EXHIBIT A – SCOPE OF WORK

Task	Objectives(s)	Task Description
AREA 1: Roundtable Administration		
Task 1 Membership		
	Ensure accurate and up-to-date contact list that can be used as reference by members and for distribution Support the creation or create an online portal for Roundtable members to share files and discuss relevant items (e.g., SharePoint)	Update and maintain membership list.
		Periodically reach out to all IRWM regions to be sure all are represented.
		Maintain a file sharing platform for members for members to jointly edit files.
		Maintain website, update in a timely manner, and monitor emails from stakeholders regarding website. Pass along questions to the correct Roundtable member. Website maintenance shall include a members only portion that requires a login.
Task 2 Virtual Meetings/Conference Calls		
	Keep IRWM community engaged and informed.	Schedule conference calls and virtual meetings of the Steering Committee and full membership – set up and monitor Doodle Polls. Manage the web hosting and/or conference call platform as needed.
	Give IRWM representatives information and questions to take back to their RWMG	Help develop and send out agendas and requests for topics.
	Joint problem-solving	Send out meeting invites and 'hold the dates'. Prepare for meetings. Prepare meeting agendas with input from Steering Committee Take meeting notes and distribute them to members in a timely fashion. .
Task 3 Project Management		
	Manage contract with SAWPA effectively	Complete tasks in a timely fashion based on agreed upon deadlines. Monitor contract budget and submit timely invoices to SAWPA
AREA 2: Special Projects		
Task 4 Network engagement		
	Coordinate with DWR on IRWM grant program	Schedule meetings with DWR and available ROR representatives (email and calls to line-up date, location and participants)
	Support preparation of input to DWR on PSP, Guidelines, etc. to broaden DWR perspective and thought process	Collect and compile comments and prepare letters/input documents
		Disseminate information to DWR/RoR

	Coordinate with DWR regarding IRWM policy (Strategic Plan, CWP, etc.)	Schedule meetings; collect and compile comments and prepare letters; Disseminate information Participate in conference organizing.
	Coordinate with Other Organizations	Schedule meetings with and disseminate information to other organizations (i.e. Water Bond Coalition, ACWA, CASQA, GRA, Water Foundation, Floodplain Management Assoc, Water Bond Coalition, Strategic Growth Council etc.) Periodically participate in meetings with these groups, or support Steering Committee member participation, if needed
	Promote IRWM principles and funding	Includes providing information to other groups and participating in other groups' meetings, as requested or useful Participating in crafting communications and legislation. Developing principles for and providing input on bond measures.
	Liaison with subgroups of the Roundtable membership that form ad-hoc on particular issues	Share information on subgroups (i.e. DACI, grant administration, baseline funding); participate in some meetings.
	Position Papers	Coordinate the preparation and distribution of white papers as needed, e.g., DAC, Baseline Funding. (intermittent activity historically)
	Support engagement in opportunities as they arise – to promote, extend and strengthen IRWM	Input on Water Education Foundation Layperson's Guide to IRWM. Outcomes of the DACI work effort. Explore connectivity with Groundwater Sustainability Plan development .
Task 5 IRWM Promotion		
	Coordinate communication of the Roundtable "Story of IRWM" to build support	Coordinate RoR feedback/edits to develop talking points for Roundtable members. Coordinate RoR feedback/edits to develop testimonials and one-page success stories, "Impact of IRWM" in very short but carefully worded prose or bullets, 3x5 Elevator Speeches, Promotional videos/interviews, Blogs, handouts, graphic representations of successes/processes, Award applications, etc.

		Coordinate with Steering Committee as need arises to add resources to website. Anticipate the outcomes of DACI and consider having a cataloged site with all successful grant applications to enable intentional cribbing/cut-and-paste of work plans, etc.
Task 6 Summit (periodic)		
	Opportunities for information sharing and providing information with knowledgeable speakers and panelists.) Opportunities for 'in person' networking Develop and support relationship-building and deeper engagement and commitment Enable integration of new representatives Spark new ideas	Identify ad hoc subcommittee (3 – 5 people) to serve as Summit Planning Team and coordinate summit implementation with them. Help develop focus of summit (via email and virtual or phone conversations with subcommittee) Support determination of date (can be circular in early stages as location is identified and availability determines) Support identification of location (talking with agencies, find a meeting room, develop location and parking info to share) Support development of list of invitees (e.g., State agency staff, other organizations) Work with planning team to develop agenda Delegate logistics Distribute invite with Draft Agenda Collect RSVPs and respond to questions Attend summit Capture notes, finalize notes, share notes

Task 7 Survey (periodic)		
	Develop materials to support interactions with DWR and other state agencies Inform the ROR as to the various attributes, opinions, functioning, needs of its' members Support strategic action with documented supporting data	With feedback from RoR, develop survey forms – coordinate review with ad hoc survey subcommittee. Prepare final survey by coordinating any edits from Roundtable. Distribute survey using online electronic survey format (support establishment of deadline, follow up with respondents to submit responses) Process input (compile feedback in spreadsheet and/or charts; compile comments) Analyze data for review by subcommittee Prepare reports and summaries Distribute findings to various outside entities