

Roles and Responsibilities Chart for the Rivanna River Basin Commission - DRAFT

Role	Commission	Executive Director	Technical Advisory Committee
Fiscal resource management and planning	Responsible for overall fiscal oversight	Develops and maintains financial management systems	
	Nominates and elects Commission Treasurer	Provides financial reports to RRBC Treasurer	
	Appoints Finance Committee	Provides staff support to Finance Committee operations	
	Identifies funding opportunities and partnerships appropriate for RRBC and communicates these to ED	Identifies funding opportunities and partnerships appropriate for RRBC and pursues as appropriate to RRBC annual work plan and 5-year strategic plan	
	Approves annual work plan	Develops and submits annual work plan to Commission for approval	
	Develops and approves 5-year strategic plan; reviews annually	Works with Commission to develop 5-year strategic plan; reviews annually with Commission as basis for ED annual objectives and performance appraisal	
Communication and coordination of RRBC “purpose” (mission)	Chair/Vice-Chair works with ED to ensure overall coordination and communication between the Commission, its Committees, and staff	Provides overall coordination and communication between the Commission, its Committees, and staff	
Internal – Commission		Provides staff support to RRBC and its Executive and Finance Committees	
Internal - Commission	Develops meeting agendas and chairs all Commission meetings	Supports the planning, logistics, and record-keeping functions of all RRBC meetings	

Internal - TAC	Chair/Vice-Chair act as liaisons between TAC and Commission	Provides staff support to TAC, including planning, logistics, and record-keeping functions of all meetings	
External – localities	Commissioners represent the mission and programs of RRBC to their elected bodies and communities; support the ED in the coordination of RRBC activities with those of its member localities and SWCDs; communicates with ED regarding local matters that overlap with RRBC concerns (water supply planning, watershed and natural resource management, planning and development activities)	Develops outreach tools for Commissioners and staff to communicate and represent the Commission and its work. Is responsible for ongoing cultivation of relationships, communication and coordination with RRBC members (localities and SWCDs) and Rivanna stakeholders. Tracks activities within the Rivanna watershed that relate to RRBC concerns (water supply planning, watershed and natural resource management, planning and development activities) and works with member localities and SWCDs to provide technical support to them during evaluation and decision-making	
External – public	Commissioners represent the mission and programs of RRBC to their elected bodies and communities and support the ED in the coordination of RRBC activities with those of its member localities	ED is responsible for ongoing cultivation of relationships, communication and coordination with RRBC members and Rivanna stakeholders	
External - agencies, government, organizations	Commissioners represent the mission and programs of RRBC to their elected bodies, regional, state, and Federal agencies, and support the ED in the coordination of RRBC activities with these entities on matters of concern to RRBC mission, work plan, and activities.	ED is responsible for ongoing cultivation of relationships, communication and coordination with local, state and Federal agencies and organizations and regularly updates Commissioners on these activities	

Personnel management	Responsible for personnel management of the Executive Director (hiring, performance evaluation, compensation decisions)	Responsible for personnel management of the staff and volunteers (hiring, performance evaluation, compensation decisions within approved budget)	
Day-to-day operations	Chair/ Vice-Chair are responsible for familiarity with day-to-day operations of the Commission through frequent interaction with staff, especially ED	Overall responsibility for day-to-day operations of the RRBC	
	Reviews Commission by-laws annually	Supports Commission in annual review of bylaws and organizational structure	
Program and project management	Ensures that RRBC programs and projects are consistent with “mission” and 5-year strategic plan	Responsible for all project management to ensure timely completion of tasks, reporting, and sound fiscal management of grant and other programs	