**Duties of Clallam MRC Officers and Members**

March 2025

Duties of the Chair:

1. Provide leadership and serve as the presiding officer of the board.
2. Chair monthly committee meetings, maintain order, assist board in achieving actions for each meeting, implement Roberts Rules of Order.
3. Create subcommittees and special assignments, and appoint members when necessary.
4. Rule on questions of procedure.
5. Meet with MRC staff to review monthly agenda items, plan the annual cycle of monthly meetings.
6. Conduct business of the MRC between its meetings, in coordination with/as needed by County staff.
7. Sign documents of the committee.
8. Serve as the official spokes person for the group in matters relating to the press. Represent the organization as a spokesperson, at other venues, as appropriate.
9. Provide annual updates to the Clallam County Board of County Commissioners.
10. Participate in annual NWSC conference if possible.
11. Anticipate contributing up to 10 hours a month conducting this role.

Duties of the Vice-Chair:

1. Act for the chair in the chair’s absence.
2. Share tasks with the chair, act as a sounding board, and help with decisions between meetings.
3. Liaise regularly with the chair about agenda items and current issues.
4. Assist chair with unresolvable communications issues.
5. Provide support/coordination on MRC business between meetings.
6. Participate in annual NWSC conference if possible.
7. Anticipate contributing up to 8 hours a month conducting this role.

Duties of Field Project Leads/Co-Leads:

1. Work closely with County MRC staff on planning and implementing the project, and be familiar with reporting forms and timeline for when reports are due.
2. In coordination with MRC staff, maintain project team effectively, delegate tasks, monitor progress, identify and mitigate risks, communicate with team, make decisions, solve problems, and ensure the project is delivered on time and within budget, all while maintaining a focus on achieving project goals.
3. Make sure project gear is functioning properly and work with MRC staff to maintain as needed.
4. Follow the project QAPP (Quality Assurance Project Plan) and assist in developing and updating QAPP as project timelines dictate.
5. Submit draft yearly report using data, findings, and other information to MRC staff 3-4 weeks before reports are to be submitted to the grant entities. Reports may be needed quarterly, semi-annually, or annually, depending on the grant requirements.
6. Respond timely to MRC staff requests for data, information, and review of documents, in addition to providing a supporting role to MRC staff and the NWSC.
7. Recruit and organize MRC members and/or community volunteers to assist with project execution and fieldwork as needed, working in tandem with staff.

Duties of Members:

1. Treat committee members and MRC staff with respect and kindness.
2. Regularly attend meetings and participate.
3. Actively engage in at least one field or educational project team, including regular project team communication and assistance when leads put out a request for help with projects.
4. Actively volunteer for two or more public education/outreach events each year.
5. Actively volunteer to serve, for example as an officer, NWSC rep, field project or educational team lead, or on advisory or other subcommittees.
6. Anticipate contributing 4-6 hours a month (or more, depending on commitments).
7. Obtain required training to carry out projects (ex: WDFW sampling training, HAZWOPR training) and propose new projects for grant biennium.
8. Stay current on environmental issues and changes impacting the nearshore and community.
9. Be good stewards and promote strong partnerships within our community.
10. Participate in annual NWSC conference if possible.
11. Communicate and liaise regularly with the population or organization represented by your MRC role.
12. Communicate with your alternate regularly, especially so they can be sure to attend meetings if you are unable.
13. Communicate with the Chair and MRC staff if you are not able to attend a meeting and if your alternate will be in attendance to fill in for you.

Duties of Alternates:

1. Communicate with their corresponding member regularly.
2. Actively assist on field and education projects.
3. Be good stewards and promote strong partnerships within our community.
4. Stay current on environmental issues and changes impacting the nearshore and community.
5. Anticipate contributing 4-6 hours a month (or more, as needed).
6. Alternates are allowed to vote only when they are filling in for the member.
7. Alternates should try to attend monthly meetings, even if the member is in attendance.

Duties of Northwest Straits Commission Representative:

1. Clallam County MRC representative is required to attend monthly meetings (in-person or on Zoom).
2. Represent the Clallam MRC at the NWSC meetings.
3. Be the liaison between the NWSC and MRC staff/members.