

# CITIZEN ADVISORY COMMITTEE (CAC) APPLICATION



Send completed application to:

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## MISSION OF THE CAC:

The mission of the Citizen Advisory Committee is to provide a residential voice for feedback and advice to the Vadnais Lake Area Water Management Organization (VLAWMO) Technical Commission (TEC), Board of Directors (BOD), Policy and Personnel, and staff. This is accomplished by integrating community interests and values into plan amendments, projects, and programs in the watershed. The VLAWMO CAC serves as an extension to the Watershed Action Volunteers (WAV), within the VLAWMO Priority Issue #3 in its 2017-2026 Comprehensive Water Plan (“Need for education and involvement from citizens and stakeholders”).

## ROLES AND RESPONSIBILITIES:

The CAC actively participates in VLAWMO planning, feedback, brainstorming, and assistance with programs. It is a communication link between the citizenry, the TEC, and the BOD.

- Attend or participate remotely for 2 CAC meetings/yr (March, November).
  - > Identify new issues and opportunities that are relevant to the responsibilities of the WMO
  - > Assist with the ranking of Priority Issues (from the VLAWMO 10-year Water Plan)
  - > Review and comment on the annual budget and annual report
  - > Assist the WMO in communicating with various community groups, organizations, and citizens on matters affecting the watershed.
  - > Complete surveys created by VLAWMO staff to provide residential feedback on policies, organization direction, and communications.
  - > Meetings occur in March and November at Vadnais Heights City Hall or the Vadnais Heights Commons. Time of meeting is established through a Doodle poll.
- Contribute to VLAWMO Technical Commission (TEC) and Board of Directors (BOD).
  - > Review TEC and Board minutes as they are posted on the VLAWMO website:  
<http://www.vlawmo.org/about/board-meeting-info/> - posted 3<sup>rd</sup> Friday of the month, bi-monthly  
<http://www.vlawmo.org/about/board-meeting-info-2/> - posted 1<sup>st</sup> Friday of the month, monthly (TEC meets monthly, BOD every other month). Attend BOD and TEC meetings when able.
  - > Comment on agenda and minutes content as CAC member sees fit. Special attention and comments given to periodic VLAWMO plan amendments. Alert BOD, TEC, and staff about potential projects and collaborations within the community as they relate to agenda and minutes content. Submit comments and ideas at CAC meetings or remotely to VLAWMO staff.
  - > Review and comment on special VLAWMO plan and policy documents as they're made available and broadcasted to both the CAC and WAV.
  - > CAC chair presents once annually to the BOD. Presentation includes a basic talk summarizing recent CAC meetings, and comments accrued from CAC members and the public from throughout the year.
- Secondary volunteer tasks on CAC member's schedule: (optional)
  - > Help recruit new CAC members and assist with new member orientation (ongoing)
  - > Coordinate neighborhood spotlight articles to demonstrate successful watershed stewardship behaviors and best management practice (BMP) installation or maintenance.
  - > Research and nominate citizens or businesses in the community to be recognized as outstanding leaders for water quality (at CAC meeting).
  - > Participate in public education initiatives with VLAWMO staff, such as creating water-friendly Yard care videos/demonstrations, or promoting State programs (i.e. “Lawns to Legumes”) within the Watershed. (ongoing)

- > Host discussions at local coffee shops or schools to gather community feedback. Utilize VLAWMO annual reports to focus conversations and feedback. Work with VLAWMO to design public discussion and feedback survey. (ongoing)

**TIMEFRAME:**

1-year commitment, 1-3 hrs/month, up 12-30 hrs/year. Attend BOD meetings (last Wednesday of every other month, 7-8:30pm) and TEC meetings (every 2<sup>nd</sup> Friday of the month, 7:30-9:00am), at Vadnais Heights City Hall. Secondary community outreach efforts occur on volunteer's schedule. Most involvement completed remotely, ability to travel to City Hall and public meeting spaces preferred.

**APPLICANT INFORMATION:**

Name:	
Address:	
City, State, Zip:	
Phone:	
Email:	
Past Volunteer Experience:	School/employer:
Reference (Name, Organization, phone):	Community affiliations: (housing, lake assoc., school, etc.):
General topics of interest: (circle one or more) Schools, communications/newsletters, workshops, monitoring, maintenance/planting, community fairs/booths.	

**SECONDARY ROLES INTEREST:** Of the additional roles and responsibilities listed on page one, which ones will you assume leadership in? (Minimum 1, Check box)

- Help recruit new CAC members and assist with new member orientation.
- Coordinate neighborhood spotlight articles
- Nominate citizens or businesses in the community to be recognized as outstanding leaders for watershed improvement efforts.
- Participate in public education initiatives or State program promotion with VLAWMO staff.
- Serve as the CAC Board “Rep”. Represent the CAC by summarizing the previous year’s CAC activities and insights at the April Board meeting.
- Host discussions at local coffee shops or schools to gather community feedback. Utilize VLAWMO annual reports to focus conversations and feedback. Work with VLAWMO to design public discussion and feedback survey.

**SUPPLEMENTAL INFORMATION:**

Why is this position of interest to you?

What talents or skills do you feel you bring to the organization?

What do you hope to gain from this position? (Experience, community engagement, specific knowledge, etc.)

What would help you feel more equipped to serve on the CAC?

**APPOINTMENT**

- This application form will be sent to individuals requesting one or it can be printed from the VLAWMO website.
- VLAWMO staff will make a concerted effort to ensure that the CAC includes equal representation from residents throughout various Cities and Townships in the VLAWMO watershed.
- The VLAWMO Board of Directors may appoint new CAC members based on a candidate’s interest, availability, unique skills, or experiences and ability to meet the WMO’s goal of CAC membership representation.
- Applicants commit to at least one (1) year of service by applying. The position does not expire. CAC members continuing service for another year will have their application kept on file so as not to need to re-apply.
- Applicants are approved by the VLAWMO Technical Commission (TEC) at the monthly TEC meeting closest to when the application was received. Applications must be submitted by the first Thursday of the month to be included in the TEC agenda. TEC meetings occur every month on the 2<sup>nd</sup> Friday of the month at 7:30am-9:00am at the Vadnais Heights City Hall.
- CAC capacity consists of one or more positions for each City or Township in VLAWMO (Lino Lakes, North Oaks, White Bear Lake, White Bear Township, Vadnais Heights, and Gem Lake). VLAWMO conducts CAC recruitment with a goal to have the CAC be composed of diverse representation in age, culture, and racial backgrounds.
- A CAC BOD rep speaks once annually at the April BOD meeting to summarize the previous year’s CAC activities and insights. Should more than one CAC member express interest in serving as Chair (1-year commitment) at a time, TEC will vote on a Chair based on evaluation of the past citizen engagement experiences of prospective Chairs.