

SUPPORT ROLES FOR THE IRWMA

- ❖ THERE ARE THREE GENERAL CATEGORIES OF SUPPORT FOR THE IRWMA
- ❖ TWO OF THE CATEGORIES ARE FINANCED THROUGH JPA MEMBERS CONTRIBUTIONS – THAT OF ADMINISTRATOR AND FACILITATOR
- ❖ THE ADMINISTRATOR AND FACILITATOR SHARE MANY TASKS AND WORK COLLABORATIVELY TO PROVIDE SUPPORT TO THE IRWMA
- ❖ THE THIRD CATEGORY OF SUPPORT IS FOR GRANT WRITING AND GRANT ADMINISTRATION. THIS IS FINANCED BY THE APPLICANTS, IN THE CASE OF A GRANT SUBMISSION, OR BY THE GRANT RECIPIENTS, IN THE CASE OF A GRANT AWARD.

RESPONSIBILITIES OF THE ADMINISTRATOR

SOME OF THE TASKS ARE PERFORMED SOLELY BY THE ADMINISTRATOR



- BALANCING THE BUDGET
- WORKING WITH THE BOARD TREASURER AND PAYING BILLS
- PURCHASING INSURANCE
- WORKING WITH THE COUNTY TREASURER
- REPRESENTING THE IRWMA WITH THE SIERRA WATER WORKGROUP
- OVERSEE DATA MANAGEMENT
- WORK WITH SUBCOMMITTEES

IN THE CASE OF THE T-STAN, THE ADMINISTRATOR ALSO HELPS WITH GRANT WRITING AND IS THE GRANT ADMINISTRATOR FOR BOTH OF THE CURRENT GRANTS FROM DWR. IN THIS CAPACITY, THE ADMINISTRATOR

- HELPS WRITE AND ASSEMBLE GRANT APPLICATIONS
- TRACKS SUPPORT COSTS FOR GRANT APPLICANTS
- COMMUNICATES WITH DWR ON A REGULAR BASIS
- ATTENDS RELEVANT WORKSHOPS AND MEETINGS
- COORDINATES AND CORELATES INVOICES AND PROGRESS REPORTS
- OVERSEES REIMBURSEMENTS TO GRANT RECIPIENTS

RESPONSIBILITIES OF THE FACILITATOR

- ✓ BE AVAILABLE OFFLINE TO PROVIDE STRATEGIC ADVICE
- ✓ LEAD WATERSHED ADVISORY COMMITTEE MEETINGS
- ✓ WORK TO MAKE MEETINGS PRODUCTIVE
- ✓ OVERSEE PROCESSES TO HELP ASSURE THEY ARE FAIR
- ✓ ENFORCE GROUNDRULES WHEN NEEDED
- ✓ ASSEMBLE AGENDAS AND WRITE MEETING SUMMARIES
- ✓ TRACK BROWN ACT/ETHICS COMPLIANCE AND SEND REMINDERS
- ✓ TRACK MEMBERS IN GOOD STANDING AND SEND NOTICES
- ✓ REPRESENT THE T-STAN AT ROUNDTABLE OF REGIONS
- ✓ TRACK FUNDING OPPORTUNITIES
- ✓ UPDATE WEBSITE



SHARED RESPONSIBILITIES



- DEVELOPING AGENDA CONTENT
- ARRANGING FOR SPEAKERS
- DEVELOPING DOCUMENTS AND PRESENTATIONS
- OBTAINING LEGAL ADVICE AS NEEDED
- COMMUNICATING WITH MEMBERS
- RESPONDING TO EMAIL INQUIRIES AND OTHER COMMUNICATIONS
- TRACKING TIME AND TASKS AND OPERATING WITH A BALANCED BUDGET