

RRBC Executive Director - DRAFT
Job Description and 2010 Objectives

The Executive Director is responsible for the day-to-day operations and developing and managing all programs of the Rivanna River Basin Commission in support of its mission

- *to provide guidance for the stewardship and enhancement of the water and natural resources of the Rivanna River Basin;*
- *to provide a forum in which local governments and citizens can discuss issues affecting the Basin's water quality and quantity and other natural resources;*
- *and through promoting communication, coordination, and education, and by suggesting appropriate solutions to identified problems, to promote activities by local, state, and federal governments, and by individuals, that foster resource stewardship for the environmental and economic health of the Basin.*

Annual objectives will be established for this position and an in-person annual review will be conducted with a team of Commissioners, including Chair, Vice-Chair, and at least one other member of the Executive Committee (the former Chair, if that Commissioner's term coincided with the evaluation period).

The Executive Director has responsibilities in four main areas:

1. Fiscal and resource planning and management
2. Communications and coordination with Commission partners, watershed stakeholders, and regional, state and federal agencies
3. Coordination of day-to-day operations of the Commission (including internal communications and personnel management)
4. Program and project management to support the Commission's mission

Question: Does anything need to be added to this position description?

2010 Work Plan for the Executive Director – DRAFT

Note: Ideally, this work plan would be derived from the Commission's work plan. However, since the Commission has not yet developed a work plan, this list (or a subset of it) could be used for the remainder of FY2010 (until June 30, 2010).

Questions: *Which of these objectives is most important to the Commission? Which of these objectives should be used to evaluate the Executive Director? (Should any of these objectives be combined?)*

- 1. Fiscal and resource planning and management: Provide the resources to sustain the RRBC and its work**
 - A. Objective: Develop, in conjunction with the Commission, a 5-year *financial plan* that supports the Commission's 5-year strategic plan and identifies specific fundraising objectives to augment the TNC grant funding
 - B. Objective: Renew TNC Grant Agreement and work with TNC to follow-up on pledges and communication with funders
 - C. Objective: Support the Commission in establishing 5-year *strategic planning*
 - D. Objective: Assist with development of RRBC Financial Committee

- E. Objective: Identify and seek funding for near term research, data, and project goals through public grants and private foundations and donations.
- F. Objective: Ensure that new RRBC programmatic ventures are supported by adequate resources
- G. Objective: Contract for A-133 audit to be conducted in FY2011
- H. Objective: Develop financial management system in QuickBooks and EXCEL for financial management, grant tracking and reporting, and payroll
- I. Objective: Clarify RRBC's status as "tax exempt" with respect to private donations to the Commission
- J. Objective: Develop RRBC Procurement Policy

2. Communications and coordination with Commission partners, watershed stakeholders, and regional, state and federal agencies

- A. Objective: Support the Commission and its TAC in development of clear objectives and roles to support the mission of the RRBC
- B. Objective: Represent the Commission at meetings and by making presentations to elected and appointed local, regional, state and federal bodies and organizations
- C. Objective: Undertake one or more joint and cooperative programs or activities *each* with The Nature Conservancy, StreamWatch, and the Rivanna Conservation Society that promotes greater clarification of separate roles and relationships of the RRBC to these organizations both within the Commission and to the general public
- D. Objective: Work with area groups in mutual evaluation of whether RRBC should become umbrella for various interests, e.g. recreation, business, Rivanna Coordinating Group
- E. Objective: Work with Culpeper and Thomas Jefferson SWCDs and other agencies and groups to identify areas of mutual interest, including agricultural and forestry sectors
- F. Objective: Update Commission website with information and tools to promote widespread access to Rivanna-related studies, data, mapping tools, and activities
- G. Objective: Develop and disseminate quarterly E-newsletters
- H. Objective: Develop and print RRBC brochure

3. Coordination of day-to-day operations of the Commission (including internal communications and personnel management) – Develop and maintain the organizational structure to maintain the Rivanna River Basin Commission

- A. Objective: Provide support to Commission and its committees in meeting planning and preparation; public meeting noticing; preparing and disseminating in a timely fashion all meeting materials (packets), minutes and meeting records; and provide coordination and promote communication between the Commission and its committees
- B. Objective: Establish regular schedule of appropriate communications between Executive Director (staff) and Commissioners
- C. Objective: Work with Commission to simplify meeting minutes and develop user-friendly recordkeeping tool of all RRBC decisions (past and upcoming)
- D. Objective: Plan and develop Commission meeting presentations and programs that provide value to Commissioners
- E. Objective: Develop recordkeeping and administrative policies, including archival procedures and electronic and paper filing systems

- F. Objective: Resolve legal issues, including clarification of liability, indemnification, and conflicts of interest (establish written policy); obtain adequate insurance coverage for the Commission and Commissioners
 - G. Objective: Undertake annual review of Bylaws (with the Commission)
 - H. Objective: Through staff, volunteers, and student interns, maintain adequate administrative and programmatic staff support for annual objectives
 - I. Objectives: Provide training, professional development, and performance evaluations for all staff and volunteers
 - J. Objective: Develop Personnel Management Handbook
- 4. Program and project management to support the Commission's mission – Strategically undertake projects in support of the Commission's goals and with adequate funding and resources**
- A. Objective: Develop grant tracking and reporting system
 - B. Objective: Complete Year 1 (August 2010) of NFWF grant with definite plans underway for the developer/stakeholder roundtables and/or watershed conference (Tasks 4 and 5)
 - C. Objective: Work with state agencies and local stakeholders to develop rainwater harvesting guidance
 - D. Objective: Complete Healthy Waters (DCR) project and work with StreamWatch, state and federal agencies on joint message to public
 - E. Objective: Identify resources and partners for Phase II Healthy Waters project
 - F. Objective: Identify resources and develop plans for Commission/TAC technical recommendations, for example comprehensive stormwater monitoring, update of the State of the Basin report, Rivanna-wide BMP mapping
 - G. Objective: Promote and ensure the wide-spread availability and use of the Rivanna Land Cover map
 - H. Objective: Support Virginia and Chesapeake Bay TMDL development and Watershed Implementation Planning (WIP)
 - I. Objective: Identify and partner with RRBC members for additional funding opportunities (e.g. Greene County NFWF Small Watershed Grant)
 - J. Objective: Identify resources and support of RRBC's involvement in Rivanna 40th celebration
 - K. Objective: Participate in development of Rivanna Exchange project