

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 20, 2025: minnehahacreek.org/about-the-district/committees/citizen-advisory-committee/

Questions? Reach out to jobrien@minnehahacreek.org or call 952-641-4523.