

## **Hubbard County Coalition of Lake Associations Committee Guide – version 12-20-2021**

The Hubbard County Coalition of Lake Associations (HC COLA) Committees as outlined in the By-Laws help achieve our HC COLA vision and live our mission through committee actions and activities.

**Vision:** HC COLA is the Leader in Protecting Hubbard County Lakes & Rivers

**Mission:** HC COLA's mission is to protect and enhance the quality of our lakes and rivers, preserve the economic, recreational and natural environmental values of our shorelands and promote the responsible use of our waters and related habitats. HC COLA's mission enhances, promotes and protects the interests of lakeshore property owners, lake associations, local government, the general public and future generations.

**Values:**

- Collaboration among our members
- Open and honest communications
- Leadership, as an organization and as individuals toward increased citizen awareness and education
- Active, engaged volunteers

### **HC COLA Committees:**

#### **Executive Committee**

The Executive Committee is called the E-Team. The E-Team performs as the Planning Committee which is listed as a standing committee in the By-Laws. The E-Team members look broadly at water-related topics that relate to our HC COLA strategic vision, mission, and actions. The E-Team does research to inform discussions on objectives or goals to bring forward recommendations to the Board of Directors for potential action by HC COLA Committees. The E-Team seeks to do the following as stated in more detail in the Strategic Actions:

- 1) Cultivate Leadership
- 2) Continuously Improve Organizational Effectiveness
- 3) Collaborate with local, regional, and statewide organizations as HC COLA
- 4) Partner as Government Liaison
- 5) Act on behalf of the Board of Directors (BOD) in such matters and circumstances as may be authorized by the Board. Written reports of such action or proposed actions shall be filed with the BOD per the By-Laws

#### **Planning Committee**

The Planning Committee is a standing committee in the By-Laws. The E-Team carries out these functions.

#### **Finance Committee**

The Finance Committee is listed as a standing committee in the By-Laws. The Finance Committee meets on an "as needed" basis. The Finance Committee prepares the annual budget for the Board of Directors, interfaces with Northwest Minnesota Foundation & HC COLA accounts. The Finance Committee seeks to do the following as stated in more detail in the Strategic Actions:

- 1) Address Multiple Revenue Streams capable of meeting HC COLA's challenges and opportunities
- 2) Provide Grants for newly formed Hubbard County lake, river and watershed associations

## **Charitable Fund Advisory Committee**

The Charitable Fund Advisory Committee manages the Northwest Minnesota Foundation Hubbard County COLA Charitable Fund, grants, programs and disbursement per the HC COLA Board of Directors.

## **Communications Committee**

The Communications Committee is a standing committee in the By-Laws. This committee manages communications such as the newsletter, articles in the local newspapers and public relations. This is accomplished in partnership with other HC COLA committees, the E-Team, and the HC COLA Website webmaster & Facebook co-managers. There is more detail in the Strategic Actions on Communications / Public Relations.

## **Membership Committee**

The Membership Committee is a standing committee in the By-Laws and provides the following services in support of the Strategic Action to Develop Membership:

- a. Helps identify prospective new members and partners with E-Team for contacts / letters, etc.
- b. Recognizes donations of time and talent to create an atmosphere of gratitude and cooperation
- c. Maintains database of HC COLA committees / programs and associated personnel contact info
- d. Partners with meeting host & provides name tags, aids registration, facilitates introductions

## **Activities Committee**

The Activities Committee is a standing committee in the By-Laws. The activities are carried out by each of the Program Teams listed below. The HC COLA Organization document lists members of the Program teams. The Strategic Actions document provides additional background on the vision, mission, values and objectives of each of the Program teams.

- Restore the Shore Program
- Education Program
- Lake Water Monitoring Program
- HC COLA Aquatic Invasive Species (AIS) Operating Team

### **Restore the Shore Program**

Partners with the Hubbard County Soil and Water Conservation District (HC SWCD) to provide tree / shrub / plant / seed Fall order capability for the Restore the Shore Program for delivery the following Spring. This program helps to protect and enhance water quality through vegetation which slows the flow of rain water, prevents runoff and erosion from the shoreland and helps preserve the natural environmental values of our shorelines. Coaching on gardening lake friendly is offered through shoreland advisors for lakes to benefit water quality. Shields lakes and rivers from terrestrial invasive species on the shoreland and prevents the spread.

## **Education Program**

Facilitate Education, Workshops and Programs to support the vision, mission, values and objectives of HC COLA as stated in the Strategic Actions document. The Shoreland Advisors are part of the Education team.

## **Lake Water Monitoring Program**

Coordinate Water Quality Monitoring through the RMB Environmental Laboratories Lakes Program on an annual basis. Facilitate the Early Detection of AIS through the monitoring of vegetation and animals. Encourage volunteer participation in Starry Trek for Starry Stonewort and other AIS across MN / specifically in our lakes area in mid-Aug.

## **HC COLA Aquatic Invasive Species (AIS) Operating Team**

Shield lakes and rivers from aquatic invasive species (AIS) and prevent the spread. Support the vision, mission, values and objectives of HC COLA as stated in the Strategic Actions document.

The HC COLA AIS Operating Team consists of 7 HC COLA Members that work with the Hubbard County Environmental Services Department Manager and Environmental Specialist focused on the AIS Program to enable a strong, positive, working relationship between the Hubbard County Coalition of Lake Associations and Hubbard County for an effective AIS prevention, detection and containment program.

The HC COLA AIS Operating Team's function is to:

- Develop alignment & support with County AIS Program Leaders for a common AIS prevention strategy and Plan
- Assist the County in communicating to area lake representatives
- Assist the County by managing AIS initiatives assigned to HC COLA and Lake Associations
- Coordination with other stakeholder groups; i.e. MN COLA, Minnesota Lakes & River Advocates, Top 10 group
- County is accountable for AIS program and HC COLA AIS Operating Group provides support

The primary role of the HC COLA AIS Operating Team is to share experience, recommend, and support this work. When possible, decisions and recommendations will be based on consensus of the group. If the group cannot reach consensus, decision will be made by Hubbard County AIS Leaders. Hubbard County AIS Leaders have overall decision responsibility for the AIS Program.