



# Colorado Water Quality Monitoring Council

## Charter

### VISION

Our vision is to have a sufficient quantity of scientifically sound data that are available to all to facilitate water quality protection.

### MISSION

**Provide a collaborative forum for implementation of effective collection, analyses, formatting, and sharing of water quality data.**

### VALUES

The CWQMC values

- Inclusion
- Collaboration
- Integration
- Innovation
- Participation
- Transparent Communication

### 2007 LEADERSHIP TEAM (LT)

Is a voting entity that has geographic and local, state and federal representation of entities that are committed to provide strategic planning and guidance to achieve organization vision and mission, leadership, program and fiscal accountability including evaluation. This is the key body for communication from subcommittees, projects and outcomes with the larger community. Decision making process will be by informed consent.

Entities may request to be on the leadership team with the goal of 10-15 individuals, serving two year terms. Subcommittee chairs will report to this group. Sessions will be open, minutes posted on website. The Executive Committee will be a subset of the Leadership and be the Officers. The Executive Committee will be allowed to make timely decisions. Initial LT will elect EC until election process is developed this year. LT will

develop and maintain an organization asset map to post on website.

#### *Executive Committee (EC)*

Two Co-Chairs: Conduct Meetings, Signatory  
Secretary: Council Documentation, database  
Treasurer: Accounting, fiscal reporting  
WQCD/EPA: Visual Support / Input

#### *Technical Advisory Committee (TAC)*

Provide technical support for Council activities and projects to achieve organization mission. Annually evaluate focus and work plan based on needs identified from outreach and prioritized by LT. At this time this includes Data Sharing Network Tasks and maintenance of our website (see table).

Participation is open with adequate project representation. Co-chairs, or equivalent leadership, is responsible for gathering information, conducting work plan meeting, work plan documentation, implementation oversight, reporting and evaluation. Co-chairs help replace themselves, committee assists. Decision making process is by informed consent, if fails raise decision to LT. Meet on an as need basis. Initial membership will be the DSN TAC.

#### *Mentoring Team (MT)*

Provide assistance only upon request such as peer review of a data set, data interpretation, analyses, develop watershed plans, monitoring and assessment plans or study designs, review or develop quality assurance plans, determine or evaluate methodologies. Goal is to develop a repository or relevant resources and examples for others.

Team structure is two co-leaders, or equivalent, who will serve one year terms and be point persons for requests. Council members will be asked to contribute to organization asset map that this team will use. Members agree to be a mentor at a reasonable effort. Open participation. Initial meeting frequent to establish then determine frequency.

#### *Outreach Committee (OC)*

Provide necessary outreach for organization activities and projects to achieve mission and outcomes. This includes organization, implementation, documentation and evaluation of DSN Swaps, assessment of needs, data calls, sponsorship drives, and gatherings like conferences, workshops, trainings or presentations.

Structure is co-chairs or equivalent leadership, responsible for leadership, meetings, recording, reporting elements of these efforts. Need participation from CWN and CWA. Decision making is by informed consent, if fails decision elevated to LT. Participation is open. Meeting times coordinate with DSN Basin Swaps, NPS project training and as need basis.

#### *OUTCOMES OR MEASURABLE RESULTS*

1. Develop a statewide repository for watershed and water quality data that will coordinate currently limited or unavailable data with NWIS and National STORET
2. Develop a standardized method to format and manage Watershed data to include meta-data and minimum data elements that allows for increased sharing
3. Be involved in the Water Quality Control Division's annual monitoring plan which incorporates outside agency data as

part of achieving the plan, or developing the most robust data base for the basins involved

4. At the appropriate watershed scale and frequency, conduct regularly scheduled monitoring needs meetings and discussions that lead to monitoring strategies and collaborations
5. Incorporate watershed monitoring and assessment plans into Watershed Plans or visa versa
6. Create a sustainable CWQMC that is the “go to” entity to resolve monitoring issues or gaps for group decision making effectiveness
7. Identify collaborative monitoring efforts and create a library of those efforts to as examples
8. Develop a process to provide defensible data and minimize data disputes when preparing for Commission hearings
9. Provide Mentoring capacity for peers upon request

ACTIVITIES AND TARGET AUDIENCES	
Activity / Programmatic	Target Audience
1. Continue to host a basin one day SWAP, monitoring needs discussion and DSN system training in the five major basins based on the WQCC Triennial review. Thus, after the DSN project is complete, start w/ next basin that has a RMH two years out (before the IFH), that would be the SJ/GU in 2009 for the RMH in 2011 – or some predictable schedule	The monitoring entities, data users and key decision makers in each respective basin. Rotation: SJ/Gu 2009 for 2011 RMH Ark/Rio 2010 for 2012 RMH CO 2011 for 2013 RMH SP 2012 for 2014 RMH
2. Appoint an Outreach Committee, Host a bi-annual monitoring conference to coordinate with another event (i.e., CWA, 319 Forum, CWC), host opposite years	Any entity interested or involved with watershed monitoring and assessment

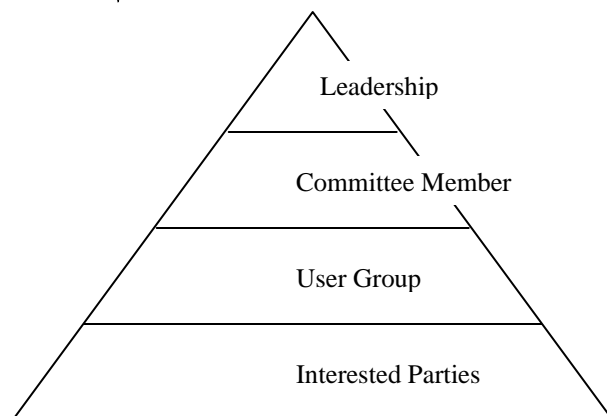
of NWQMC conference	
3. Have a DSN TAC that concentrates on DSN sustainability needs, conduct necessary training, update documentation, system, 319 training, and support availability to encourage use. This might include conducting trainings, helping to get legacy data in the system and encouraging folks to upload their data (data calls). DSN TAC would also conduct the STORET uploads	Watershed data generators and users that cannot upload to other data management tools such as NWIS or National STORET and or any monitoring entity to place their information on the ArchIMS monitoring directory map.
4. Have an annual DSN data call and combination sponsorship drive (for DSN) or whatever DSN project recommends. Volunteer Team that helps once a year	Entities that can and do benefit from the DSN, to keep it valuable, it must be current, diverse and frequent participation is critical
5 Host other trainings or information outlets as the need an opportunity arise	Agencies that need training – EC will ask that question in their annual meeting w/ membership
6. Appoint Mentoring Team- develop processes	Membership – Each Other
Activity / Organizational	Target Audience
7. Have annual LT meeting, more if needed, 1/4ly Executive Committee meetings to govern the Council	Council leadership, governance and connection to membership. Chairs responsible for oversight, vision.
8. One of six bi-monthly meetings is also the annual meeting for Executive Committee elections, budget review, members provide their feedback, needs, Executive Committee incorporates comments into the work plan	Existing and potential membership can voice their issues, concerns, and Executive Committee determines what their role could be and a strategy, variety of mechanisms will be used to get membership feedback (presences, survey, call/email, etc.)
9 Maintain an active and current Website that has the ability to engage members – Web Site Volunteer/host	All agencies interested in watershed management
10. Maintain a CWQMC Brochure or equivalent that provides an	Current and potential Council members

overview of the organization (Appoint Technical Committee)	
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### Organizational Structure & Operating Procedures

1. CWQMC and committees will be open to all interested entities
2. CWQMC Charter will be evaluated and modified annually by Leadership Team
3. Decision making on all Teams and Committees is by informed consent, which means providing time and space for all to understand, discuss and express views but reach enough agreement that no one will “stop” the decision or in essence those in disagreement agree to step aside.
4. Leadership Team and Executive Committee terms are two years, with option to renew. Individuals will offer a replacement candidate upon resignation. Goal will be to stagger terms among representation.
5. Officer elections will occur annually held by Leadership Team. Subcommittees and teams will be reviewed and chairs evaluated by Leadership team annually.
6. Executive Committee will host one annual meeting to provide status updates and membership feedback to determine focus for next year beyond DSN.
7. For users of the DSN that require and organization identification, a memorandum of understanding will be signed between Council and User that explains what each party will provide and benefit.

### HOW CAN YOU PARTICIPATE IN THE CWMQC?



Leadership – Is the Leadership Team, Exec Committee and Chairs of sub groups, they provide the ultimate strategic direction, accountability and decision making, voting level. (15-20 folks)

Committee Member – are active participants in any committee or team, they are contributing their time to that sub group effort; they also have significant influence on organization direction and accountability. It is this group that will outreach across and below to accurately represent collective needs and bring them to fruition with the leadership team. The needs of this level must be met at a minimum in order for the Council to remain relevant and viable, voting level w/in sub group. (30-60 folks)

User Group – Users of CWQMC products and services, including the DSN database, SWAPS, trainings, workshops and materials. Folks who participate will be put in our contact database, non voting level, but can pass needs up. (60-120 folks)

Interested Parties – broader audience who is in our contact database for any reason, including but not limited to 1) leader or contributor, 2) Partner – used a product or service, 3) needs to know about us but wouldn’t necessarily use product/service, and 4) general contact outreach database, non voting level. (120 plus folks)

### CWQMC FUNDING

The Colorado Monitoring Council is funded by voluntary contributions and grants. This is so our products and services are available to all entities. This volunteer organization utilizes the Colorado Watershed Network as our fiscal agent so funds can go directly to products and services. We develop an annual budget and funding target based on product and services costs which is the focus of our annual sponsorship drive. The sponsorship drive is multifaceted. We encourage each organization to contribute at their capacity.

updated June 18, 2007

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