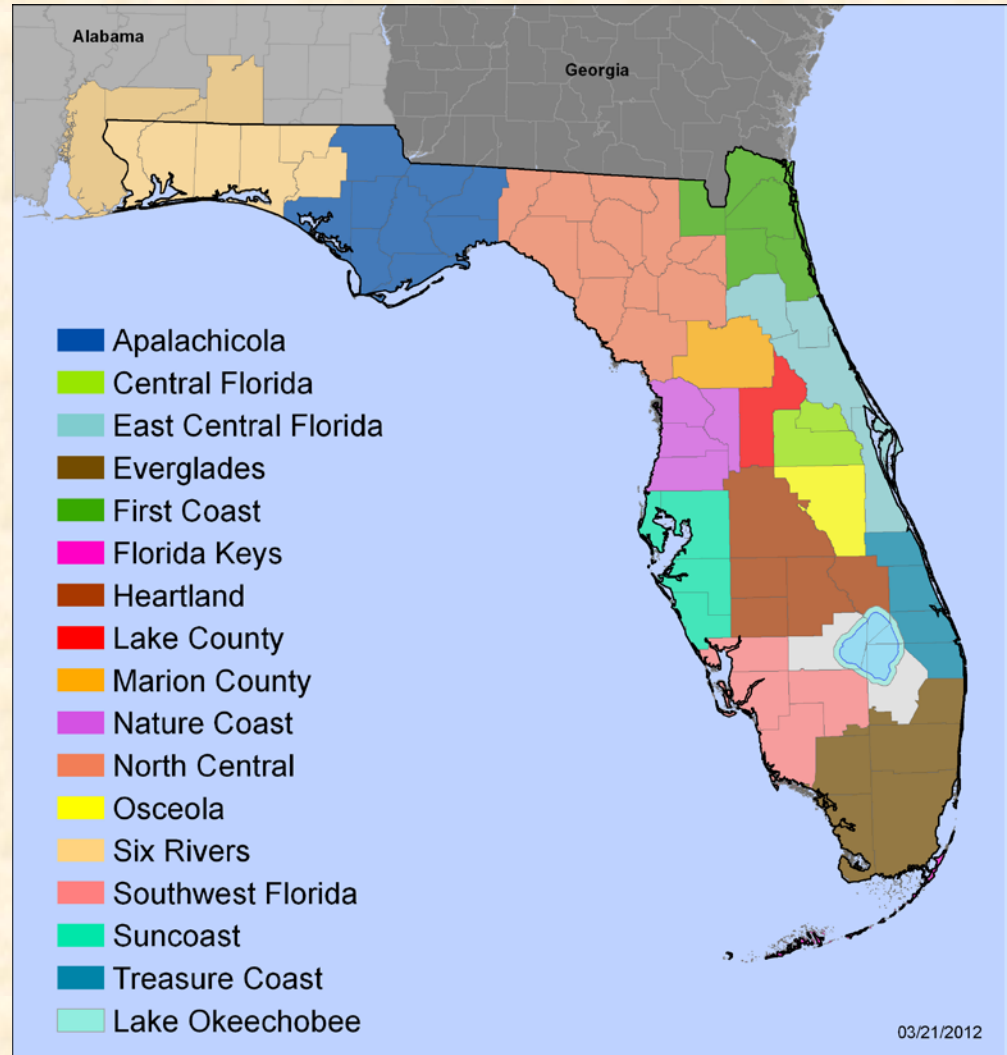


CISMA Call Agenda

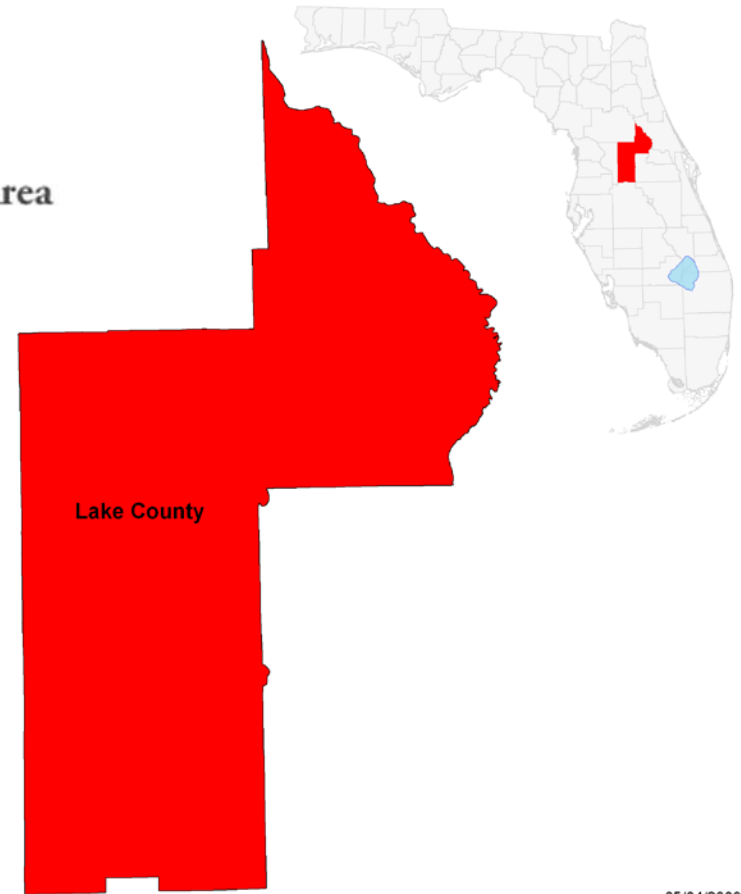
- Introductions- Kris Serbesoff-King
- Lake CO CISMA- Wendy Poag
- Six Rivers CISMA- Sheila Dunning
- Discussion: CISMA Organization Chart and Job Descriptions



Lake County CISMA Update



- Past Events
- Current Events
- Future Events



Lake County CISMA Update



- Past Events
Hickory Point
Park Air Potato
Round-Up March
2011



Lake County CISMA Update



- Past Events
Lake Dorr
Campground Air
Potato Round-Up
February 2012



Lake County CISMA Update



- Past Events
Love Your Lake
Event, May 2011.



Six Rivers CISMA Update

Six Rivers Cooperative Invasive Species Management Area

- Past Events
- Current Events
- Future Events



CISMA Organization Chart

Generic CISMA Organization Chart



CISMA Job Descriptions

Chair/Co-Chairs Job Descriptions

Term	2 years
Time Commitment	Approximately 20 hours per month
Busiest Time of Year	CISMA meeting intervals
Benefits	<ul style="list-style-type: none"> • Recognition • Networking opportunities • Shaping the future • Personal satisfaction • Professional development
Responsibilities	<ul style="list-style-type: none"> • Schedule and attend CISMA meetings • Facilitate/lead CISMA meetings • Oversee meeting minutes/notes • Sending out meeting notes • Delegate tasks • Coordinate with steering committee • Disseminate information relative to CISMA priorities and activities • Serve as main CISMA contact (e.g. to Florida Invasive Species Partnership, other CISMAs, general public, etc.) • Motivate CISMA membership
Measurable	<ul style="list-style-type: none"> • Hold at least 2 CISMA meetings per year • Convene at least 2 Steering committee meetings per year • Five year Strategic plan (every 5 years) • Annual report • Annual workplan

CISMA Job Descriptions

Steering Committee member Job Description

Term	2 years
Time Commitment	2-6 hours per month in general Additional time may be necessary if specific task is assigned. Steering committee members are asked to attend at least 75% of steering committee and CISMA meetings each year.
Busiest Time of Year	Beginning and end of each calendar year to correspond with developing annual work plan and annual report
Benefits	<ul style="list-style-type: none"> • Recognition • Networking opportunities • Shaping the future • Personal satisfaction • Professional development
Responsibilities	<ul style="list-style-type: none"> • Assist with establishing CISMA boundaries • Assist with mission statement • Assist with determining CISMA priorities • Assist with development of CISMA strategic plan and annual workplans • Act as liaison for subcommittees • Assist with goals/projects as able • Assist with creating job descriptions for subcommittee members • Assist with recruiting CISMA positions and CISMA members
Measurable	<ul style="list-style-type: none"> • Convene at least 2 Steering committee meetings per year • Five year Strategic plan (every 5 years) • Annual report • Annual workplan

CISMA Job Descriptions

Operations Committee chair Job Description

Term	2 years
Time Commitment	Approximately 20 hours per month
Busiest Time of Year	Varies, but busiest time for partnership control treatments/work days corresponds with best treatment time and non-burning season
Benefits	<ul style="list-style-type: none">• Recognition• Networking opportunities• See stuff gets done = Personal satisfaction• Professional development• Learning opportunity on emerging invasive species threats
Responsibilities	<ul style="list-style-type: none">• Set and hold meetings of operations committee• Develop committee/recruit committee members• Serve as main contact for reports and issues pertaining to early detection/rapid response (EDRR) species, priority control species, prevention species updates• Facilitate implementation of CISMA strategic plan and annual work plan items pertaining to EDRR, control and prevention• Coordinate surveys and data collection• Coordinate development and implementation of species prioritization protocols• Coordinate and ensure that workdays happen
Measurable	<ul style="list-style-type: none">• Annual workplan (specific tasks for EDRR, control and prevention)• Coordinate at least 2 workdays per year• EDRR plant prioritization list• Control plant prioritization list

CISMA Job Descriptions

Outreach Committee chair Job Description

Term	2 years
Time Commitment	Approximately 20 hours per month
Busiest Time of Year	Varies, around committee meeting intervals and associated with outreach events (e.g. early March to correspond with National Invasive Species Awareness Week and April to correspond with earth day activities)
Benefits	<ul style="list-style-type: none"> • Recognition • Networking opportunities • Personal satisfaction • Professional development
Responsibilities	<ul style="list-style-type: none"> • Set and hold meetings of outreach committee • Develop committee/recruit committee members • Facilitate the development of CISMA outreach materials • Identify media outreach opportunities (e.g. newspaper, TV, radio) • Coordinate attendance of CISMA members at public events in order to promote CISMA and educate about invasive species • Serve a main contact for CISMA webmaster • Assign duties to develop, maintain and update CISMA website (through submission of information to CISMA webmaster) • Ensure that CISMA events are posted on CISMA website calendar • Coordinate CISMA training events • Coordinate with operations committee to maintain current information on CISMA operation activities • Identify volunteers to distribute CISMA information
Measurable	<ul style="list-style-type: none"> • Hold quarterly Outreach committee meetings • At least 1 training event per year • CISMA representation at in least 2 public events each year • CISMA website updated at least 2 times per year

Ideas for Next Months Call

1. Volunteers for CISMA update
2. Guest Presentation
3. Discussion Topics
4. Suggestions...

Florida Cooperative Invasive Species Management Area (CISMA) Monthly Call

– Hosted by the Florida Invasive Species Partnership (FISP)

participation is voluntary, we promise it will only last 1 hour, and we can guarantee that you will enjoy the conversations

4th Wednesday of Every Month at 1:30pm

Except November and December

For more information email
kserbesoffking@tnc.org

or

Go to floridainvasives.org to join up
for list serve announcements

Now **3** Ways to
Participate!

➔ **1. Online**

- Go to: <https://nethope.webex.com/nethope/j.php?ED=161250487&UID=482708092&PW=NZDRmYjdmYzdl&RT=MIMxMQ%3D%3D>
- Meeting Number: **824 138 461**
- Meeting password: **Invasive1!**

➔ **2. Phone**

- US Toll-free: **1-866-385-9623**
- Conference Code: **982 814 3230**
- Attendee ID: In WebEx prompt after logging on

Enter at any time on key pad

➔ **3. Skype**

- Skype name: **nethopeandaffiliates**
- Conference Code: **982 814 3230**

Florida Invasive Species Partnership (www.FloridaInvasives.org)