentations to Pierce County to post on the website.** (As soon as possible post-meeting)
- **Arrange field trips or volunteer projects as desired** (optional).

## Pierce County:

- **Send out meeting announcements** – Receive agenda and short description of the topic from the meeting organizer and email out to the CCWC distribution list. Will also send out follow-up emails as necessary. (1 week before meeting date – second Wednesday of the month)
- **Maintain CCWC website** – Post current agendas, meeting notes and other materials online as needed. (Pre- and post-meetings)
- **Maintain CCWC email distribution list** – Keep the list current by adding/subtracting members as needed. (As needed)
- **Serve as point of contact for watershed** – Direct inquiries about watershed issues (received via phone/email) to the appropriate watershed council members as necessary. (As needed)

## OTHER COORDINATION

- **Executive Committee** – The committee will collectively develop their agendas and schedule their meetings. The chair will send out the agenda via email. (Pre-meetings)
- **Email communication** – Members who have information they want sent to the full email list are responsible for getting approval from the Chair and sending it to Pierce County. In general, we try to keep emails to a minimum by consolidating information from multiple sources into one email. (Meeting follow-up emails: ~1 week post-meeting)
- **Meeting notes and sign-in sheets** – The CCWC secretary will remain responsible for writing meeting notes, providing sign-in sheets for meetings, and sending the notes to Pierce County for posting on the watershed council website. The secretary will also work with Pierce County to keep the email distribution list current. (Send notes to Pierce County for inclusion in next meeting's announcement – 1 week prior to next meeting; send final version of notes to Pierce County for posting online – as soon as possible post-meeting; send new address)

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## 2010 Officers

- Chair – Greg Vigoren, City of Lakewood, 983-7771 or [gvigoren@cityoflakewood.us](mailto:gvigoren@cityoflakewood.us)
- Vice Chair – Ione Clagett, Cascade Land Conservancy, [clagettpark@earthlink.net](mailto:clagettpark@earthlink.net)
- Secretary – Lindsay Tuttle, Tacoma-Pierce County Health Department, [ltuttle@tpchd.org](mailto:ltuttle@tpchd.org)

**CCWC Website:** [www.piercecountywa.org/ccwc](http://www.piercecountywa.org/ccwc)