**INAFSM Board of Directors Job Description**

**STORMWATER CHAIR**

**Duties as Stated in By-Laws:** “The Stormwater Chair shall perform all duties properly required by the Chair and listed in the Stormwater Chair’s job description.”

**Responsibilities:**

* Attend all board meetings.
* Maintain knowledge of the organization and personal commitment to its goals and objectives.
* Lead Stormwater Management Committee and establish groups or sub-committees as needed to carry out Board and Committee goals.
  + Such as: Reviewing current Stormwater regulations and their effects on MS4 communities. Conduct trainings or meetings to educate individuals on implementing Stormwater regulations. Conduct surveys to identify issues of concern in urban and rural communities and to gain input from members on priorities for program implementation; Promote materials on website available to members and develop materials of use to communities; Establishing and maintaining a library of literature related to storm water management.
* Present completed Stormwater Management Committee and group or sub-committee projects to Board for final approval prior to posting on the INAFSM website.
* Conduct Stormwater Management Committee annual planning meeting.
* Serve on the Conference Committee Agenda Group to help solicit presenters and topics for annual conference.
* Prepares and submits written report to Board members prior to each Board meeting summarizing status of goals and deliverables by the committee and work groups.
* Carry out special assignments as requested by the Board Chair.
* Participate as a vital part of the board leadership.
* Implement and update the Stormwater Chair job-description and other documents.
* Provide newsletter content as needed.
* Review and update the Stormwater Management Committee web pages.
* Provide copies of committee and work group meeting minutes or summaries to the Executive Office.
* Oversee the $1,000 budget granted by the Board for planning, room reservations, etc., for trainings and workshops. (to be reimbursed form fees collected at the training)