

VAEE Board Position Descriptions

All Board positions are voting members unless otherwise noted.

All Board positions and committees list basic responsibilities. Other duties may be volunteered or assigned.

RESPONSIBILITIES OF ALL VAEE BOARD MEMBERS:

- Support and share VAEE's mission and values to the community
- Represent the interests of VAEE and its members, and act as a spokesperson on the behalf of VAEE and its members
- Work to understand VAEE's members' and partners' needs and values, speak out for their interests, and hold VAEE accountable on their behalf
- Stay informed about VAEE current events, initiatives, and projects
- Ask questions and request information
- Participate in and take responsibility for making decisions on issues, policies, and other matters
- Make a commitment to attend 75% of the Board of Directors meetings and, if applicable, any committee meetings. Board members will notify the Chair if they are unable to attend a meeting. Board members will provide a Board Report and any related materials at least one week *prior* to the start of the meeting.
- Volunteer to serve on ad hoc teams as opportunities arise
- Make an annual financial contribution to VAEE at a personally meaningful level
- Participate in VAEE fundraising activities, including assisting with the annual fund drive and regional fundraising events and helping to identify potential donors and sponsors for VAEE programs and events
- Excuse themselves from discussions and votes where they have a conflict of interest
- Work in good faith with staff, volunteers, and other Board members as partners toward the achievement of VAEE's goals

Board Chair Elect

- The Chair-Elect shall substitute for the Chair when necessary
- Provide Support to Section/Regional teams
- Train to be chair
- Work with the Treasurer to prepare and propose the budget for their upcoming term as Chair
- Work with the Board Development Committee in soliciting nominations for the Board of Directors position.
- Work with Chair and Past Chair to develop and conduct a leadership training program for the board of directors (i.e. retreats, onboarding, etc)
- Assist with conference planning by focusing on volunteer management during the conference.
- Assist Conference Co-Chairs with selecting a location for the following year's conference
- Submit an official Board Report detailing actions and communications to the Secretary every quarter

This position begins a three-year succession from Chair Elect, to Chair, to Past Chair on the Board of Directors.

Estimated Hours Per Month: 10-15

Board Chair

- The Chair shall be the official spokesperson and official representative of VAEE
- Presides at all VAEE Board Meetings and retreats.
- Has final approval over the expenditure of organizational funds
- Sets annual strategic agenda
- Makes temporary appointments in emergency situations to fill vacated Board positions that hold true until the next Board of Directors Meeting
- Has general charge and supervision of the affairs of VAEE and performs other duties as necessary for the execution of office or as the Board designates or assigns
- Manages strategic projects based on the needs of the organization. Projects may include existing grants, grant proposals, long-range planning, fundraising, awards and recognition, and board recruitment and retention.
- The Chair will serve on the Conference Committee and specifically assist with developing the theme, strands, keynote and will assist with fundraising.
- They shall become a professional, retired or life member of North American Association for Environmental Education (NAAEE) (subsidized by VAEE) and serve as one of two official NAAEE Affiliate Liaisons.
- The Chair will work with the Chair Elect and Past Chair to develop and conduct a leadership training program as deemed appointed by the chair.
- The Chair will work with outgoing Board members to prepare new Board members to assume leadership with VAEE

The Chair spends, on average, 20-30 hours per month completing their duties, not including Board meetings. This position serves on the Executive Committee.

Past Chair

- The Past Chair shall, in absence of the the Chair and Chair-Elect, substitute for the Chair when necessary
- Advise the Board of Directors
- Chair the Board Development Committee
- Act as parliamentarian at Board meetings
- Serve as an advisor on the Conference Committee
- Work with the Chair and Chair Elect to develop and conduct a leadership training program as deemed appropriate by the Chair
- The Past Chair shall submit an official Board Report detailing actions and communication to the Secretary prior to each Board meeting.
- The Past Chair shall prepare an official Annual Report that highlights VAEE's accomplishments and activities in the past year, to be submitted to the Board within the first quarter of their term.

Estimate Hours Per Month: 10-15

Secretary (Two Year Term)

- Takes minutes at all Board of Directors' in-person and virtual meetings as well as conference calls
- Provides the meeting minutes to the VAEE board and membership within thirty (30) days of Board of Directors Business Meetings
- Maintains VAEE Board of Directors roster that includes pertinent contact information
- Maintains VAEE's Motions Timeline and other historical records
- Maintains VAEE's online document storage in coordination with the Communications Chair
- Coordinates with VAEE's Communications Chair to issue communications
- Sends email invitations and reminders for upcoming Board of Directors meetings in accordance with the Bylaw expectations
- Assembles and sends to the Full Board the Board Packet in advance of Board Business Meetings
- Performs other duties as necessary for the execution of office or as the Board designates or assigns
- May serve a second consecutive term as Secretary

The Secretary spends, on average, 10-15 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. Word processing skills are required. This position serves on the Executive Committee.

Treasurer (Two Year Term)

- Maintains bank accounts for the organization, manages the financial aspects of donations and memberships, and provides financial reporting at meetings and as requested by the Board
- Maintains the organizational tax record, manages state and federal reporting, receives income and prepares disbursements according to their duty and direction, and works with the Membership Chair on related business
- Consult with the Chair Elect on the proposed budget
- Serve on the Resource Development Team
- Performs other duties as necessary for the execution of office or as the Board designates or assigns
- May serve a second consecutive term as Treasurer

An audit will be performed when the outgoing Treasurer vacates the position. The Treasurer spends, on average, 5-10 hours per month completing their duties, not including Board meetings. This position serves on the Executive Committee.

Committee Chair Responsibilities

Committee Chairs' responsibilities include, but are not limited to:

- Attending VAAE Board of Directors Business Meetings
- Upholding VAAE's Mission, Vision, and Values
- Managing all activities of the committee
- Setting the agenda for and facilitating all committee meetings
- Producing and submitting quarterly reports on the committee's activities and actions one week prior to Board Business Meetings
- All Committee Chair Roles are 1 Year Terms Unless Otherwise Noted

Event Co-Chairs (2) Two Year Terms

The Conference Co-Chair positions will be recruited on a staggered rotation, each Co-Chair will serve for two years, first serving as support and then as lead the following year.

Together the Co-Chairs shall coordinate all aspects related to the annual conferences, mini-conferences, and other large events. Duties include programming (sessions, field trips, workshops, etc.), catering arrangements, registration, scholarships, promotion & marketing, evaluations and other necessary logistics. These duties will be divided between the Conference Co-Chair Lead and Support.

The Co-Chair Lead will take responsibility for the following tasks:

- Setting and managing the conference/event budget
- Developing the event planning timeline, assigning/recruiting for tasks, tracking progress
- Session management: RFP, reviewing, selecting, scheduling and communication with conference presenters
- Catering/meal selection and communication of dietary needs.
- Managing registration, including creating forms, assisting attendees, ensuring payments, etc.
- Managing scholarships including marketing, reviewing, awarding, etc.

- Developing Conference Program along with Communications Chair
- Developing the Conference Evaluation

The Events Co-Chair Lead will assist with the following tasks:

- Setting theme and strands (as applicable)
- Publicity (website, emails, and print) for events.

Estimated Hours Per Month: 20

Events Co-Chair Support

The Conference Co-Chair positions will be recruited on a staggered rotation, each Co-Chair will serve for two years, first serving as support and then as lead the following year.

Together the Co-Chairs shall coordinate all aspects related to the annual conferences, mini-conferences, and other large events. Duties include programming (sessions, field trips, workshops, etc.), catering arrangements, registration, scholarships, promotion & marketing, evaluations and other necessary logistics. These duties will be divided between the Conference Co-Chair Lead and Support.

The Conference Co-Chair Support will take the lead on the following tasks:

- Scheduling field trips, workshops, and enrichment for the conference, and manages registration for those items.
- Preparing session evaluation and compiles data; Chair-Elect manages volunteers during the event.

The Conference Co-Chair Support will assist with the following tasks:

- Assist Conference Co-Chair Lead with sessions, managing registration, event budget, and planning timeline.
- Assist Chair-Elect with selection of next year's conference location at minimum 18 months in advance.

Resource Development Chair

The Resource Development Chair coordinates and documents fundraising endeavors including researching, making recommendations, developing and updating materials to use in fundraising, and follow-up with previous donors.

- The Resource Development Chair will work with the Executive Director to investigate grant opportunities and write proposals and/or applications as directed by the Board and assist the Section Coordinators in fundraising events.
- The Resource Chair will assist with conference fundraising and the Resource Development Chair shall coordinate the silent auction, and/or raffle at the annual conference.
- Work with ED to coordinate merchandise, including purchasing and sales at events.

Estimated Hours Per Month: 10-20

Membership

The Membership Chair will:

- Update and manage the Membership roster and provide the Board with an updated version as requested.
- Report membership statistics, trends, and issues to the Board of Directors at regular Board meetings or as requested
- Coordinate statewide membership drive
- Conduct recruitment campaigns targeting inactive members.
- Distribute welcome materials to new members
- Serve on Awards committee and assist with the Annual VAEE Awards Program (specifically member only categories)

The Membership Committee will:

- Coordinate statewide membership drives
- Conduct re-recruitment campaigns targeting inactive members
- Identify and increase awareness of VAEE membership benefits
- Organize networking opportunities for VAEE current and prospective members
- Collaborate with the Communications Committee to reach both current and prospective members
- Assist with the Annual VAEE Award Program

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

Communications Chair

The Communications and Outreach Chair will:

- Maintain and update the VAEE website
- Coordinate with the VAEE Executive Committee to send whole membership emails
- Manage and update access as needed to VAEE communication platforms (virtual meetings, virtual document sharing, website, etc.)
- Facilitate and schedule monthly VAEE Open Space Calls (currently scheduled for the second Wednesday of each month, 2:00-3:00 pm)
- Serve as the main administrator for VAEE Social Media platforms including (but not limited to) Facebook and Instagram
- Create an annual marketing and communications plan in collaboration with the Executive Committee, Certifying Advisory Board (CAB), and Environmental Education Certification Administration
- Create, edit, and publish the quarterly VAEE Newsletter in collaboration with the Communications and Outreach Committee

The Communications and Outreach Committee will:

- Publicize VAEE events and activities to the membership and the general public via physical, written, and electronic means including: press releases, website(s), social media, newsletters, and online formats
- Solicit announcements and news from the membership on a regular basis
- Assist other committees with special publications and events
- Assist with marketing events and trainings
- Create exhibits in cooperation with other committees

Professional Learning Chair

The Professional Learning Chair will:

- Identify, create, and manage logistics for EE professional development opportunities within the Commonwealth of Virginia including webinars, workshops, etc.
- Collaborate with the Certification Advisory Board (CAB) Chair and members to provide the necessary programming required for the VA EE Certification Program
- Promote best practices in EE by connecting people and resources
- Collaborate with the Communications Chair to manage event registration, marketing and communications
- Collaborate with Events Co-Chairs to assist with session selection, workshops for the annual VAEE Conference.

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