

Southeast Utah Riparian Partnership Purpose and Structure Proposal Detailed Task List

CAPACITY: General Ongoing Communication Tasks	Lead	Support	Timeline
Overall coordination and administration of the Partnership's meetings and communications includes collecting and sharing partner research findings, managing emails out to the group	Coordinators; Shannon	Kara	ongoing, average 2 hrs/wk
Ensure the Partnership MOU is current, renew & revise as needed	Coordinators; Shannon	Kara	Once every 2 years after renewal of the entire MOU by the end of 2018
Running General Meetings - 2 a year, 1 a workshop or field trip	Coordinators; Shannon and Kara	Partners and Outside contractor when needed	2 meetings a year; 40 hrs ea mtg
Facilitate Core Team Meetings	Coordinators; Shannon	RRR and Core Team	6 meetings a year; 5 hrs ea mtg
Report progress on all major accomplishments of the Partnership	Partners	Coordinators	Twice a year
Present at appropriate meetings and conferences	Partners	Kara or Shannon	As needed

TOTAL TIME NEEDED FOR COORDINATORS TO PERFORM TASKS

175 to 200 hours a year

CAPACITY: Fundraising Tasks	Lead	Support	Timeline
Develop an annual budget and track project expenses & income	Coordinators; Kara	Kristen at REW and All	Aug - December each year – 10 hours
Track funding that implements Partnership objectives	Coordinators; Shannon	All Partners	Ongoing, as needed, av 1 hr a month
Secure private and public funds to further the goals of the Partnership including actively searching for grant funding, writing grants and managing awarded grants.	Coordinators; Kara	Kristen at REW and Partners	ongoing, av 4 hrs a month
Coordinate NGOs active in the Partnership to actively search for and engage potential private donors including establishing long term private donor relationships and funding streams	Coordinators; Kara	Kristen at REW	ongoing, av 4 hrs a month

TOTAL TIME NEEDED FOR COORDINATORS TO PERFORM TASKS

120 hours a year

CAPACITY: Education and Outreach Tasks	Lead	Support	Timeline
Act as spokespersons communicating milestones and progress to the group and others	Coordinators: Kara and Shannon	Partners	Up to 4 hours a month
Work with Partnership members to initiate public and private landowner education/outreach events promoting Partnership activities	Coordinators; Kara and Shannon	Partners	As needed; 40 hrs to organize one event
Develop education and outreach materials (e.g. fliers, brochures, internet resources...)	Coordinators; Shannon	Kara and All Partners	As needed; anticipate total of 60 hours a year

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Write articles/press releases and respond to press requests and engage with other watershed partnerships and related organizations	Coordinators; Shannon and Kara	All Partners	As needed; anticipate 10 hours per article, 4 per press release
TOTAL TIME NEEDED FOR COORDINATORS TO PERFORM TASKS			120-180 hrs a year
TOTAL TIME NEEDED FOR COORDINATORS TO PERFORM CAPACITY RELATED TASKS			415 to 500 hours a year or up to 42 hours a month combined
Anticipated funding needed to support Coordinators with Capacity Related Tasks			\$29,500 to \$35,000

PROJECT TASKS beyond capacity work

Planning Tasks	Lead	Support	Timeline
Develop Geodatabase for legacy project data	Gabe	Kara and Tony	Initial time, 40 hrs each
Update the Partnership's Strategic Plan or other Tools to assist land managers	Coordinators with assistance of outside facilitator	Partners	200 hours in 2019
Mill Creek Watershed Plan	Kara and RRR staff	City of Moab	Complete 2019; 10 hrs a week
Castle Creek Watershed Plan	Kara and RRR staff	Town of Castle Valley	complete July 2019; 10 hrs a week
Monitoring and Maintenance Tasks	Lead	Support	Timeline
Monitor current state of Tamarisk Leaf Beetle	Grand County and Tim Graham	Rim to Rim	Report by Mar 2019
Monitor Vegetation Response in removal sites and to defoliation	Rim to Rim and Tim Graham	Partners; esp. Tamsin, Ann Marie, Tony and Gabe	Report by Mar 2019
Inventory condition of legacy project sites and include in Geodatabase	Gabe	Tony and Kara	Aug - June 2019; RRR staff member to collect data
Plan for legacy project maintenance and monitoring, including new sites	Gabe	Tony and Kara	Aug - June 2019; collaborative group process possibly through WRI projects

TOTAL TIME NEEDED BY COORDINATORS TO PERFORM TASKS VARIES BASED ON GROUP PRIORITIES