



Environmental Educators of North Carolina
P.O. Box 4904
Chapel Hill, NC 27515-4904
www.eenc.org

Duties for Elected EENC Officers and Committee Chairs

The duties of Executive Officers in EENC shall include but not be limited to:

The President shall be the official spokesperson and official representative of EENC; be accountable for the organization's commitments; have final approval over expenditure of organizational funds; preside over Board of Directors meetings and Board retreats; set annual agenda; make temporary appointments in emergency situations to fill vacated Board positions that hold true until the next Board of Directors meeting; establish special committees, and appoint chairs of said committees, as deemed necessary to further the goals and objectives of EENC. The President will also co-chair the annual Conference Committee in tandem with the 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 their own expense) a professional, retired, or life 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 shall submit an official Board Report detailing actions and communication to the Secretary before each Board meeting.

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, 8-10 hours a week completing their duties. This time will increase in weeks leading up to the annual conference. Other time includes 20-26 hours at, and preparing for, Board meetings (usually one per quarter) and 7-10 days at the EENC and NAAEE conferences (usually September-October, time includes travel and participation).

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 will also assist with conference planning by focusing on fundraising with Resource Development Chair. The President-Elect shall submit an official Board Report detailing actions and communication to the Secretary before each Board meeting. 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 approximately five hours a week completing their duties with 20-40 hours a week spent prior to the annual conference. Other time includes 18-24 hours at Board meetings (usually one per quarter) and 7-10 days at the EENC and NAAEE conferences (usually September-October, time includes travel and participation).



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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. It is not a requirement to have served on the EENC board previously, but a familiarity with EENC is important.

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, serve as an advisor on Partnership and Conference Committees, work with President and President-Elect to develop and conduct a leadership training program as deemed appropriate by the President. The Immediate Past-President shall submit an official Board Report detailing actions and communication to the Secretary before each Board meeting.

Finally, 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.

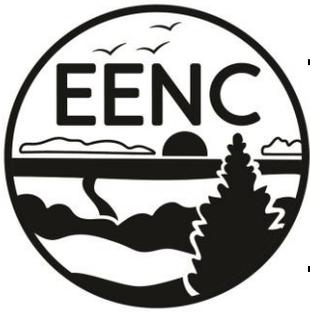
The Past-President spends approximately ten hours a month completing their duties. An average of an additional 40 hours are spent preparing the Annual Report. Other time includes 18-24 hours at Board meetings (usually one per quarter) and 2-4 days at the EENC conference (usually September, time includes travel and participation).

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 business addresses; maintain EENC's historical record; and maintain a record of official board correspondence. The Secretary will also maintain the EENC Board Google Site as a repository for documents and workspaces. The Secretary serves a minimum of a two (2) year term.

The Secretary spends approximately five hours a month completing their duties. Other time includes 18-24 hours at Board meetings (usually one per quarter) and 2-4 days at the EENC conference (usually September, time includes travel and participation).

A person seeking the Secretary role should be detailed 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 a majority of 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; be custodian of the operating budget of EENC and oversee 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 and will give a written copy of the report to



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the Secretary at the beginning or prior to the Board meeting. 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 approximately 6-8 hour per month completing their duties. An additional 25 hours are required to complete the tax return in early spring. Other time includes 18-24 hours at Board meetings (usually one per quarter) and 2-4 days at the EENC conference (usually September, time includes travel and participation).

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 want to learn to use Google Wallet. The Treasurer is not alone, and an ad hoc Finance Committee, composed of past EENC treasurers, is available for assistance.

Committee Chair Duties

The duties of Committee Chairs / Committees shall include but not be limited to:

The Communications Chair is responsible for recruiting communications committee members; ensuring that their committee fully completes assigned tasks; representing their committee on the Board of Directors; providing a written committee report to the Secretary electronically before each Board Meeting. The Communications Chair may appoint a Co-chair to assist with the duties of the Chair when necessary. The Communications Chair serves a minimum of a one (1) year term.

The Communications Committee is responsible for publishing a quarterly newsletter; publicizing EENC events and activities to members and the general public through physical, written and electronic means including: displays in cooperation with the Education Committee, news releases, website(s), 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 Committee spends an average of 15 hours a month on various communications tasks, updating the website and answering questions with more work occurring prior to conference. An additional 40 hours a quarter is spent on compiling, editing, and formatting the newsletter. In addition to any hours dedicated to the duties of the committee, the Communications Chair spends approximately 18-24 hours at Board meetings (usually one per quarter) and 2-4 days at the EENC conference (usually September, time includes travel and participation).

In 2012, the Communications Committee has been co-chaired, which worked well. One chair focused on the web site and looked at ways to move us more to a digital platform for communications. The other chair worked on newsletters and collecting stories that highlight the great work of EENC members. Moving forward, Co-Chairs for Communication is an excellent way to manage the communication efforts of the organization.



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The Education Chair is responsible for recruiting education committee members; ensuring that their committee fully completes assigned tasks; representing their committee on the Board of Directors; providing a written committee report to the Secretary in advance of each Board Meeting. The Education Chair may appoint a Co-chair to assist with the duties of the Chair when necessary. 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 scholarships; assisting and supporting the Section Coordinators in developing and coordinating regional environmental education activities; coordinating the distribution of the exhibit(s) to EENC members for public display across the State; and assisting the Board to evaluate environmental education materials, programs, and activities.

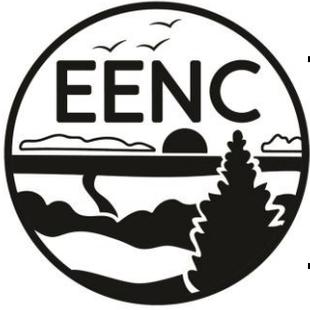
The Education Committee spends approximately 5-15 hours a month to complete their duties. In addition to any hours dedicated to the duties of the committee, the Education Chair spends approximately 18-24 hours at Board meetings (usually one per quarter) and 2-4 days at the EENC conference (usually September, time includes travel and participation).

The Membership Chair is responsible for recruiting membership committee members; ensuring that their committee fully completes assigned tasks; representing their committee on the Board of Directors; providing a written committee report to the Secretary in advance of each Board Meeting. The Membership Chair may appoint a Co-chair to assist with the duties of the Chair when necessary. 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; distributing new member packets. The Membership Chair updates and manages the official current membership roster, provides the Board of Directors with updated copies of current membership roster as requested, and supplies mailing labels as needed for mailings to the membership. The Membership Committee assists the Section Coordinators with implementing membership development strategies and manages an awards program for members engaged in environmental education, with awards presented during the annual conference.

The Membership Chair spends approximately 10-20 hours a month on maintaining the membership database. The committee spends an additional 20-25 hours quarterly on member recruitment, mailings, and benefits. In addition to any hours dedicated to the duties of the committee, the Membership Chair spends approximately 18-24 hours at Board meetings (usually one per quarter) and 2-4 days at the EENC conference (usually September, time includes travel and participation).

The Membership Committee has been co-chaired for a couple of years, and it is a great way to split the duties and efforts to keep track and connected with 200+ members across the state, as well as grow the membership at all levels.



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The Partnership Chair is responsible for recruiting partnership committee members; ensuring that their committee fully completes assigned tasks; representing their committee on the Board of Directors; providing a written committee report to the Secretary at, or electronically in advance, of each Board Meeting. The Partnership Chair may appoint a Co-chair to assume the duties of the Chair when necessary. The Partnership Chair serves a minimum of a one (1) year term.

The Partnership Committee is responsible for representing EENC in all joint ventures, coalitions and partnerships which are beneficial to the mission and vision of EENC. The Committee seeks new partnerships, which will ultimately fulfill the goals of EENC including multi-cultural diversity, networking 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 Committee spends approximately 5-10 hours a month to complete their duties. In addition to any hours dedicated to the duties of the committee, the Partnership Chair spends approximately 18-24 hours at Board meetings (usually one per quarter) and 2-4 days at the EENC conference (usually September, time includes travel and participation).

The Partnership Chair has the opportunity to reach out to organizations within North Carolina, as well as regionally. In 2014, the Partnership Chair will play a key role in bringing together groups across the Southeast for the Southeast EE Alliance Conference being held in North Carolina.

The Policy Chair is responsible for recruiting policy committee members; ensuring that their committee fully completes assigned tasks; representing their committee on the Board of Directors; providing a written committee report to the Secretary electronically in advance of each Board Meeting. The Policy Chair may appoint a Co-chair to assist with the duties of the Chair when necessary. The Policy Chair shall be or become (at their own expense) a professional, retired, or life member of NAAEE and shall serve as one of two EENC official affiliate liaisons to the North American Association for Environmental Education (NAAEE). The Policy Chair serves a minimum of a one (1) year term.

The Policy Committee monitors government activities, makes recommendations to the Board regarding appropriate local, state and national environmental education legislation and activities; makes recommendations to the Board regarding revisions to bylaws and compile the recommendations of all Board members for official bylaws revisions.

The Policy Committee spends approximately 10-15 hours a month to complete their duties. In addition to any hours dedicated to the duties of the committee, the Policy Chair spends approximately 18-24 hours at Board meetings (usually one per quarter) and 2-4 days at the EENC conference (usually September, time includes travel and participation).



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The Resource Development Chair is responsible for recruiting resource development committee members; ensuring that their committee fully completes assigned tasks; representing their committee on the Board of Directors; providing a written committee report to the Secretary electronically in advance of each Board Meeting. The Resource Development Chair may appoint a Co-chair to assist with the duties of the Chair when necessary. This position serves a minimum of a one (1) year term.

The Resource Development Committee researches, recommends, and implements fund-raising strategies for the Board of Directors, investigates grant possibilities and writes proposals/applications as directed by the Board, investigates corporate sponsorships and reports recommendations to the Board; coordinates/conducts fund-raising endeavors such as: “silent auction” at the annual Conference, t-shirt sales, philanthropy/funding partnerships, etc; and assists the Section Coordinators in statewide fund-raising events.

The Resource Development Committee spends approximately 5-15 hours a month to complete their duties. In addition to any hours dedicated to the duties of the committee, the Resource Development Chair spends approximately 18-24 hours at Board meetings (usually one per quarter) and 2-4 days at the EENC conference (usually September, time includes travel and participation).

The duties of **Section Coordinators** in EENC shall include but not be limited to:

Three (3) Section Coordinators will provide support to the Eastern, Central and Western Sections of North Carolina respectively. Section Coordinators 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; act as a liaison between the Board of Directors and the Education Committee; coordinate and publicize three environmental education events each year 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. The Section Coordinator will Co-Chair the Conference planning Committee when the conference is held in their section. Section Coordinators serve a minimum of a one (1) year term.

Section Coordinators spend approximately 5 hours a month completing their duties with an additional 20 hours spent on each section event. Other time includes spends approximately 18-24 hours at Board meetings (usually one per quarter) and 2-4 days at the EENC conference (usually October, time includes travel and participation).

Section Chairs have the opportunity to highlight outstanding EE programs in their section through the EENC newsletter, web site, and Facebook page. Section Chairs are will also work directly with the President to host the conference when it comes to their section (2014 – Central and SEEA Regional Conference, 2015 – Eastern, 2016 – Western).

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.



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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.