

South Platte and Metro Roundtables PEPO Work Plan

Tasks	Description
Task 1 - Committee coordination, organization, facilitation, and documentation	
Advance overall objectives described in the Basin Implementation Plan (BIP) and the Colorado Water Plan (CWP)	Compile message and check in with Roundtable membership regularly to confirm clear, consistent understanding of message. (See message as stated in the 2023/2024 PEPO Work Plan) Provide monthly progress reports to the SPBRT membership and the Executive Committee by attending monthly meetings and preparing written reports - approximately 12 hrs./month and mileage to Roundtable meetings.
Coordinate communication with Public Education Participation and Outreach (PEPO) liaisons on other Roundtables throughout Colorado.	Participate in meetings and conversations with other Roundtables. Report to Metro and South Platte Basin Roundtables. Share outreach materials and promote a common message with 'local flair'.
Coordinate with Metro and South Platte Committees.	Maintain calendar of regularly scheduled Primary and Sub-committee meetings. Post public meeting schedules on website: www.southplattebasin.com . As requested, participate in meetings and planning process to support facilitation and provide record-keeping.
Task 2 - Communication	
Develop and implement social media presence and build a social media community	Using all social media tools currently used by the Metro and South Platte Roundtables, develop a 'story' or 'identity' for PEPO (Metro & South Platte)
southplattebasin.com website hosting and maintenance.	Website development and utilization includes document management software, enhanced utility, content and analytics.
Develop press releases, articles and written inserts to be shared with identified program partners. Provide written reports to Roundtables, PEPO and CWCB	Provide written stories and announcements specific to work of the Metro and South Platte Basin Roundtables. As requested provide project updates and other reports.
TASK 3 - Outreach	

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	Leverage existing outreach network and messaging to promote the goals of the Basin Implementation Plan and the Colorado Water Plan.	Basin Implementation Plan & Colorado Water Plan Outreach, i.e. Live Like You Love It and Keep It Clean conservation and water quality messaging in areas not served by large water providers and coordinate with large water providers to ensure consistency of messaging. Continue to compile and identify on South Platte Basin map WSRF funded projects through 2024.
	Represent Roundtables at Community Events	Create displays and develop materials that are suitable for in-person and virtual events. Engage communities via social media. Provide in-person support at a variety of public events following all public health protocols. Utilize Facebook, LinkedIn, Twitter and Instagram promotional tools via subscriptions.
	Internal Roundtable Communications	Update and promote Orientation Package for new RT members, including WeCO Series, By-laws, CWP, BIP, other relevant educational/organizational materials; provide support for Roundtable Committees approximately 2 hrs. per month
TASK 4 - Project Management		
	Provide overall coordination of subcontractors and funding partners	Develop and implement annual plan, time line and format for activities.
	Administration	Ensure reporting requirements are met, maintain related financial records, collect sponsorships, fees and pay invoices, coordinate and manage all related activities as needed - approximately 4 hrs./mo.