This description represents the major duties, responsibilities but it is not intended to be a complete list of all tasks and functions. Specific duties related to use of HWISE data and collaboration are outlined in the Guidelines and Principles document. Activities and responsibilities will evolve with the RCN over the next few years.

Executive Committee
The Executive Committee vis comprised of the PIs for the NSF-funded Research Coordination Network (RCN): Wendy Jepson, Justin Stoler, Amber Wutich, and Sera Young. The Executive Committee is responsible for administrative and financial stewardship of RCN resources to advance the mission of the RCN. Based on existing research related to communities of practice, several internal factors, such as level of participation, mutual trust, and institutional support, along with the level of personal involvement in dyadic, sub-group, and collective member interaction are critical for network development. The Executive Committee aims to integrate these factors into RCN activities and processes whenever possible. The Executive Committee will also lead the community to develop norms and expectations to increase mutual trust within the collaborative culture and community of practice we are trying to develop.

Program Coordinator
The RCN Program Coordinator (50% FTE) will support all aspects of the RCN administration. The essential duties include: (1) Plans and implements program events such as conferences, seminars, lectures, meetings and workshops; (2) Assist in preparation and monitoring of budgets for programs and events; (3) Responds to inquiries regarding program offerings; (4) Coordinates program communications and marketing; (5) Compiles program statistics; (6) Maintains program records and databases; (7) Assists in identifying funding opportunities; (8) Plans and implements programs and assists in their evaluation. The RCN Program Coordinator position will evolve with network needs, and his or her role may include data management.

Steering Committee
The Executive Committee has recruited a Steering Committee, composed of approximately twelve additional members (the Executive Committee will serve as *ex officio* members of the Steering Committee). We strive for diverse representation on the Steering Committee by recruiting individuals across academic disciplines, geographic locations, personal backgrounds and identities, and career stages. This diversity will support the mission and ongoing initiatives of the HWISE project by promoting a holistic narrative surrounding water insecurity, and serving as a consultative body for RCN activities. The Steering Committee role is to support the HWISE community through advice, guidance, and participation in the community activities. The Steering Committee will be posted on the HWISE RCN web site, and membership will be revisited every three years.

All Steering Committee members are responsible for **promoting the RCN, as well as recruiting, and actively engaging researchers, scholars, and practitioners**. HWISE activities will be publicized on the RCN web site, at professional conferences, and through institutional networks. The Steering Committee will thus supervise a continuous recruitment planning process. Steering Committee members were selected, in part, with consideration of aligning existing networks with the RCN and thereby producing synergies for participant interaction and recruitment.

In recognition of participation and commitment to the RCN, Steering Committee members will be provided resources to attend one of the three NSF-funded major workshops during the NSF-funded period (2018-2023) as noted in the original proposal.

Working Groups
We envision that the PIs will convene working groups for the project period. These working groups will communicate via video and audio conferences as needed during the project duration. Working groups are designed to monitor progress and strategically plan benchmarks and assess progress in key areas: (1) Data Infrastructure and Methods (Chair, Stoler); (2) Policy and Outreach (Chair, Wutich); (3) Assessment (Chair, Jepson); (4) Education (Chair, Young). The Steering Committee may convene *ad hoc* committees as needed.

HWISE Associates
The HWISE Network is a network of scholars, students, and practitioners who are engaged in activities that related to water insecurity challenges at the household and community scales. HWISE Associates are integral to building a community of practice. We hope that operating within a community of practice opens access to information, advice, and collaborative problem-solving that increases participants' ability to identify new research and training opportunities that help advance the pursuit of global water security.

Many scholars have participated in research activities related to HWISE in various workshops or thorough data collection. With the development of this community of practice into an RCN, we will not assume all want to continue his or her relationship with the network. Therefore, we will provide opportunities for past participants to affirm inclusion into the HWISE RCN and to be added to the website.

HWISE Associates may request access to the HWISE data set and will receive information about HWISE RCN activities. At times, the RCN will also provide opportunities for Associates to apply for financial support toward participation in network activities. Use of any HWISE data, or participation in any HWISE RCN-sponsored activity, explicitly means that Associates agree to abide by the guidelines and principles.

Graduate Students
HWISE PIs are committed to recruit and train the next generation of students to develop the knowledge, skills and values necessary to lead innovation and problem solving for future water

security challenges. Therefore, graduate training and mentorship are central to realize those goals. We will offer opportunities to apply for financial support to attend workshops, create space to develop mentorship opportunities, and highlight their contributions to the community on the website and in other venues. The RCN will also reserve a seat on the Steering Committee for a graduate student representative.