

Federal Facilities Workgroup (FFWG) Co-Chair Position (Jurisdictional) Description

The Co-chair of the Federal facilities Workgroup provides strategic support to FFWG to help the group support federal and state representatives and to help the FFWG with annual BMP implementation progress reporting and two-year milestone development/tracking.

The FFWG holds bimonthly meetings, that include the representatives from the Chesapeake Bay Office, jurisdictions, federal agencies, and the FFWG leadership team, to advance progress on a variety of functions (see below). The FFWG leadership team includes: (1) Co-chairs (one jurisdictional and one Federal), (2) Coordinator, and (3) Staffer. The roles of Co-chair, in collaboration with the FFWG leadership team includes:

- Working with the FFWG coordinator and staffer to conduct strategic planning of the topics to be addressed by the FFWG to meet its purpose and provide recommendations for presentations.
- Providing input on the bimonthly FFWG meeting agendas, and work with Coordinator and Staffer to conduct the monthly meetings.

The time commitment of the FFWG co-chair is a minimum 4 hours every other month (2 hours for FFWG meeting, 1-2 hours of planning time, some months may require more commitment). Co-chairs can be invited to represent the federal sector at various Chesapeake Bay Program meetings.

The roles and responsibilities of the FFWG include:

- Represent agency facilities located within the watershed.
- Responsible for facilitating the annual BMP implementation progress reporting and two-year milestone development/tracking.
- Jurisdiction-Federal coordination to ensure federal agencies are credited for BMPs that will achieve federal planning goals
- Share federal agency progress on facility projects that contribute to a range of Outcomes with the Watershed Agreement