

STORM Coordinator Work Plan 2017

Task	Actions	Deliverables	Timeline
STORM Contact List	<ul style="list-style-type: none"> •Verify at least 1 contact per NPDES permittee in jurisdiction •Maintain list & update as needed •Follow up on undelivered emails, as needed 	<ul style="list-style-type: none"> •STORM contact list, current and available for steering committee business 	Ongoing
STORM Emails	<ul style="list-style-type: none"> •Maintain STORM email address database •Send updates to STORM membership •Send meeting announcements, as needed 	<ul style="list-style-type: none"> •Emails sent to STORM membership on a regular basis 	Approximately biweekly
STORM Work Plan	<ul style="list-style-type: none"> •Participate in work plan meeting, note changes needed from 2016 work plan •Update work plan document to reflect changes discussed in meeting 	<ul style="list-style-type: none"> •2017 STORM work plan distributed to membership and posted on STORM website 	•February 2017
Steering Committee Meetings	<ul style="list-style-type: none"> •Prepare & distribute meeting agendas •Take meeting notes & distribute to group following meetings •Manage running list of agenda items & action items •Schedule & arrange locations for 2018 meetings 	<ul style="list-style-type: none"> •Solicit agenda items •Agendas for meetings •Meeting notes with action items well documented 	<ul style="list-style-type: none"> •Week of Steering Committee meetings, approximately biweekly •1 day prior to meeting •Within 1 week of meeting
Quarterly meetings	<ul style="list-style-type: none"> •Prepare & distribute meeting agendas •Take meeting notes & distribute to group following meetings •Arrange for speakers, as needed •Schedule & arrange locations for 2018 meetings 	<ul style="list-style-type: none"> •Agendas for quarterly meetings-with list of topics and speakers, STORM introduction, new member greeting, and sharing •Quarterly meeting notes 	<ul style="list-style-type: none"> •2 weeks & 1 week prior to meeting •Within 1 week of meeting
Annual Symposium	<ul style="list-style-type: none"> •Work with Steering Committee to develop symposium topics & schedule •Arrange for keynote speaker & speaker panels 	<ul style="list-style-type: none"> •Symposium flyer incl. schedule •Well-attended symposium •Symposium summary for annual report •Follow-up survey 	<ul style="list-style-type: none"> •October 2017 •November 2017 •Week after symposium
Annual Report	<ul style="list-style-type: none"> •Assist with writing articles for annual report 	<ul style="list-style-type: none"> •Completed articles 	•Jan 2018
Vetted Facts	<ul style="list-style-type: none"> •Review current vetted facts & update as necessary •Research potential additional facts or research to add to document •Review facts through vetting process 	<ul style="list-style-type: none"> •Updated list of vetted facts 	Ongoing

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Coordination w/ External Groups	<ul style="list-style-type: none"> •Research & coordinate with external groups & potential funders (e.g. Nature Conservancy, Russell Family Foundation) 	<ul style="list-style-type: none"> •Regular meetings & communication with external groups 	TBD
Strategic Plan Update	<ul style="list-style-type: none"> •Facilitate strategic plan update meetings •Update strategic plan document 	<ul style="list-style-type: none"> •Updated strategic plan 	
STORM Website	<ul style="list-style-type: none"> •Post STORM documents to website •Ensure that website content is current •Reorganize & create new pages as needed 	<ul style="list-style-type: none"> •Links to STORM documents & materials •Links to campaign & social marketing materials 	<ul style="list-style-type: none"> •Update as needed
Online Document Repository - Resource Reservoir	<ul style="list-style-type: none"> •Assist in construction of RR's structure •Help facilitate workgroup meetings •Solicit STORM members for materials •Train STORM members in RR usage 	<ul style="list-style-type: none"> •Repository for outreach, campaign materials •STORM members will understand how to use & will actively use repository 	
Don't Drip & Drive	<ul style="list-style-type: none"> •Assist with DD&Das needed; any grant follow-ups, and support planning for Phase IV 		