



Arkansas Environmental Education Association

BOARD OF DIRECTORS RESPONSIBILITIES AND EXPECTATIONS

The Arkansas Environmental Education Association is a professional development and networking organization whose goal is to promote environmental education (EE) 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 and supporters in Arkansas. It is the state affiliate of the North American Association for Environmental Education and the Arkansas Host Institution for Project WET. 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. The Board's purpose is to establish policies, procedures and regulations for the governance of AEEA; to raise funds to finance the organization and its programs; actively participate in the functions of the organization; and to monitor the organization's performance. 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. AEEA strives to build and maintain a Board of Directors that represents a diverse variety of skills, perspectives, and experiences.

Responsibilities and Duties of the Board of Directors:

- To represent AEEA in a responsible and positive manner at professional events, functions, and community activities, etc.
- Establish policies and procedures for administering the program and services that are in harmony with the mission of the AEEA.
- Ensure the financial affairs of AEEA are conducted in a responsible manner in accordance with established policies and by-laws.
- Identify sources, utilize resources and work with donors to secure funding and partnerships that help to finance the organization and its programs.

Specific Duties and Expectations of a Member of the Board of Directors:

- Attend Board meetings regularly. This includes video calls, in-person meetings, and the annual Board retreat. Board meetings might be held during office hours, after hours, or on weekends. Failure to attend three consecutive regularly scheduled Board meetings can be considered cause for removal from the Board.
- Engage in AEEA sponsored events through planning, attending, executing, or evaluation.
- Serve on at least one action team or offer to take on special assignments.
- Serve as an advocate for AEEA throughout the state.
- Maintain the confidentiality of sensitive organizational information as well as membership information.
- Oversee, support, and review the work of the executive director.
- Evaluate the organization's programs and services.
- Be informed about AEEA's bylaws, policies, history, mission, programs, and services.
- Be informed about AEEA's status as an affiliate of the North American Association for Environmental Education (NAAEE) and Host Institution for Arkansas Project WET.
- Take the appropriate time to become well informed on all Board meeting agenda items.
- 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 monthly, quarterly, and annual financial statements.
- Take initiative in informing the organization about opportunities for funding or program developments.
- Maintain current AEEA membership dues.