

# CEMW Roles and Responsibilities 042914

Defined below are the Roles and Responsibilities of the CA Estuary Monitoring Workgroup (CEMW), as part of the California Water Quality Monitoring Council (CWQMC). Commitment to any particular role does not preclude individuals from filling other roles and people in lead positions may be “transitional” as needed. All CEMW members may reach out to other estuary groups to help populate other estuary portions of the Portal, and coordinate with other estuary groups to further estuary issues interests. Clear communication “up” and “down” between the leads is very important to the success of this process. Wherever possible, we will strive to provide multi-metric analyses that bridge across sections. These Roles and Responsibilities are meant to be a guiding resource for other estuaries to use, but these may not work in every situation. Other estuaries are free to develop the structure that best meets their needs, as consistent with CWQMC guidance.

## CEMW Facilitator(s)

1. Facilitation of the CEMW needs to follow the same structure as other CA Water Quality Monitoring Council workgroups. They can be facilitated by 1-3 people, representing a state agency, federal agency, or other stakeholders.
2. The CEMW facilitator(s) **implements direct guidance from the CWQMC and strives to carry out the CEMW mission** by:
  - a. Providing **support for CWQMC staff** in reporting and audit requirements,
  - b. Providing **updates to CWQMC and others** (e.g., IEP Coordinators Team) on CEMW undertakings, and
  - c. Providing **guidance to ensure that near- and long-term goals are planned and implemented.**
3. The **facilitator(s) meeting responsibilities** include:
  - a. Development of **meeting agendas** with input from CEMW members and coordinating entities. Agendas need to notice any decisions to be made by the group clearly, to ensure full participation by interested parties. Distribution of agendas needs to occur via lyris notification two weeks in advance of meetings,
  - b. Development or assemblage of **meeting materials, and distribution** through lyris needs to happen no less than one week prior to meetings, and
  - c. **Leading meetings, capturing decisions, and providing notes** for posting to CEMW website. Meeting notes should be distributed no later than one week before the next meeting and circulated with the draft agenda.
4. **Staff support** for the facilitator(s) may come from either their representative organizations or from a partner agency.

## Estuary Coordinator (the San Francisco Estuary, SFE, is the pilot, others to be added)

1. **Estuary Coordinators:**
  - a. Check in monthly with the Portal Attribute Leads from their estuary to track progress, needs, and contributions to agenda items for the every-other-monthly CEMW meetings.
  - b. Coordinate with the CEMW Facilitator to provide agenda items from Portal Attribute Leads,

## Portal Attribute Lead (i.e., Water, Habitat, Living Resources, Ecological Processes, and Stewardship)

1. Portal Attribute leads should:
  - a. Facilitate the development of an Attribute section with other Worker Bees, and ensures the progressive development of those sections.
  - b. Be familiar with the data being used and larger issues at hand related to the Attribute.
  - c. Develop one-page work plans for pages to be developed under the Attribute, and work with Worker Bees to develop Portal pages,
  - d. Schedule and hold meetings to develop ideas and products for their Attribute section, and work with Worker Bees to keep development on track.
  - e. Communicate via e-mail, phone, and project management tools (eg. ASANA, for the Habitat Workplan example) to ensure dealines are met and progress is made.
  - f. Determine if Sub-Section Leads are necessary, and if so, coordinate them & coordinate with other Portal Attribute Leads as applicable to ensure consistency through the Portal.

## Portal Attribute Sub-Section Lead (if necessary-for the SF Bay Estuary there are Phytoplankton, Benthics, Zooplankton, and other sub-sections under the Living Resources Attribute, but other estuaries may decide to use their own approach)

1. For some of the SFE's Attributes, Sub-Section Leads:
  - a. Help the Portal Attribute Leads develop Portal pages using templates provided.
  - b. Help develop 1-page work plans and,
  - c. Ensure implementation by scheduling and holding meetings as necessary.

## Worker Bees

1. Worker Bees:
  - a. Are the work force behind the Portal,
  - b. Help fill in Portal information, visualizations, documentation.
  - c. May work on one or more sections of the Portal, (depending on expertise and agency interest)