

# Steps of Organizing a Watershed Association

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1. Hold a Community Meeting
  - Sign in sheet is the start of mailing list
  - Define the term watershed
  - Success stories of watershed associations
  - List citizens' concerns or issues
  - Work issues toward creating a vision for the watershed
  - Create stakeholders list to include in mailing list
  - Get a commitment to organize
  - Set goals for next meeting
  
2. Second Meeting
  - Use notes from first meeting to create a mission statement (spend some time on this)
  - Discussion about board of directors and officers
  - Brainstorming bylaws topics and committee needs
  - Form a bylaws committee set date for meeting
  - Brainstorm agenda ideas for next meeting
  - Set date and time for next meeting
  
3. Third Meeting
  - Finalize and adopt mission statement
  - Review and comment on bylaws
  - Make decision on adopting bylaws or committee meeting again
  - Election of Board and Executive Committee / interim or permanent
  - Review issues and prioritize project (time permitting)
  - Set time and date for next meeting
  
4. Forth Meeting
  - Executive Committee sets the agenda
  - Special presentation from resource person on topic of interest - optional
  - Discussion on project planning / formation of committees
  - Examples:*
    - Stream Restoration
    - Finance
    - Fundraising
    - Outreach
  - Discussion about incorporating or using an administrative conduit
  - Set time and date for next meeting

## **Overall tips:**

Invite stakeholders to meetings

Take advantage of the skills within the group – let people work within their niche

Ask resource people to help / informational presentations are a great way to get people out

## **Incorporating Steps:**

Complete Article of Incorporation – template available Stream Partners 1-800-556-8181

Complete forms from Secretary of State – fee involved

Receive Incorporation status from WV Secretary of State

Complete IRS Form SS4 – application for Employer ID number

Complete IRS Form 8718 – user fee (file as a new organization, fee is \$150)

Complete IRS Form 1023 – application for non-profit status

Packet available through West Virginia Stream Partners Program 1-800-556-8181