



Pennsylvania Association of Environmental Educators

I. GENERAL QUALIFICATIONS OF MEMBERS OF THE PAEE BOARD OF DIRECTORS

- A. Be a current, individual member in good standing for at least one (1) year;

II. GENERAL DUTIES OF MEMBERS OF THE PAEE BOARD OF DIRECTORS

- A. Communicate with the membership;
- B. Set goals and carry out programs to further the purpose of PAEE;
- C. Approve an annual budget;
- D. Review the report of the treasurer at each regular meeting;
- E. Promote membership and participation in PAEE activities and programs;
- F. Encourage regions to develop programs consistent with the goals of PAEE;
- G. Approve an accounting plan which will insure proper accounting of PAEE funds;
- H. Hold an annual meeting of the membership;
- I. Organize the necessary committees to carry out effective PAEE programs and activities;
- J. Plan and implement workshops, symposiums, conferences, and/or conventions to promote the purpose of PAEE;
- K. Plan and implement an annual statewide environmental education conference.

III. SPECIFIC QUALIFICATIONS AND DUTIES OF OFFICERS AND OTHER BOARD MEMBERS PRESIDENT

1. DESIRED QUALIFICATIONS The President shall have:

- A. Demonstrated leadership;
- B. Demonstrated ability to meld a diverse membership into a highly functioning organization;
- C. Demonstrated competence in budgeting, administration, and communication (oral and written);
- D. Demonstrated knowledge of statewide environmental education curriculum and activities and environmental issues on the national and global scale;
- E. The ability to guide adjustment of organizational goals and objectives to accommodate current trends and needs;
- F. Demonstrated the skill and ability to represent PAEE in the educational and political arenas on the local, state, and national levels;
- G. Demonstrated knowledge of basic fundraising strategies;
- H. The ability to meet all bonding requirements.

2. DUTIES The President shall:

- A. Preside at all meetings of the membership and the board;
- B. Execute all documents requiring signature under the seal of PAEE;
- C. Have general and active management of the affairs of PAEE;
- D. See that all orders and resolutions of the board are carried into effect;
- E. Call special meetings of the board as may be required;
- F. Prepare the agenda for all meetings of the board and the membership;
- G. Sign all communication that conveys the official position of PAEE;

- H. Be the designated spokesperson for PAEE and function as PAEE's official representative in cooperative efforts with other local, state, and national environmental education organizations, related groups, and in the political arena;
- I. Develop and present a package of goals and objectives early in his or her administration, to be approved by the board; these goals will form the focus of the board's efforts;
- J. Appoint chairs and assign board members to all non-elected committees of the board, subject to confirmation by the board;
- K. Oversee the work of the board committees to ensure continuity of effort;
- L. In general, perform all the duties incident to the office of president.

PRESIDENT-ELECT

1. DESIRED QUALIFICATIONS The President-Elect shall have:

- A. Demonstrated the ability to function as a team member to accomplish organizational goals and objectives;
- B. Knowledge of basic membership recruitment strategies and public relations techniques;
- C. Communication and leadership skills necessary to coordinate a statewide system that offers a variety of educational programs;
- D. Demonstrated the professional maturity to carry out the duties of the President, set forth above, if called upon to do so.

2. DUTIES The President-Elect shall:

- A. At the request of the president or in the absence, disability or incapacity of the president, perform any and all duties of the president;
- B. Perform other duties as the president or board may assign from time to time;
- C. In general, perform all the duties incident to the office of vice president.

SECRETARY

1. DESIRED QUALIFICATIONS The Secretary shall have:

- A. Computer and word-processing skills;
- B. Writing and editorial skills;
- C. Demonstrated an ability to accurately synthesize in writing the proceedings of all board meetings;
- D. Demonstrated an ability to utilize a library and other resources to obtain information and data requested by the board;
- E. An earned reputation for completing assigned tasks in a timely fashion.

2. DUTIES The Secretary shall:

- A. Attend all meetings of the board and act as clerk thereof, recording all votes, minutes, resolutions, and transactions of the board;
- B. Provide for the keeping of the minutes of all meetings and all resolutions of the board in a book to be kept for that purpose;
- C. Provide for the keeping of all committee minutes in a book to be kept for that purpose;
- D. Issue notice of all meetings of the board;
- E. Keep in safe custody, the corporate seal of PAEE if any, and when authorized by the Board, affix the seal to any instrument requiring it;
- F. Perform other duties as the Board may assign from time to time;
- G. In general, perform all the duties incident to the office of the Secretary.

TREASURER

1. DESIRED QUALIFICATIONS The Treasurer shall have:

- A. Computer skills, including a working knowledge of computer database, accounting, and spreadsheet software;
- B. Knowledge of basic accounting principles;
- C. Demonstrated work habits exhibiting meticulous attention to detail and prompt action;
- D. The ability to meet all bonding requirements.

2. DUTIES The Treasurer shall:

- A. Provide for the care and custody of all of PAEE funds and securities and shall keep full and accurate accounts of receipts and disbursements in books belonging to PAEE;
- B. Keep the funds and securities of PAEE in a separate account to the credit of the PAEE;
- C. Receive all fees, donations, and funds payable to PAEE;
- D. Disburse the funds of PAEE as may be ordered by the Board, taking proper vouchers for such disbursements;
- E. Render to the Board at all regular meetings of the Board, or whenever the Board may require, a written account of all transactions undertaken by the Treasurer and of the financial condition of PAEE;
- F. Maintain the payroll, if any, for any employees of PAEE;
- G. Prepare the written annual report of the financial condition of PAEE to be submitted to the membership at the annual meeting;
- H. Prepare and submit all reports, summaries, and forms required by federal, state, or local governments to maintain non-profit, charitable, and tax-exempt status;
- I. Prepare and submit all reports, summaries, and forms required by federal, state, or local governments required by employers;
- J. Prepare and maintain all financial books of PAEE according to customary accounting principles;
- K. Submit all financial books and records for audit or financial review as required by the Bylaws or upon request of the Board;
- L. Perform other duties as the Board may assign from time to time;
- M. In general, perform all the duties incident to the office of Treasurer.

MEMBERSHIP DIRECTOR

1. DESIRED QUALIFICATIONS The Membership Director shall have:

- A. Computer database skills;
- B. An ability to effectively communicate in writing at a high level of professional competency;
- C. Knowledge of basic membership recruitment strategies.

2. DUTIES The Membership Director shall:

- A. Be the Chair of the Membership Committee of the Board;
- B. Call meetings of the Membership Committee as needed to develop, for Board consideration, innovative ways to encourage and increase PAEE membership;
- C. Assist the Executive Secretary with, and provide general oversight of, PAEE membership records;
- D. Act as a liaison between the Board and members regarding membership concerns;
- E. Author a membership update for each PAEE newsletter;
- F. Participate in all Board activities;
- G. Provide a written report to the Board at each meeting;
- H. Serve on Board committees as appointed;

I. Perform other duties as the Board may assign from time to time.

DEVELOPMENT DIRECTOR

1. DESIRED QUALIFICATIONS The Development Director shall have:

- A. Demonstrated skill in fundraising, both annual fund and proposal writing;
- B. An ability to effectively communicate orally and in writing at a high level of professional competency;
- C. Knowledge of environmental education methods, programs, activities, and curriculum;
- D. An earned reputation for completing assigned tasks in a timely and professional manner.

3. DUTIES The development director shall:

- A. Prepare a development/strategic plan and keep it current;
- B. Strategize on development opportunities and approaches;
- C. Develop concentrated campaigns around funding opportunities such as the PAEE conference and the annual campaign;
- D. Conduct the annual solicitation of the Board, issuing solicitation letters and acknowledgments;
- E. Regularly update the Board on gift opportunities and the status of the annual giving campaign;
- F. Generate innovative and creative ideas to increase funding opportunities for PAEE.

PUBLIC RELATIONS DIRECTOR

1. DESIRED QUALIFICATIONS The Public Relations Director shall have:

- A. Computer and word-processing skills;
- B. Demonstrated proficiency in the use of grammar and editing techniques;
- C. An ability to effectively communicate orally and in writing at a high level of professional competency;
- D. An earned reputation for completing assigned tasks in a timely and professional manner;
- E. Knowledge of basic public relations techniques.

2. DUTIES The Public Relations Director shall:

- A. Be the Chair of the Public Relations Committee;
- B. Call meetings of the Public Relations Committee as needed to create, prepare or review, for Board consideration, proposed promotional materials for PAEE, including but not limited to the annual conference, membership, and other brochures, bulletins, posters, and exhibits;
- C. Develop and maintain a mailing list of print and electronic media contacts, environmental and/or education centers, and organizations;
- D. Author and distribute press releases and relevant information to the print and electronic media contacts, environmental education centers, and organizations;
- E. Review for approval all press releases and relevant information submitted by a member for distribution to the print and electronic media contacts, environmental education centers, and organizations;
- F. Author and distribute creative and informative newspaper and magazine stories and features on significant and unique accomplishments of PAEE or its members;

- G. Ensure all press releases and relevant information distributed to the print and electronic media contacts, environmental education centers, and organizations are consistent with Board policy;
- H. Have the discretion to refuse to distribute to the print and electronic media contacts, environmental education centers, and organizations any press release and relevant information the Public Relations Director deems to be adverse to the interests of PAEE or Board policy;
- I. Chair and coordinate the awards program for the annual conference;
- J. Develop and maintain a portable PAEE exhibit;
- K. Maintain a record of the use and track the location of PAEE exhibits;
- L. Assist the public relations committee of the annual conference;
- M. Participate in all Board activities;
- N. Provide a written report to the Board at each meeting;
- O. Serve on Board committees as appointed;
- P. Perform other duties as the Board may assign from time to time.

REGIONAL DIRECTOR

1. DESIRED QUALIFICATIONS The Regional Director shall have:

- A. A current membership in the Region for which they are elected (the Out-of-State Region shall have no Director);
- B. Demonstrated skill in facilitating workshops, forums, seminars, etc.;
- C. An ability to effectively communicate orally and in writing at a high level of professional competency;
- D. Knowledge of environmental education methods, programs, activities, and curriculum;
- E. An earned reputation for completing assigned tasks in a timely and professional manner.

2. DUTIES The Regional Director shall:

- A. Participate in all Board activities;
- B. Provide a written Region report to the Board at each meeting which shall include, but is not limited to, Region activities, concerns, and correspondence;
- C. Serve on Board committees as appointed;
- D. Perform other duties as the Board may assign from time to time;
- E. Act as a liaison between the Board and the membership of the Region;
- F. Generate innovative and creative ideas to increase the effectiveness, efficiency, and overall professional stature of PAEE;
- G. Maintain contact with the Region membership by letter, phone, and periodic meetings to inform them of Region and state-wide PAEE activities;
- H. Promote and coordinate PAEE policy and programs within the Region;
- I. Appoint Region committees as needed;
- J. Author a Region update column for each PAEE newsletter, and other articles upon request;
- K. Maintain all records of the Region, including but not limited to minutes of Region meetings and records of account for money allocated to the Region for activities;
- L. As needed, design, implement and evaluate Region workshops, forums, seminars, and other educational experiences for Region members and the general public, and to the extent possible, coordinate such activities with other Regions.

MEMBER-AT-LARGE DIRECTOR

1. DESIRED QUALIFICATIONS The Member-At-Large Director shall have:

- A. Demonstrated skill in facilitating workshops, forums, seminars, etc.;
- B. An ability to effectively communicate orally and in writing at a high level of professional competency;
- C. Knowledge of environmental education methods, programs, activities, and curriculum;
- D. An earned reputation for completing assigned tasks in a timely and professional manner.

2. DUTIES

A Member-At-Large Director has no specific duties, unless assigned by the President of the Board of Directors, but does have the same rights and responsibilities as other board members. It is expected that the Member-At-Large Director attends Board meetings as scheduled, usually quarterly; responds in a timely manner to scheduled and ad hoc conference calls; participates in written or verbal correspondence; is a positive spokesperson for the Association; actively participates in discussions; is a dues-paying member; makes an annual donation based on personal means; provides names for potential donors, sponsors or partners; and recommends candidates for nomination to the Board of Directors, committee members and volunteers. It is highly recommended the At-Large Director participates in the annual conference and other Association functions as able, and is willing to lead a committee. This is a non-paid, volunteer position.

STUDENT BOARD MEMBER

1. DESIRED QUALIFICATIONS The Student Board Member shall:

- A. Be an undergraduate or graduate student at the time of the election
- B. Have an ability to effectively communicate orally and in writing at a high level of professional competency;
- C. Be able to complete assigned tasks in a timely and professional manner.

3. DUTIES The Student Board member shall:

- A. Attend 80% of board meetings
- B. Facilitate a student event at the annual conference
- C. Recruit and retain students as members of PAEE
- D. Facilitate a mentoring program for student members of PAEE