Jordan Lake One Water Committee Description & Responsibilities

Committees include:

- Executive Committee
  - *Description*: Executive Committee will coordinate JLOW activities and/or committees.
- Rules & Policy Committee
  - *Description*: Influence & advance policies and regulations at state and local levels to support One Water approaches.
- Outreach & Education Committee
  - *Description*: Building relationships, education & communications, and membership
- Organizational Development Committee
  - *Description*: Organizational and operational development, budget & resources to make JLOW a functioning and sustainable organization.
- Place-based Investments Committee (Launched in year 2)
  - *Description*: Advancing on-the-ground projects that meaningfully benefit ecosystems & communities
- Data & Information Committee (Launched in year 2)
  - *Description*: Data and information hub to show & inform watershed wide progress and collaboration

Committees will be dissolved or created through consensus of the Board of Directors. Membership of committees (in accordance with bylaws) are approved by the Board of Directors. The first four committees shall be active and engaged implementing year one of the strategic plan with Place-Based Investments and Data & Information Committee to start activity during year two.

The Chairs of each committee will, at a minimum, be Ex officio (non-voting) members of the Executive Committee. The Executive Committee will appoint a liaison from its voting membership for each working committee. Those positions do not need to be exclusive and can be one in the same (e.g. a committee chair is a voting member of the Executive Committee). The purpose of this is to ensure that the Executive Committee and the working committees are adequately informed for the purpose of decision making and implementation.

There will be a minimum of 3 members on each committee with a goal to provide diverse representation within each category of members defined in the by-laws. In order to ensure

adequate representation of the membership of JLOW committee membership should have the goal of at least 10-15% of the membership.

Committees shall develop expected outcomes annually that support reaching the goals of the strategic plan and are approved by the Board of Directors. Annual coordination of committee goals will take place to prevent overlap of deliverables and expected outcomes between committees.

General Committee Member Responsibilities:

- Support and uphold JLOW shared purpose and goals.
- Attend and meaningfully contribute to meetings and requests for feedback from JLOW staff and committee chairs.
- Be willing to engage in collaborative, cross-sector discussions.
- Review actions, comments, and feedback with recommendations to the Board of Directors.
- Perform work between meetings as agreed to in meetings or requested by JLOW staff or committee chairs.

DESCRIPTION AND RESPONSIBILITIES FOR COMMITTEES

Executive Committee

Purpose: The Executive Committee shall review actions, proposals, contracts and make recommendations to the Board of Directors. In months when the full Board does not meet, the Executive Committee is authorized, unless directed to the contrary by the BOD, to approve action items, including contracts, with the exception of the annual budget, on behalf of the Board of Directors. The Board of Directors may delegate other named responsibilities to the Executive Committee.

Members: Group of JLOW members or partners with relevant expertise, technical knowledge, and/or subject matter interest that share information and actively engage in the work of the committee to advance the strategic action plan.

Responsibilities of Executive Committee (as a whole)

- Authorized to approve action items, including contracts, apart from annual budget.
- Serves as Budget Committee
- Serves as Nominating Committee
- Provide strategic guidance and management to staff and committees.
- Monitor and report out on strategic action plan implementation to the Board of Directors.

- Define and Clarify actions that need approval by BOD or independently by committee.

Chairs: Each committee shall have a maximum of two chairs. Chairs shall be chosen annually by members of the committee and shall first be members of the committee to be eligible for election.

Responsibilities of Chairs for Committees (Define & Clarify)

1. Schedule regular committee meetings
2. Develop the annual committee priorities in coordination with committee members
3. Approve action items and complete tasks as needed within the committee
4. Take meeting notes and report back to the BOD with action items and decisions made as needed.

Meetings: As needed (at least four per year) with focus on advancing the strategic action plan. Meetings may be held virtually or in-person.

Rules & Policy Committee

Purpose: An advisory committee to the board of directors via the executive committee to develop, coordinate, and advance Board-approved policy and regulatory recommendations that enable implementation of a One Water strategy in the Jordan Lake Watershed and to support informed engagement in state and local regulatory processes consistent with JLOW's mission and strategic plan.

Members: A group of JLOW members or approved partners with relevant policy, regulatory, legal, technical or subject matter expertise and/or demonstrated experience influencing policies at the state and local levels to support One Water approaches.
Committee composition should strive to reflect a balance of local governments, utilities, nonprofit organizations, and other watershed stakeholders, consistent with JLOW bylaws and Board guidance.

Responsibilities of Rules & Policy Committee (as a whole)

- Develop and periodically update a Board-approved One Water policy framework for the Jordan Lake Watershed to guide policy and regulatory recommendations.
- Develop **policy positions, regulatory recommendations, and incentive-based approaches.**
- Monitor, analyze, and report on the Jordan Lake Rules process, including nutrient management and other relevant regulatory initiatives
- Provide **technical input, feedback, and draft recommendations** related to rules or regulatory actions for internal review.
- Develop formal regulatory comments, position letters, or public statements submitted on behalf of JLOW that require prior Board approval **unless explicitly pre-authorized** within an adopted policy framework or Board action
- Coordinate with DEQ staff and other relevant agencies as needed to share technical information, clarify regulatory approaches, and advance Board-approved policy positions.
    a. Committee engagement with agencies is advisory and informational in nature and does not constitute representation of JLOW in a binding or legal capacity.
- Contribute to the policy design and evaluation of tools, incentives or processes needed to support the implementation of a One Water strategy in the watershed (e.g. development of the investment-based strategy) in coordination with other committees, as applicable.
    a. Implementation, data management, and project execution responsibilities reside with the appropriate committees and staff unless otherwise directed by the Board.
- The Committee may engage in **technical and procedural discussions** related to regulatory or policy details **within the bounds of Board-approved policy frameworks and positions**, without seeking additional Board approval, provided that such discussions:
    a. Do not materially alter Board-approved positions
    b. Do not commit JLOW to binding agreements or obligations

c. Do not represent JLOW as taking a new or revised policy stance
d. Are documented and reported to the Executive Committee and Board of Directors

Chairs: Each committee shall have a maximum of two chairs. Chairs shall be chosen annually by members of the committee and shall first be members of the committee to be eligible for election.

Responsibilities of Chair(s) of the Committee

1. Serve as primary or alternate on the Executive Committee of Jordan Lake One Water (if multiple chairs, one will serve and the other will be the alternate)
2. Schedule and lead regular committee meetings
3. Approve action items and oversee completion of tasks as needed within delegated authority
4. Ensure that meeting notes, decisions, and recommendations are documented and reported to the Board of Directors and Executive Committee, and that all external communications and regulatory engagement remain consistent with Board-approved positions and delegated authority.

Meetings: Meetings shall be held regularly, or as needed during active regulatory or rulemaking periods. Meetings may be held virtually or in person and shall focus on advancing Board-approved policy priorities and strategic plan objectives.

Outreach & Education Committee

Purpose: Connect JLOW and its goals to the community and institutions in the Jordan Lake watershed. Support the development of shared messaging for JLOW members to use when communicating about JLOW and its mission. Support the external communications of the organization.

Members: Group of JLOW members or partners with relevant expertise and commitment toward advancing the building of relationships, education, communications, and membership.

Responsibilities of Outreach & Education Committee (as a whole)

- Support and uphold JLOW shared purpose and goals.
- Develop, implement, and refine a marketing campaign for JLOW and the value of water
- Develop and distribute materials about JLOW and supporting the goals of JLOW
- Review and update content for the JLOW website
- Attend community meetings to build connections across the watershed and present or share information about JLOW as appropriate.
- Be willing to engage in collaborative, cross-sector discussions.
- Review actions, comments, and feedback with recommendations to the Board of Directors.

Chairs: Each committee shall have a maximum of two chairs. Chairs shall be chosen annually by members of the committee and shall first be members of the committee to be eligible for election.

Responsibilities of Chair(s) for Committees

1. Serve on the Executive Committee of Jordan Lake One Water (if multiple chairs, one will serve and the other will be the alternate)
2. Schedule and lead regular committee meetings
3. Approve action items and complete tasks as needed within the committee
4. Report committee progress and actions to the BOD and Executive Committee
5. Aid in facilitation and coordination of Fall Event
6. Support distribution of JLOW materials
7. Provide outreach for membership, updates to website as needed
8. Announce new members at quarterly BOD meetings

Meetings: Bi-Monthly (as needed). Meetings will be held virtually or in person.

Organizational Development Committee

Purpose: Provide institutional guidance and structure for the organization including organizational and operational development, initiating a preliminary budget & resources to make JLOW a functioning and sustainable organization. Leads the development and implementation of the strategic plan. Creates and manages the internal structures needed to meet the goals of the strategic plan. Supports fundraising for the organization and budget management. Provides detailed support to the Executive committee on any institutional issues.

Members: Group of JLOW Members or Partners with relevant expertise and commitment toward advancing the JLOW Strategic Action Plan.

Responsibilities of Organizational Development Committee (as a whole)

- Develop and support the infrastructure needed for JLOW to meet its purpose and goals.
- Develop and participate in the revision of bylaws as needed
- Develop and enhance operational procedures for JLOW members, individuals and partnerships for feedback on strategies and practices considered for place-based investments
- Develop and support a Governance Structure
- Hold JLOW members accountable to and track progress against the strategic plan
- Work with other committees to develop budgets for recommendations to the Executive Committee

Chairs: Each committee shall have a maximum of two chairs. Chairs shall be chosen annually by members of the committee and shall first be members of the committee to be eligible for election.

Responsibilities of Chair(s) for Committees

1. Serve on the Executive Committee of Jordan Lake One Water (if multiple chairs, one will serve and the other will be the alternate)
2. Schedule and lead regular committee meetings
3. Approve action items and complete tasks as needed within the committee
4. Report committee progress and actions to the BOD and Executive Committee

Meetings: Bi-Monthly (as needed). Meetings will be held virtually or in person.