



Officer, Regional Representative, Committee Chair, and Coordinator: Roles and Responsibilities

Officer: Chair

The Chair is the chief elected official of the Colorado Association of Stormwater and Floodplain Managers (CASFM). In that capacity, the Chair shall:

- Call all CASFM and Board of Director meetings, and be the presiding officer at such meetings.
- Present the annual goals and objectives for CASFM.
- Attend the annual conference as the presiding officer.
- Represent CASFM in all matters, or delegate such representation to other members of the board.
- Oversee the day-to-day activities of CASFM.
- Attend the Association of Stormwater and Floodplain Managers (ASFPM) annual conference and report back to the general membership.
- Perform other duties as are customary to the office, or as outlined in the bylaws.

Officer: Vice-Chair

As an elected official of CASFM, the Vice-Chair shall:

- Serve on the CASFM Board of Directors and fulfill the obligations of a board member.
- Preside and serve as Chair in the absence of the Chair.
- Assist the Chair in administering the activities of CASFM.
- Serve as editor in assembling and publishing the CASFM newsletters.
- Attend general membership meetings, the annual conference, and board of director meetings.
- Perform other duties as are customary to the office, or as outlined in the bylaws.



Officer: Secretary

As an elected official of CASFM, the Secretary shall:

- Serve on the CASFM Board of Directors and fulfill the obligations of a board member.
- Notify members of upcoming CASFM meetings.
- Record the votes and keep all minutes and proceedings of the general membership and board of director meetings.
- Assist the Chair in administering the activities of CASFM.
- Attend general membership meetings, the annual conference, and board of director meetings.
- Perform other duties as are customary to the office, or as outlined in the bylaws.

Officer: Treasurer

As an elected official of CASFM, the Treasurer shall:

- Serve on the CASFM Board of Directors and fulfill the obligations of a board member.
- Maintain custody and control of the CASFM funds, subject to the action of the Board of Directors.
- Report the state of finances of CASFM at general membership meetings.
- Prepare annual budget for review of the Board of Directors and approval of the general membership.
- Assist in preparation and submittal on annual tax forms.
- Provide prompt payments and reimbursements for CASFM expenditures.
- Assist the Chair in administering the activities of CASFM.
- Attend general membership meetings, the annual conference, and board of director meetings.
- Perform other duties as are customary to the office, or as outlined in the bylaws.



Regional Representative

As an elected official of CASFM, the Regional Representative shall:

- Represent the interests of each respective region at general membership and board of director meetings.
- Coordinate classes, training opportunities, or field trips for CASFM members within the region.
- Organize regional socials for CASFM members.
- Assist the Chair in administering the activities of CASFM.
- Attend general membership meetings, the annual conference, and board of director meetings.
- Perform other duties as are customary to the office, or as outlined in the bylaws.

Committee Chairs

The majority of CASFM activities are run by committees. Each committee has a Committee Chair, which is a volunteer position filled by an individual willing to take on those responsibilities. Committees meet as-needed to conduct the business of that committee and report back to the Board of Directors and the general membership at general membership meetings. Outlined below are a few basic responsibilities and expectations for the role of all Committee Chairs. This list is not intended to be inclusive of all duties.

- Serve as liaison to ASFPM Policy Committees in order to pass along timely information.
- Participate, when possible, in ASFPM Committee conference calls.
- Author responses to federal or state legislative issues, and other matters.
- Provide committee updates at general membership meetings
- Provide committee updates for the newsletters.
- Assist the Chair in administering the activities of CASFM.
- Attend general membership meetings, the annual conference, and board of directors meetings.
- Assist training committee in providing related training to membership.



Below is a brief description of each committee and outline of its basic interests.

Annual Conference Committee:

The Annual Conference Committee has the sole duty of organizing the annual conference held each September. This is the primary training event for CASFM members, and the largest event held by CASFM. The committee is run by a Committee Chair and Program Chair who together do the majority of the work or delegate as-needed to a number of sub-committees and volunteers. The committee also coordinates and solicits input from other committees as-needed for review and development of conference program. The work includes facilities coordination, conference registration, program development, arranging field trips and a golf tournament, vendor coordination, and award recognition along with other tasks required for organizing the conference. The committee meets throughout the year on an as-needed basis to coordinate the conference.

Community Rating System Committee:

The Community Rating System (CRS) Committee's primary function is to coordinate support for the National Flood Insurance Program's (NFIP) CRS. The CRS is a voluntary incentive program that recognizes and encourages community floodplain management activities that exceed the minimum NFIP requirements. As a result, flood insurance premium rates are discounted to reflect the reduced flood risk resulting from the community actions meeting the three Federal Emergency Management Agency (FEMA) goals of the CRS:

1. Reduce and avoid flood damages to insurable property.
2. Strengthen and support the insurance aspects of the NFIP.
3. Foster comprehensive floodplain management.



In addition CASFM has the following goals for the CRS Committee:

1. Help coordinate training to promote awareness of the CRS program.
2. Increase the number of CRS Communities in Colorado and help communities increase their class ratings.
3. Provide a mechanism for communities to be more informed about CRS issues.

The committee meets as-needed to promote this program, and coordinate or provide training for communities participating in the CRS Program. The Committee also meets to compose and provide feedback to national organizations such as ASFPM and FEMA regarding CRS issues relevant to CASFM's goals and policy statements.

Scholarship Committee:

The Scholarship Committee's primary function is to administer and award three annual scholarships. The Committee maintains contacts with the colleges and universities in Colorado, sends out scholarship notices, reviews applications, interviews candidates, and awards the scholarships.

Stormwater Quality Committee:

The Stormwater Quality Committee's primary function is to promote stormwater management techniques for the built environment, improve surface runoff water quality, protect receiving water quality, and protect aquatic and riparian habitat by facilitating discussion, information exchange, and education. This committee meets as-needed and coordinates an annual field trip in the summer to visit water quality installations.



Outreach Committee:

The Outreach Committee's primary function is to coordinate outreach efforts to members, other organizations, and local governments. This outreach includes social media, developing brochures or handouts, attending other related conferences as-needed, and sharing information regarding activities of CASFM to interested parties. This committee meets on an as-needed basis.

Floodplain Committee

The Floodplain/Certified Floodplain Manager (CFM) Coordinator Committee's primary function is to assist in the administration of the CFM's training and exam as-needed to the membership. This class and exam is typically offered once or twice a year, one time being part of the annual conference. The primary coordination of the class and exam is part of the Training Committee's duties. Instructors for the class are CASFM members who volunteer to teach the class and proctor the exam. The Committee also meets as-needed to compose and provide feedback to national organizations such as ASFPM and FEMA regarding floodplain and stormwater management issues relevant to CASFM's goals and policy statements.

Training Committee:

The Training Committee's function is to provide and coordinate all training opportunities for CASFM. The committee meets on an as-needed basis; and works to find, review, develop, and coordinate training to meet the needs of CASFM members. Training coordination included lunch-n-learns, workshops, Environmental and Water Resources Institute (EWRI) classes, CRS training, barstools, CFM review, and support of training at regional socials. This is a large responsibility and several sub-committees are needed to accomplish its goals and responsibilities. The committee also monitors courses provided by outside vendors, coordinates training with various committee chairs and regional representatives, and passes on pertinent information the general membership.



In addition to the CASFM committees, several duties are performed by individuals who fill coordinator positions. They can seek support as-needed from the membership, but typically the duties are completed by one person.

Membership Coordinator:

The Membership Coordinator's primary function is to keep a list of active CASFM members and their related information, send out the annual renewal requests, and track and report back on the renewal process. This annual process is typically done at the first of the year. The coordinator directs and supervises an outside individual to perform this service for CASFM. This individual is compensated for time spent performing this service.

Website Coordinator:

The Website Coordinator's primary function is to coordinate the web activities for the Chapter. The Coordinator maintains the CASFM website, coordinates the circulation of CASFM-related emails to membership, maintains a help-wanted listing, and coordinates distribution of conference and meeting correspondence.