



## COMMITTEE CHARTER

### WATER AND DRAINAGE PLANNING COMMITTEE

#### **1. WHAT ARE THE FUNCTIONS OF THE COMMITTEE?**

- a. To assist the board in the development and execution of the Island's plans for the maintenance and enhancement of the Island's domestic water production, storage and distribution systems.
- b. To assist the board in the development of the Island's plans for the maintenance and enhancement of the Island's stormwater drainage systems.
- c. To develop a plan that will carry out the responsibilities of the Water Committee.
- d. To create its own working organization, in line with the recommended pattern of the Board of Trustees and other committees.
- e. To take the overall goals as decided by the board and develop the specific and measurable objectives to carry out these goals.
- f. To evaluate the committee work every 12 months in light of established goals and objectives.
- g. To report to the Board of Trustees regularly on work accomplished and on problems that are anticipated and/or met.
- h. Where appropriate, to identify other agencies, and courses with which cooperative relations should be maintained, and to discuss the means of developing these relations with the Island Manager.

#### **II. WHAT ARE THE DUTIES OF INDIVIDUAL COMMITTEE MEMBERS?**

- a. To become familiar with the mission, values and vision of the Island.
- b. To attend meetings regularly.
- c. To contribute to the solution of problems that confront the committee.
- d. To help carry out the functions of the committee. (See Section I)
- e. To promote the programs of the Island to all.
- f. To interest other people qualified to serve the Island.

#### **III. WHAT IS GOOD COMMITTEE PROCEDURE?**

- a. Agenda should be developed by the Chair in cooperation with the staff.
- b. Items on the agenda should be well documented. This material should be provided each committee member.
- c. Meetings should be held at a regular place and time.
- d. If possible, all reports should be in writing. They should show comparison with status of a year ago.
- e. Robert's Rules of Order are not necessary. Conversation should be casual, relaxed and inviting to all. General consensus should be sought, and unresolved issues should be brought to the Board of Trustees for their ideas.
- f. Staff should participate as a member of the committee and as a resource person, bringing additional data and experience to the discussion as issues unfold.

- g. Copies of minutes should be kept and sent to all members soon after the meeting.
- h. Projects should be definitely arranged at the regular meeting, and the Chair should follow up to see that the project is moving forward.
- i. The committee should review its work from time to time in view of:
  - 1. Its commission
  - 2. The goals it has set out to accomplish in given period of time
- j. Meetings should open and closed at predetermined times as often as possible. Agenda should be so built that the business can be covered in the allotted time. Target range is 1-2 hours.
- k. Important actions and policies are recommended to the Board of Trustees for approval.

#### **IV. WHAT ARE THE RESPONSIBILITIES OF A COMMITTEE CHAIRMAN?**

- a. Assist in building the agenda.
- b. Be on time and start the meetings promptly.
- c. Steer the procedure of committee meetings by following the agenda routine.
- d. Lead the thinking of the committee around each problem, using group discussion techniques.
- e. Be responsible for maintaining the active interest of committee members.
- f. Be responsible for expanding the committee as needed.
- g. Report to the committee on actions taken by the Board of Trustees that affect the committee.

#### **V. WHAT IS THE FUNCTION OF THE ISLAND STAFF IN RELATIONSHIP TO THE COMMITTEE?**

- a. Aids the Chair in building the agenda by:
  - 1. Contributing items arising from the operations.
  - 2. Contributing items arising from conferences with other staff members.
  - 3. Reviewing previous minutes with the Chair.
- b. The staff member is not a voting member of the committee, but participates in the discussion on the same basis as members. Staff member also acts as a resource person for the committee where staff knowledge, training or experience can be utilized in guiding the committee procedure.
- c. Executes certain routine details to aid the committee, such as:
  - 1. Preparing reports where appropriate.
  - 2. Making needed studies as requested by the committee to meet its goals.
  - 3. Supplying needed materials.
- d. Informs the committee as to the progress of the program and the operation of the adopted policies.