

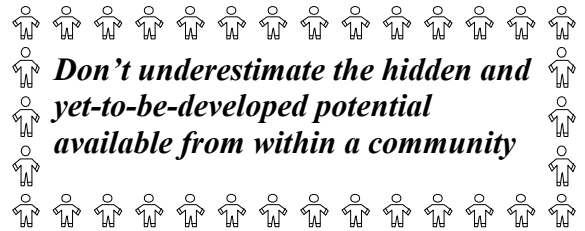


Small Community Wastewater Systems: Task Force Worksheet

Gaining community endorsement is the key to success for any change in a community. Community-wide participation is a valuable resource that must be channeled in order to optimize its benefits, and obtain long-term success. Organizing a group of people for a task force or steering committee to address a specific issue can successfully guide a community through the process while obtaining the needed community support. A task force's objective is to gather relevant data and research all options to provide every affected person with information and to delegate responsibilities. It is the central aspect of an organizational method aimed at helping communities make sound decisions. Perhaps their most important role is to communicate with the entire community during the process.

A task force is designed so that everyone can participate equally while giving only the amount of time and devotion he/she can/wants to commit. Just because some members of the community cannot or choose not to be an integral part of this process does not mean that their opinion does not matter.

Some members of the task force may be *ad hoc* (per issue), while others may be permanent members. Members of the task force include community members whose interest and/or knowledge qualifies them to perform tasks necessary in order to take the next step in the process. Between the task force and the steering committee (to be formed later), you aim to have a group of people that can discuss a wide variety of matters with a certain level of precision and a variety of perspectives.



Members could include:

- Citizen(s) with a strong interest in management and funding of sewage treatment

- Citizen(s) with a strong interest in controlling the costs of sewage treatment

- Citizens with sewage related problems in the affected areas

- Citizens without sewage related problems in the affected areas

- A responsible member of the local media (or with experience in factual reporting)

- Citizen(s) with varied expertise in: Project Management _____

Finance _____

Communications _____

Legal Issues _____

- An active or retired professional(s) with sewage treatment, engineering, or contracting experience from the community who will NOT be involved as a future contractor at any stage of the Project (usually an ex-officio member, with no voting rights)
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- Elected official(s) such as City Council member, Township Supervisor or County Commissioner
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- Person(s) working in the regulation of sewage (County, State)
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*Note: The inclusion of county or state officials is not imperative, but they can often represent significant opportunities for connections and assistance in the future.

- Other roles identified by the team members
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