

Coal Creek Canyon Watershed Partnership Board of Directors Job Description

Mission

To promote the resiliency of our mountain canyon through community engagement, land stewardship, and implementation of the Upper Coal Creek Watershed Restoration Master Plan.

Board of Directors

The Board of Directors is a group of volunteers that, as a whole, seeks funding and governs expenditures of funds acquired for working toward the Purpose and Objective of the Upper Coal Creek Watershed Restoration Plan ("The Plan").

The board shall consist of no fewer than three (3) and no more than eleven (11) individuals who provide the skills and perspective necessary to work toward the Purpose and Objective of the Plan and assist with flood recovery and resiliency planning in Coal Creek Canyon.

Overview of Board Member Responsibilities

The Board of Directors is primarily responsible for determining policy in all areas of the organization and ensuring that its policies are effectively implemented. The Board's focus shall be:

- Strategic planning
- Acting in a supervisory capacity to Watershed Coordinator
- Program planning and oversight
- Financial management, grant acquisition, and other fundraising activities
- Resource development
- Public agency liaison
- Community outreach and education

Expectation of Board Members

- Understand and support CCCWP's mission and goals
- Have basic knowledge and understanding of State of Colorado, Jefferson County, Gilpin County and Boulder County policies and regulations related to flood recovery, planning and development or willingness and capacity to learn
- Attend meetings of the board, including planning retreats, training or information sessions and committee meetings; lack of engagement can result in dismissal from board.
- Review meeting materials in advance of any meeting and be prepared to engage in discussion on relevant issues
- Be familiar with the CCCWP By-Laws, financial reports and policies
- Be fully engaged in an honest, professional and respectful manner
- Participate in planning for the future, evaluate previous efforts and contribute constructive feedback on the Board's activities
- Declare any conflict of interest, whether real or one that can be reasonably perceived as such.

- Approve CCCWP's annual budget, audit reports, and material business decisions;. Remain informed of and assist the CCCWP in meeting all of its legal and fiduciary responsibilities
- Disclose any and all ex parte communications that take place outside of board meetings at the next scheduled board meeting.
- Actively and constructively support the mission of the board.
- Review performance metrics and outcomes agreed to by the board or imposed by grantors and use to manage and improve the effectiveness of the CCCWP.
- Assist in the recruitment of additional board members as needed.
- Contribute to the annual performance review of the Watershed Coordinator.

Time Required

- Regular attendance at Board and committee meetings as well as special meetings as needed
- Preparation for meetings, follow-up assignments, email, phone calls
- Attendance at annual board Winter meeting
- Officers of the board should anticipate a greater time commitment than non-officers

Length of Commitment

Each board term is two years.

Desired Skillsets/Attributes

- Accounting
- Civil or Tort Legal
- Coal Creek Canyon Historical Knowledge
- Community – Resident, Business, Local Business Employee
- Disaster Recovery
- FEMA/NFIP Regulations
- Forestry
- Fund Raising
- Grant Compliance– Federal & Non-Federal
- Grant Writing – Federal & Non-Federal
- Hydraulic and Hydrology Experience
- Information Technology Skills
- Jefferson/Boulder County Planning/Zoning
- Non Profit Executive Management
- Personnel Management
- Project Management: Engineering, Construction, General
- Public Writing & Speaking
- Real Estate Law
- Watershed Experience
- Web/Graphics Arts Skills
- Civil or structural engineering