

**Drainage Work Group
Communications Committee
Functions and Process**

August 11, 2017

The following functions and process scenarios have been identified for a standing DWG Communications Committee, with the intent that the committee supports and does not diminish the work of the DWG.

Functions

- 1) Serve as an advisory group to BWSR regarding:
 - a) DWG and other drainage information posted on the BWSR website.
 - b) Methods of dissemination of DWG information and other drainage documents via list-servs, or other appropriate means.
 - c) An orientation process for new DWG members.
- 2) Serve as a sounding board for input, at the request of a DWG member, when their organization initiates or develops drainage related education, outreach, and communication materials or activities for their clientele.
- 3) Provide a framework to advise specific drainage communication issues or needs identified by the DWG, or directed to the DWG.

Process Scenarios

- 1) BWSR consults the DWG Communications Committee for input regarding Functions 1 a), b) and c) above, and reports to the DWG on associated discussions and updates.
- 2)
 - a) A DWG stakeholder member presents a request for input on a drainage related communication project, activity, materials, etc. to the DWG, the Communications Committee and/or the DWG coordinator.
 - b) The DWG is kept informed about the request, Communications Committee discussions, and outcomes.
- 3)
 - a) A request is made by the DWG to the Communications Committee for discussion and advice regarding a communication issue or need identified by the DWG, or directed to the DWG.
 - b) The DWG is kept informed about Communications Committee discussions and outcomes.