

## *DRAFT UPDATE - SLS ROLES AND RESPONSIBILITIES*

*To be included in SLS Handbook in the future*

**Steering Committee (SC)** – An expansion of the Executive Committee to be more inclusive. The Steering Committee’s job is to be the guiding force, face, and authority of SLS. Their voice enables conditions to move actions forward on the ground and the successful engagement of funders, regulators, and policy makers. Membership includes participants engaged in all aspects of SLS activities.

*Primary responsibilities:*

- Identify and scope issues
- Address high level organizational challenges
- Maintain balance in SLS
- Oversee workplan development and implementation
- Integrate field operations, planning, and policy
- Prepare, review, and approve policies
- Advocate for SLS initiatives
- Coordinate SLS communications
- Plan Partner meetings

*Leadership:* Co-Chairs (one fish and one farm)

*Membership:* New members nominated by ?? and chosen by SC

*Representation:* 7 farm, 7 fish

*Decision process:* Modified consensus (needs additional discussion)

*Staffing:* SLS Facilitator and additional staff associated with projects, planning or issues.

*Meeting frequency:* Every other month

### **Partners**

The SLS Partners are the foundation for support of the SLS. They include the broad array of interests who supply technical support, funding, traditional knowledge of science, policy review, and community perspective to the process. The Partners’ role is to be the eyes and ears of SLS, and to provide the broadest possible perspective to the process. They help guide the Steering Committee and support secondary initiatives as members of standing committees and disappearing workgroups. They are also there to represent the interests of their organization to the best of their ability. In doing so, they are also obligated to keep their entity informed of SLS activities and actions to prevent surprises and conflicts where possible.

*Primary responsibilities:*

- Provide review and input on policies drafted by SLS teams
- Share and discuss broad SLS initiatives
- Brainstorm approaches to address community wide needs
- Identify opportunities for coordination and funding
- Celebrate successes

*Leadership:* Board of Steering Committee

*Membership:* Open to any actively engaged public or contributing entity

*Representation:* Farm, Fish and Flood

*Decision process:* None required.

*Staffing:* SLS Facilitator and additional staff associated with projects, planning or issues.

*Meeting frequency:* Every other month or every four months???

## **Caucuses**

Within the SLS Partners two caucuses are currently identified. One is for Agriculture and one is for Fish. The purpose of these groups is to develop a clear understanding of issues as they impact the caucus, evaluate potential impacts and benefits, and to ensure solidarity within interests. The caucuses meet as needed to review proposals from Steering Committee, ITs, Standing Committees, and Disappearing Task Groups.

*Leadership:* Chosen by caucus

*Membership:* Open to any SLS Partner from that caucus

*Representation:* Caucus members only

*Decision process:* Consensus

*Staffing:* SLS Facilitator and additional staff associated with topics of discussion.

*Meeting frequency:* As topics arise

## **Standing Committees**

Standing committees are made up of SLS Partners. They support the long-term needs of the SLS by developing projects, ideas and concepts that benefit the operation and support the implementation of SLS. These committees answer to and tackle projects for the Steering Committee.

*Leadership:* Volunteer SLS lead

*Membership:* Volunteer

*Representation:* As appropriate for the focus of the group

*Decision process:* Consensus whenever possible

*Staffing:* Lead staff and/or additional staff assigned to projects, planning or issues by their organizations.

*Meeting frequency:* As needed based on workload

## **ITs (Integration or Implementation Teams)**

ITs were established by the SLS Executive Committee to increase the pace, magnitude and effectiveness of on-the-ground actions that collectively produce results aimed at meeting salmon recovery goals, protecting and enhancing agricultural viability and reducing new and current flood risk. Their responsibilities include:

- Coordinate plans and activities between local interests
- Develop project concepts

- Identify communication needs with community
- Oversee DTG activities
- Prepare grant applications
- Monitor progress

#### Communications Committee

- Draft and implement a SLS communications plan
- Create a newsletter, blog, or other mechanism to keep SLS informed of day to day progress, projects and announcements
- Coordinate announcements and planning for events
- Coordinate funding for communications

#### Monitoring Committee

- Draft and implement a SLS monitoring plan
- Prepare annual reports
- Coordinate funding for monitoring

#### Funding Committee

- Develop an annual funding plan
- Coordinate efforts with SLS Partners to address the needs

### **Disappearing Task Groups (DTGs)**

Disappearing task groups are generally made up of SLS Partners but may also include parties outside SLS as deemed appropriate. They are designed to be short-term efforts or projects to address a discrete task. Generally, these work groups answer to and support efforts identified by the Steering Committee but may assist with other local or project needs. Once a DTG has completed its task, it disbands.

Examples of DWGs include:

- Comp Plan Work Group
- Site-specific work groups like Edgcombe Creek

*Leadership:* Volunteer SLS lead

*Membership:* Volunteer

*Representation:* As appropriate for the focus of the group

*Decision process:* Consensus whenever possible

*Staffing:* Lead staff and/or additional staff assigned to projects, planning or issues by their organizations.

*Meeting frequency:* As needed based on workload

## **Special Topic Discussions**

Special topic discussions will be held to learn about topics of interest to select Partners.

Examples include:

- TNC discussion of Port Susan Bay restoration project
- Sea level rise presentations by consultants

*Leadership:* Volunteer lead

*Participation:* Voluntary

*Representation:* As interested

*Decision process:* None required. Conversation and feedback only.

*Staffing:* Facilitator to arrange meeting logistics.

*Meeting frequency:* Generally, one-time events.