

Civic and Community Outreach Committee Chair Guidelines-

- a. Review and understand the Civic and Community Outreach Committee Chair Guidelines and if you have questions, please forward them to the President of the Nature Council.
 - i. **The committee chair should make sure these guidelines are met throughout the year by encouraging and engaging other committee members in completing these tasks.**
- b. Review and understand the separate Civic and Community Outreach Committee Guidelines and ensure your committee members have reviewed them as well. If you have questions, please forward them to the President of the Nature Council.
- c. Direct communication with Nature Council Executive Committee and County Staff.
- d. Direct communication with Committee Members.
 - i. Facilitate monthly committee meetings, either in person or via the Nature Council Zoom Platform.
 - ii. Meeting Reminders/Cancellations
- e. Direct communication with Nature Council:
 - i. Provide content updates for Nature Council Webpage
 - ii. Provide content updates for Nature Council Newsletter
 - iii. Provide content updates for Nature Council Mail Chimp E-Mail Blasts.
 - iv. Provide content updates for Nature Council Social Media Pages.
 - v. Provide content updates for Nature Council Photo library.
 - vi. Provide content updates for Nature Council Video library.
 - vii. Provide program/event descriptions for the park calendar.
 - viii. Provide volunteer outing descriptions and dates for Sign Up Genius.
 - ix. Provide a Monthly activity report/update on what the committee is currently working towards and forward to County Staff and Nature Council Executive Board.
- f. Direct communication with committee volunteers, when needed, typically addressed via Signup Genius communications.
- g. Development of committee volunteers.
- h. Lead/coordinate volunteer workday outings.
- i. Support the needs of other committees when the need arises.
- j. It is critical the Committee Chair ensures that County staff is not bearing the burden of supporting committee-based initiatives due to a lack of performance by either the Committee Chair or the Committee. The Nature Council's mission is to support the staff.
- k. Support park programming delivered by County Staff or the Nature Council.
- l. Verify the committee members all have their volunteer background checks completed and volunteer forms completed.

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