



Arkansas Environmental Education Association

BOARD OF DIRECTORS RESPONSIBILITIES AND AGREEMENT DOCUMENT

The Arkansas Environmental Education Association is a professional development and networking organization whose goal is to promote environmental education and support the work of environmental educators in the state of Arkansas. As a statewide non-profit, AEEA works with educators, students, businesses, government agencies, organizations, and the general public to promote programs, provide professional development, and increase the capacity of environmental education in Arkansas.

AEEA is the only statewide network of environmental educators. It is the state affiliate of the North American Association for Environmental Education. By promoting EE we have a more environmentally literate public which provides a better understanding of how we keep Arkansas the Natural State.

AEEA is a small organization with a working Board of Directors. Board service is a commitment of your time, energy, and expertise. Board members must be members of AEEA and believe in the mission of the organization, but Board members do not have to be practitioners of environmental education. Board members can bring a variety of other skills and expertise to the organization.

Key qualities of an engaged and successful Board member:

- ~ Ability to: listen, analyze, think clearly and creatively, work well with people individually and in a group.
- ~ Willingness to: prepare for and attend board and committee meetings, ask questions, take responsibility and follow through on a given assignment, contribute personal resources in a generous way according to circumstances, open doors in the community, evaluate oneself.
- ~ Skills and experience to: cultivate and solicit funds, cultivate and recruit board members and other volunteers, read and understand financial statements, and learn more about the programs of AEEA.
- ~ Possession of: honesty; sensitivity to and tolerance for differing views; a friendly, responsive, and patient approach to community-building skills; personal integrity; a developed sense of values; concern for AEEA's organizational development; and a sense of humor.

EXPECTATIONS AND RESPONSIBILITIES OF A BOARD MEMBER

Serve the Organization

- Participate in creating short and long term goals that further the organization's mission.
- Maintain current AEEA membership dues.
- Engage in AEEA sponsored events by planning, attending, executing, and evaluating outcomes.
- Enhance the organization's public image and inform others about the organization.
- Maintain the confidentiality of sensitive organizational information as well as membership information.
- Oversee, support, and review the work of the executive director.
- Determine and monitor the organization's programs and services.

Serve the Board

- Attendance at monthly video calls and quarterly in-person meetings is expected. Failure to attend three consecutive Board meetings can be considered cause for removal from the Board.
- Attend annual Board retreat held in January or February each year. The Board retreat is the first quarter in-person meeting.
- Be informed about AEEA's bylaws, policies, history, mission, programs, and services.
- Build the organization through active participation in Board meetings by providing ideas, information, and assessment.
- Be a mentor to new Board Members, committee chairs, and committee members.
- Keep up-to-date on developments in the organization's field.
- Excuse yourself from a vote whenever there is a conflict of interest.
- Suggest possible board nominees who can make significant contributions to the work of the board and the organization.
- Assist the board in carrying out its fiduciary responsibilities, such as reviewing the organization's annual financial statements.

Serve the Committees

- Serve on committees or task forces and offer to take on special assignments.
- Communicate board vision to committees.
- Draft and report committee updates to the Board.

Serve the Members

- Support the AEEA vision and mission and communicate them to members.
- Consider member needs in making decisions.
- Be available to members.

AGREEMENT TO SERVE THE ARKANSAS ENVIRONMENTAL EDUCATION ASSOCIATION AS A MEMBER OF THE BOARD OF DIRECTORS

Year: 2021

As a member of the Board of Directors of the Arkansas Environmental Association (AEEA), I commit to serving the organization during my term in the ways outlined in the Board Responsibilities and Agreement Document, to commit time and energy to AEEA and its members, and to do whatever I can to continue the positive growth of the organization.

In return, I expect to be treated with respect and grow in skills.

If I am unable to meet my commitments, I pledge to resign from the board. I understand that failure to pay membership dues within 30 days of due date, or failure to attend three consecutive Board meetings is cause for my resignation from the Board. I acknowledge that failure on my part to resign in light of unmet commitments may result in my removal, and I understand that such removal is not a personal matter but for the good of AEEA.

PRINTED NAME _____

SIGNED _____

DATE _____