



Environmental Educators of North Carolina
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Duties for Elected EENC Board of Directors

EENC Board of Directors meet in person four Saturdays per year, including a weekend board retreat in January; each meeting is held in a different location across the state. The Board also has monthly conference calls. The following duties of the Executive Council and Committee Chairs shall include but may not be limited to:

Executive Council

The President shall be a spokesperson and representative of EENC; be accountable for the organization's commitments; have final approval over expenditure of organizational funds; plan and preside over Board of Directors meetings and Board retreats; set the annual agenda; make temporary appointments in emergency situations to fill vacated Board positions; establish special committees and appoint chairs of said committees, as deemed necessary to further the goals and objectives of EENC. The President leads the Personnel Committee and maintains consistent communication and support with the Executive Director. The President will also co-chair the annual Conference Committee in tandem with the Conference Co-Chairs and Section Chair of the conference location.

The President shall serve as the EENC representative on the North Carolina Environmental Education Certification Committee. The President shall be or become (at the expense of EENC) a professional member of NAAEE and shall serve as one of two EENC official affiliate liaisons to the North American Association for Environmental Education (NAAEE). The President will also work with the President-Elect and Past-President to develop and conduct a leadership training program as deemed appropriate by the President.

The President will work with outgoing Board members to prepare new Board members to assume leadership roles with EENC. Finally, as one of their last duties, the President shall oversee the production and update of a Board manual for all incoming Board members.

The President spends, on average, 35 hours per month completing their duties, not including board meetings. This time will increase in weeks leading up to the annual conference.

The President-Elect shall substitute for the President when necessary; provide support to Section Coordinators; train to be President; work with the Treasurer to prepare and propose the budget for their upcoming Presidential term; work with the Board Development Committee in soliciting nominations for Board of Directors' positions; work with the President and Past-President to develop and conduct a leadership training program as deemed appropriate by the President. The President-Elect also serves on the Personnel Committee. This position begins a three-year succession from President-Elect, to President, to Immediate Past-President on the Board of Directors.

The President-Elect spends, on average, 16 hours per month completing their duties, not including board meetings.

A person considering the role of President-Elect should have a strong desire to take a leadership role for environmental education at the state and national level. They should have excellent

communication skills and an encouraging leader who is able to keep moving the board committees forward on projects.

The Past-President shall, in the absence of the President and President-Elect; substitute for the President when necessary; advise the Board of Directors; chair the Board Development Committee; act as parliamentarian at Board meetings; and work with President and President-Elect to develop and conduct a leadership training program as deemed appropriate by the President. Additionally, the Past-President shall prepare an official Annual Report that highlights EENC's accomplishments and activities in the past year, to be submitted to the Board within the first quarter of their term. The Past-President also serves on the Personnel Committee.

The Past-President spends, on average, 18 hours per month completing their duties, not including board meetings.

The Secretary shall take minutes at all Board of Directors' meetings; provide the EENC Board with a copy of the minutes within 30 days following each meeting; maintain the list of all EENC Board of Directors' names and addresses; maintain EENC's historical record; and maintain a record of official board correspondence. The Secretary will also maintain the EENC Board online storage as a repository for documents and workspaces. The Secretary serves a minimum of a two (2) year term.

The Secretary spends, on average, 8 hours per month completing their duties, not including board meetings. A person seeking the Secretary role should be detail-oriented and able to create concise minutes from all Board meetings. The Secretary is a key position on the Board and the candidate must be able to travel to all of the in-person board meetings. Word processing skills are a must. The Secretary role is a good introductory role for a person interested in learning about the operation of the EENC Board and interested in more involvement in the future.

The Treasurer shall maintain all financial records so that at all times they may be open to inspection by EENC members; submit reports to the Internal Revenue Service (IRS) as necessary; work with the Executive Director and bookkeeper to manage the operating budget and payroll; oversell receipt and expenditure of funds; consult with the President-Elect on the proposed budget; and serve on the Resource Development Committee. The Treasurer shall file a report at each board meeting of the status of the funds. The Treasurer will chair the Finance Committee and consult with them as needed. The Treasurer serves a minimum of a two (2) year term.

The Treasurer spends, on average, 15 hours per month completing their duties, not including board meetings. A candidate for Treasurer should be highly organized and able to manage a budget. They should be comfortable with using a variety of computer software programs including Excel and QuickBooks. The Treasurer is not alone, and an ad hoc Finance Committee, composed of past EENC treasurers, is available for assistance.

Committee Chairs

The Communications Chair is responsible for recruiting communications committee members; ensuring that their committee fully completes assigned tasks; and representing their committee on the Board of Directors. The Communications Chair serves a minimum of a one (1) year term.

The Communications Committee is responsible for publishing a newsletter; publicizing EENC events and activities to members and the general public through physical, written, and electronic means including: news releases, website(s), social media, etc.; soliciting announcements and news from the membership on a regular basis; working with other committees on special publications as directed by the Board; and developing, updating, printing, and distributing, surveys, brochures,

pamphlets, and special publications as necessary.

The Communications Chair spends, on average, 18 hours per month completing their duties, not including board meetings.

The Education Chair is responsible for recruiting education committee members; ensuring that their committee fully completes assigned tasks; and representing their committee on the Board of Directors. The Education Chair serves a minimum of a one (1) year term.

The Education Committee is responsible for assisting the President-Elect in organizing and conducting the Annual Conference, especially in relation to the research symposium and scholarships; assisting and supporting the Section Coordinators in developing and coordinating regional environmental education activities; and assisting the Board to evaluate environmental education materials, programs, and activities.

The Education Chair spends, on average, 10 hours per month completing their duties, not including board meetings.

The Membership Chair is responsible for recruiting membership committee members; ensuring that their committee fully completes assigned tasks; and representing their committee on the Board of Directors. The Membership Chair serves a minimum of a one (1) year term.

The Membership Committee is responsible for coordinating statewide membership drives; conducting re-recruitment campaigns targeting inactive members; and managing the membership database. The Membership Committee assists the Section Coordinators with implementing membership development strategies and manages the annual awards program, with awards presented during the annual conference.

The Membership Chair spends, on average, 8 hours per month completing their duties, not including board meetings.

The Partnership Chair is responsible for recruiting partnership committee members; ensuring that their committee fully completes assigned tasks; and representing their committee on the Board of Directors. The Partnership Chair serves a minimum of a one (1) year term.

The Partnership Committee is responsible for representing EENC in joint ventures, coalitions and partnerships, which are beneficial to the mission and vision of EENC; seeks new partnerships and networks with other environmental organizations and the business community and act as a liaison with other organizations regarding environmental education events and activities in North Carolina.

The Partnership Chair spends, on average, 9 hours per month completing their duties, not including board meetings.

The Policy Chair is responsible for recruiting policy committee members; ensuring that their committee fully completes assigned tasks; and representing their committee on the Board of Directors. The Policy Chair shall be or become (at the expense of EENC) a professional member of the North American Association of Environmental Educators and participate in the Advocacy Group. The Policy Chair serves a minimum of a one (1) year term.

The Policy Committee ensures policies and procedures are being followed; makes and compiles recommendations to the Board regarding revisions to the bylaws, policy manual, and related documents; and monitors government activities and makes recommendations to the Board regarding appropriate local, state and national environmental education legislation and activities.

The Policy Chair spends, on average, 4 hours per month completing their duties, not including board meetings.

The Resource Development Chair is responsible for recruiting resource development committee members; ensuring that their committee fully completes assigned tasks; and representing their committee on the Board of Directors. The Resource Development Chair serves a minimum of a one (1) year term.

The Resource Development Committee works closely with the Executive Director to research, recommend, and implement fundraising strategies; investigates grant possibilities and writes proposals/applications; investigates corporate sponsorships and reports recommendations; and coordinates fundraising endeavors such as the auctions at the annual Conference, merchandise sales, and funding partnerships, etc.

The Resource Development Chair spends, on average, 15 hours per month completing their duties, not including board meetings.

Conference Co-Chairs assist the President and Section Chairs in planning the annual conference, mini-conference and other larger events. The Co-Chairs are responsible for conference logistics and details including programming (sessions, field trips, workshops, etc.), scheduling, catering, registration, scholarships, promotion, evaluations, and other logistics. These duties will be divided between the Conference Co-Chair Lead and Support. This position serves a minimum of a two (2) year term with a succession from Support to Lead.

The Conference Co-Chairs spends, on average, 20 hours per month completing their duties, not including board meetings.

Section Chairs

Section Coordinators (4) will provide support to the Eastern, Central, Piedmont, and Western Sections of North Carolina. Section Chairs shall: reside in the section they represent; represent the needs and interests of the members residing in their section at all Board of Directors' meetings; coordinate and publicize environmental education events within their section; serve as an official representative of EENC at other meetings and events in their section that are of vital interest to EENC; and serve a minimum of a one (1) year term.

The Section Coordinator spends, on average, 15 hours per month completing their duties, not including board meetings.

The **Eastern Section** includes Beaufort, Bertie, Bladen, Brunswick, Camden, Carteret, Chowan, Columbus, Craven, Cumberland, Currituck, Dare, Duplin, Gates, Greene, Hertford, Hyde, Jones, Lenoir, Martin, New Hanover, Onslow, Pamlico, Pasquotank, Pender, Perquimans, Pitt, Robeson, Sampson, Tyrrell, Washington and Wayne counties.

The **Central Section** includes Chatham, Durham, Edgecombe, Franklin, Granville, Halifax, Harnett, Hoke, Johnston, Lee, Moore, Nash, North Hampton, Orange, Person, Richmond, Scotland, Vance, Wake, Warren and Wilson counties.

The **Piedmont Section** includes Alamance, Anson, Cabarrus, Caswell, Cleveland, Davidson, Davie, Gaston, Forsyth, Guilford, Iredell, Lincoln, Mecklenburg, Montgomery, Randolph, Rockingham, Rowan, Stanly, Stokes, Union, and Yadkin counties.

The **Western Section** includes Alexander, Alleghany, Ashe, Avery, Buncombe, Burke, Caldwell, Catawba, Cherokee, Clay, Graham, Haywood, Henderson, Jackson, Macon, Madison, McDowell, Mitchell, Polk, Rutherford, Surry, Swain, Transylvania, Watauga, Wilkes, and Yancey counties.