

Participation

Attend quarterly Stakeholders' Advisory Committee and designated subcommittee meetings and actively participate in discussions and decision-making. Carefully read the briefing materials prepared prior to the meetings and note any questions they raise. Endeavor to understand and consider all aspects and views of an issue or topic primarily using the venue of quarterly meetings and inviting interested/affected stakeholders to share their views in an unbiased and respectful meeting environment.

Non-Officer Members can expect to dedicate at least 56 hours/year to the Committee's work:

- 4 quarterly meetings (10 hrs/mtg; 40hrs/yr)
- up to 2 hrs/quarter for meeting preparation (8 hrs/yr)
- up to 4 one-hour virtual subcommittee meetings (4 hrs/yr)
- up to 4 one-hour virtual Learning Sessions (4 hrs/yr)
- Time to travel to and from meetings (varies greatly based on meeting locations; not calculated into total time commitment)
- Time commitment is subject to further changes*

According to the bylaws, if a member fails to attend two consecutive quarterly meetings without extenuating circumstances, the Stakeholders' Advisory Committee chairperson shall recommend that the appropriate member of the Executive Council, or the Chairperson of the Alliance, remove that member and appoint a replacement.

Position Descriptions

Non-Officer Member

The Committee is composed of 28 volunteer members who are appointed by either the governors of the watershed states, the mayor of D.C., or the Board of the Alliance for the Chesapeake Bay. Members of the Committee provide diverse stakeholder perspectives to inform the Chesapeake Bay Program's policy, prioritization, planning, and implementation efforts, culminating in an annual set of recommendations that are delivered to the Chesapeake Bay Program's Executive Council.

Specific Duties:

- Attend and participate in 4 quarterly meetings annually.
- Review briefing materials in preparation for quarterly meetings.
- Members are required to serve on at least one standing subcommittee and expected to attend virtual subcommittee meetings in preparation for quarterly meetings.
- Represent the Stakeholders' Advisory Committee by sharing expertise and lived experiences, engaging with Bay Program

- workgroups or activities when possible, and exchanging relevant information between your networks and the Committee to help keep perspectives, updates, and insights flowing both ways.
- Assist with the development of SAC recommendations, reports, and outreach materials as needed.

Minimum Preferred Qualifications and Experience

An ideal Stakeholders' Advisory Committee member should:

- Have a strong interest, knowledge, or experience in improving the health of the Chesapeake Bay watershed by advocating for policies, programs, and management practices in water quality, land conservation, living resources, and/or community engagement.
- Lives (or works) within the Chesapeake Bay watershed
- Is willing and able to participate in regular quarterly meetings
- Is not otherwise officially represented in the Chesapeake Bay Program (i.e. member of another Advisory Committee or part of the Chesapeake Bay Commission, etc.)

Committee Chair

The Chair of the Stakeholders' Advisory Committee provides leadership to the Committee by presiding over quarterly meetings and acts as the Committee's primary representative when engaging with other Bay Program leadership or partners. The Chairperson is elected during the fourth quarter of each year and shall serve for a term of one year, with most serving for two years. Normally, the Chairperson shall rotate among the watershed jurisdictions. The Committee Chair is also a member of the Stakeholders' Executive Committee, which includes the Vice-Chair, the immediate past Chairperson, and the Chairs of the standing subcommittees. The Chairperson can delegate another member as their alternate at Bay Program meetings when they are unavailable.

The estimated time commitment for Chairperson will vary from month to month and is about 15 hours/month or 56 hours/quarter around 177 hours/year, plus travel time to and from quarterly in-person meetings. This includes: Base Member time (56 hrs/yr) + Executive Committee meetings (6 hrs/yr), $\frac{3}{4}$ of Monthly Management Board meetings (45 hrs/yr), Quarterly Principals' Staff Committee meetings (48 hrs/yr), one Annual Executive Council meeting (6 hrs/yr), Consultations with Vice-Chair and Committee staff (12 hrs/yr), and review of Committee letters (4hrs/yr).

Specific Duties:

In addition to non-officer committee member duties, the Chair is responsible for:

- Regular consultation with the Committee Coordinator
- Preside over quarterly meetings
- Ensure inclusive and productive discussions during meetings
- Help guide the Committee in setting priorities and strategies to advance the goals of the *Watershed Agreement*
- Participate on Executive Committee meetings/calls
- Participate and represent the Stakeholders' Advisory Committee during Management Board, Principals' Staff Committee, and Executive Council meetings
- Deliver the Committee's report of recommendations to the Executive Council during their annual meeting
- Offer mentorship to the Vice-Chair to encourage succession planning

Minimum Preferred Qualifications and Experience

An ideal candidate for the Chairperson position should meet some of the following criteria:

- Be in good standing with the Committee's rules and bylaws (i.e. regularly attend and contribute to quarterly meetings)
- Ideally has served in at least one other leadership position
- Ideally has served on the Stakeholders' Advisory Committee for at least two years
- Has the availability to participate in Bay Program meetings, particularly during Principals' Staff Committee and Executive Council meetings

Committee Vice-Chair

The Vice-Chair of the Stakeholders' Advisory Committee supports the Chair in leadership duties and fills the role of Chair in their absence. This role helps to ensure continuity in Committee leadership, contributes to agenda-setting, and fosters active member engagement. The Vice-Chair is elected during the fourth quarter of each year and shall serve for a term of one year.

The estimated time commitment for Chairperson will vary from month to month and is about 10 hours/month or 38 hours/quarter around 114 hours/year, plus travel time to and from quarterly in-person meetings. This includes: Base Member time (56 hrs/yr) + Executive Committee meetings (6 hrs/yr), $\frac{1}{4}$ of Monthly Management Board meetings (12 hrs/yr), $\frac{1}{2}$ Quarterly Principals' Staff Committee meetings (24 hrs/yr), Consultations with Vice-Chair and Committee staff (12 hrs/yr), and review of Committee letters (4hrs/yr).

Specific Duties:

- Support to the Chairperson
- Attendance and guidance during Stakeholders' Executive Committee meetings
- Regular consultation with the Chair and the Committee Coordinator
- Offer mentorship to non-officer members to encourage more participation at the Committee leadership level
- Represent the views of the Stakeholders' Advisory Committee to the MB, PSC, or EC when designated by the Chair to do so
- Ensure inclusive and productive discussions during meetings

Minimum Preferred Qualifications and Experience

- Be in good standing with the Committee's rules and bylaws (i.e. regularly attend and contribute to quarterly meetings)
- Ideally has served on the Stakeholders' Advisory Committee for at least two years
- Has the availability to participate in Bay Program meetings, particularly during Principals' Staff Committee and Executive Council meetings

Subcommittee Chair/Co-Chair

A subcommittee Chair provides leadership and direction for their assigned standing subcommittee of the Stakeholders' Advisory Committee. The Chair ensures that the subcommittee fulfills its role of providing stakeholder perspectives, expertise, and recommendations to the full Stakeholders' Advisory Committee. The Chair facilitates effective meetings, promotes inclusive discussion, and works closely with the Stakeholders' Committee leadership, staff, and fellow members to advance the goals and outcomes of the *Chesapeake Watershed Agreement*. The subcommittee Chair is elected to a one year term during the fourth quarter of each year by a majority vote of the subcommittee on which they serve.

The estimated time commitment for Subcommittee Chairs will vary from month to month and is about 7 hours/month or 28 hours/quarter around 84 hours/year, plus travel time to and from quarterly in-person meetings. This includes: Base Member time (56 hrs/yr) + Executive Committee meetings (6 hrs/yr), Potential CBP-related workgroup meetings (12 hrs/yr), Consultations with Co-Chair and Committee staff (6 hrs/yr), and review of Committee letters (4hrs/yr).

Specific Duties

- Assist the Committee Coordinator in preparing, leading, and facilitating conversation during subcommittee meetings
- Assist in guiding the subcommittee to identify and prioritize issues aligned with its

- topical focus (i.e. water quality, conservation and land use, or stewardship and engagement)
- Maintain clear communication with the full Committee by delivering a "report-out" of the subcommittee's discussions

- Facilitate the development of subcommittee recommendations
- Encourage participation from all members and cultivate new voices within the subcommittee
- Participate in Stakeholders' Executive Committee meetings
- Has the availability to participate in preparation meetings, Stakeholders' subcommittee and Stakeholders' Executive Committee meetings.

Minimum Preferred Qualifications and Experience

- Be in good standing with the Committee's rules and bylaws (i.e. regularly attend and contribute to quarterly meetings)
- Ideally has served on the Stakeholders' Advisory Committee for at least two years

Expenses Covered by the Stakeholders' Advisory Committee Budget

Expenses to attend Stakeholders' Advisory Committee meetings are covered by the Stakeholders' Advisory Committee budget.

Upfront Costs for Members: Members will have to pay upfront for their gas and tolls or other travel arrangement to get to and from the Stakeholders' Committee meeting location. Mileage and tolls will be reimbursed after the meeting using the travel reimbursement voucher. Members are encouraged to carpool when possible to save on costs and for environmental reasons. Members will have to pay for their dinner if arriving the night before the meeting, unless on official Stakeholders' Committee business, for example, the Stakeholders' Advisory Committee's Executive Committee meetings often held the night before the full Committee meeting. **Upon check-in, members may be asked by the hotel to place a card on file to cover any potential incidentals. This pre-authorized hold will be released after checkout if no additional charges are incurred.** Members will have to pay upfront for their breakfast the morning of the first day of the meeting if they stayed in the hotel the night before. In this case, the breakfast expense is reimbursable using the travel reimbursement voucher. Members who participate via electronic means are not eligible for travel or food reimbursements.

Costs Not Incurred by Members: The Stakeholders' Advisory Committee staff will arrange to pay for member lodging, parking and meals (lunch, dinner and breakfast) during the active hours of the Stakeholders' Committee meeting. Lunch on the final day of the meeting is typically not reimbursable since it occurs outside of the active hours of the Stakeholders' Advisory Committee meeting.

Overnight Accommodations

Lodging will be provided for members attending Stakeholders' Advisory Committee meetings. Lodging will be provided the night before the first day of the meeting for members who must travel long distances (generally defined as two (2) hours or more). Lodging will be provided the night before the second day of the meeting for members who must travel more than 30 minutes.

Please notify Stakeholders' Committee staff no later than 48 hours before a meeting if you need to cancel your overnight room. Notification within 48 hours of a meeting, may result with you being responsible for the cost of the hotel room and associated meals.

Reasonable Expenses

Reasonable expenses include transportation costs (e.g. current federal mileage rate, train, rental car, airfare, etc.), meals (breakfast on first day of meeting if you stayed overnight), lodging (for non-Stakeholders' Advisory Committee quarterly meetings), tolls, and parking associated with attendance at Stakeholders' Committee

quarterly meetings or other meetings/events attended in fulfillment of your obligations as a Stakeholders' Committee member. Any travel not associated with a Stakeholders' Committee quarterly meeting and airfare reimbursement must be pre-approved by the Alliance Coordinator. The Stakeholders' Advisory Committee grant uses the government per diem rates found on www.gsa.gov as a general guideline of reasonable cost for meals and lodging.

All Stakeholders' Advisory Committee members may be reimbursed under the above guidelines when attending other committee or organizational functions for which they are representing the Stakeholders' Committee in an official capacity. While attendance at other meetings for general interest is encouraged, reimbursement for these activities are generally not covered, but may be pre-authorized on a limited basis as funds are available. Guidance in these situations may be requested of the Administrator.

Travel Reimbursement Vouchers

The travel reimbursement vouchers are provided at each meeting and should be submitted within sixty (60) business days of the meeting. The federal mileage rate is determined by the IRS. Please be sure to submit receipts along with your travel reimbursement voucher. If lost, travel reimbursement vouchers can be requested from the Alliance support staff. Vouchers submitted more than 60 days after expenses are incurred may not be approved.

Volunteer Hours

Even if you elect to not submit for travel reimbursement, it is important that you submit your volunteer hours on the voucher. Activities that count toward volunteer time include: meeting hours; Stakeholders' Committee and CBP meetings and video calls; travel time to and from meetings; and preparation time spent reading and reviewing briefing materials, draft letters, and emails. This is used to document your volunteer time and counted as in-kind match toward the EPA Chesapeake Bay Program grant that funds the work of the committee.