

## Position Description

<b>Position</b>	Citizen Advisor
<b>Term</b>	One Year (renewed annually in January; no term limits)
<b>Reports To</b>	Board of Managers
<b>Staff Liaison</b>	<ol style="list-style-type: none"><li>1. District Administrator</li><li>2. Appointed staff member</li></ol>
<b>Purpose</b>	To advise and assist Coon Creek Watershed District (District, CCWD) in its operations; recommend issues, problems, projects that should be addressed
<b>Time Commitment</b>	Time commitment will vary depending on the activities of the District. Citizen Advisory Committee (CAC) members are expected to commit a minimum of 11 hours per year. There are 11 regularly scheduled meetings per year: monthly on 2 <sup>nd</sup> Wednesdays with exception of December.
<b>Expectations</b>	<p>The CCWD Board expects the CAC members to:</p> <ul style="list-style-type: none"><li>• Attend a new member orientation</li><li>• Make a serious commitment to actively participate in CAC work</li><li>• Notify the staff liaison if unable to attend meetings</li><li>• Prepare for meetings</li><li>• Become familiar with the District Mission and CAC role</li><li>• Understand the roles and relationships of the CAC, District staff, and the CCWD Board of Managers</li><li>• Get to know other committee members and build a working relationship</li><li>• Disclose any possible conflicts of interest</li><li>• Reflect the perspectives of the watershed's diverse constituency in committee discussions and decision-making processes</li><li>• Serve the CCWD in a professional and non-partisan manner</li><li>• Support the majority decision on issues decided by the CAC and the CCWD Board of Managers at meetings and when representing the watershed at other forums, even if personal opinions are different</li><li>• Refrain from making public comments and statements that would misrepresent or negatively represent the CCWD, its decisions, or policies, including written or verbal comments to the media, on blogs, websites, or other forums where it is reasonably foreseeable that</li></ul>



# Citizen Advisory Committee

the comments become known to the public at large.

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**Appointment,  
Reappointment and  
Resignation**

Citizen Advisors serve at the will and pleasure of the Board of Managers.

Applications are accepted year-round, no later than November 15. Applications are reviewed by the CCWD staff for qualification and are approved by the Coon Creek Watershed District Board of Managers annually in December or January. Appointments are for one (1) year. Members may be reappointed annually in January.

Written or verbal resignations from CAC members should be addressed to the staff liaison. Resignations are effective immediately.

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**Removal**

A Citizen Advisor serves at the will and pleasure of the CCWD Board of Managers and may be removed at the discretion of the CCWD Board of Managers

1. Being a Citizen Advisor is an at-will appointment
2. Removal may occur when a Citizen Advisor fails to meet the criteria for representing the geographic area to which the member was appointed
3. Removal may occur when a Citizen Advisor has engaged in conduct detrimental to the accomplishment of CAC responsibilities and/or the CCWD Mission, or has engaged in conduct contrary to the CAC Code of Conduct.

CCWD staff shall notify a member if he/she is removed from the CAC. The position will then be considered vacant and open to be filled.

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**Reimbursement of  
Expenses**

Upon prior approval by the Board of Managers.

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