

Minor Betterment Project Review and Selection

(DRAFT) Committee Roles and Responsibilities

Committee

- Provide feedback to the County staff during the project evaluation and selection process.
- Represent their organizations interests and perspectives (where applicable); communicate project feedback back to constituencies and convey feedback to Committee and County staff.
- Listen to technical information and *public comments*.
- Actively participate and strive to attend all meetings.
- Endeavor to have no surprises- communicate all relevant information at the committee meetings or through the County staff between meetings.
- Abide by project ground rules and communication guidelines.

County Technical Staff

- Define project scope and parameters; manage scope, schedule and budget.
- Set agendas for meetings and run meetings efficiently; provide meeting summaries.
- Provide information to the Committee for consideration and evaluation.
- Point of contact for media and elected officials.
- Respond to Committee requests for information and concerns where feasible.