

# Minnesota Ground Water Association Education Committee Charter

## Mission Statement

The Groundwater Education Committee works to raise awareness about Minnesota groundwater resources by coordinating membership efforts and partnerships to develop and implement MGWA education and outreach opportunities.

## Responsibilities

The responsibilities of the Minnesota Groundwater Association Education Committee (Committee) may include:

- Support MGWA efforts and MGWA white paper findings to prepare and distribute educational materials regarding groundwater to the public.
- Ensure that Committee educational materials regarding groundwater are factual and unbiased.
- Support MGWA Board-approved opportunities to coordinate with other organizations regarding public education about groundwater.
- Identify potential projects regarding public education about groundwater derived from membership input, the MGWA Board, and outside partners.
- Apply for project-specific funds to the MGWA Foundation or from outside sources through the MGWA Foundation Board.
- Place Committee meeting minutes on the MGWA Google Drive.
- Report the status of Committee projects and initiatives at MGWA Conferences, in the MGWA Newsletter, or on the MGWA Education Website.
- Prepare an annual prioritized list of potential projects for increasing public education regarding groundwater to the MGWA Board.

## Organization

The Committee will:

- Consist of 4-8 volunteer members of MGWA although additional MGWA members may work on specific projects. Committee members will annually reaffirm their intent to participate to the MGWA Board or replacement members will be solicited either at MGWA Conferences or through the MGWA Newsletter.
- Consist of the following positions and responsibilities:  
**Chair** – (The Committee will select a co-chair to fill in for the chair when necessary.)
  - a) Schedule Committee meetings and prepare an agenda for each meeting;
  - b) Lead Committee meetings;
  - c) Ensure that summary minutes are prepared for each Committee meeting;
  - d) Develop and maintain with the Committee members a work schedule for approved education projects;
  - e) Assign tasks to other Committee members and specify a due date for completing each task; and

- f) Ensure that the Committee remains focused on selected education projects.

**Secretary –**

- a) Records summary minutes, including Committee decisions and actions for review by Committee members; and
- b) Posts approved Committee minutes onto the MGWA Education drive.

**Fiscal Coordinator -**

- a) Tracks project funds and coordinates budget and expenditures with MGWA Board Treasurer.

**Liaison to the Board-**

- a) Communicates on a regular basis with the MGWA Board activities, decisions and proposals made by the Committee.
- b) Attend at least three (3) MGWA Board meetings per year and communicates with board President prior to attending meetings to be included on the agenda.

**Members –**

- a) Attend the majority of meetings in person or remotely; and
  - b) Contribute to discussions, decisions and tracking of projects.
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- A meeting quorum shall consist of participation by at least one half of the Committee membership (rounded up if the Committee membership is an odd number).
  - Committee members may attend a meeting either face-to-face or by remote access.
  - A simple majority of one half plus one is required to approve a Committee action or decision.
  - A Committee vote may be taken either at a meeting, electronically, or by conference call.