

## Position Description, Citizen Advisory Committee (CAC)

**Position:** Citizen Advisor of the Minnehaha Creek Watershed District (MCWD)

**Type:** Volunteer

**Purpose:** The CAC advises the MCWD Board of Managers on matters affecting the interests of the Watershed District to help advance our vision of Balanced Urban Ecology throughout the watershed.

**Benefits of service:**

- Play a role in regional, watershed-wide efforts to improve local communities
- Learn about your watershed and issues impacting its water resources
- Network and learn from your peers

**Membership policy:** Applicants must be residents of the Minnehaha Creek Watershed District. Selection will prioritize a cohort of CAC members who live in communities across the watershed district and bring a diversity of professional, racial/ethnic identification, and personal backgrounds.

**Desired qualifications:** MCWD welcomes applications from residents bringing a variety of personal and professional experiences. This will likely include:

- Curiosity about the work of a watershed district
- Ability to communicate and collaborate effectively in CAC meetings
- Interest in issues such as water, environment, conservation, and community development

**Term:** Members serve two-year, staggered terms. There are no term limits.

**Time commitment:** CAC members meet every other month (6 times/year) and attend special meetings as needed, approximately 12 hours per year plus advance review of meeting materials. Meetings generally occur on the third Wednesday of the month at 6:30pm. Members are expected to attend at least four meetings a year and show a commitment to the CAC duties.

**Main duties:** In accordance with Minnesota Statutes § 103D.331, the CAC is organized to advise and assist the Minnehaha Creek Watershed District Board of Managers in the following areas:

- Consider issues relevant to the functions and purposes of the Watershed District;
- Examine, refine and build upon the strategy and communication for District's key initiatives;
- Review and advise on the budget, capital improvement plans, and District projects or activities;
- Advise and assist in decision-making;
- Raise issues of concern from the public.

**Reports to:** The CAC meets at the request of and makes formal recommendations to the MCWD Board of Managers. The CAC is facilitated by the MCWD Outreach Program staff and District Administrator.

**Apply by October 21, 2024:** [minnehahacreek.org/about-the-district/committees/citizen-advisory-committee/](https://minnehahacreek.org/about-the-district/committees/citizen-advisory-committee/)

**Questions?** Reach out to [shoppe@minnehahacreek.org](mailto:shoppe@minnehahacreek.org) or call 952-641-4518.