

Alaska Natural Resource and Outdoor Education Association

General Board Member Job Description and Agreement

Purpose:

To act as a voting member of the Board of the Alaska Natural Resource & Outdoor Education Association with full authority and responsibility to develop policies, procedures and regulations for the operation of the organization; and to monitor the organization's financial health, programs and overall performance. Board members represent a broad range of professional and educational institutions and interests and provide ANROE with policy direction and guidance. Participation on the board is approximately 50 – 70 hours per year consisting of full board and individual board member responsibilities. Board members are ultimately responsible for implementing the organization's mission: "To promote & implement excellence in natural resource, outdoor and environmental education for all Alaskans."

The Full Board's Responsibilities:

- Establish operational policies and procedures including an annual 2 day meeting.
- Help secure adequate funding for the organization; participate in the planning, implementation, and direction of fundraising activities for ANROE including grant writing.
- Monitor finances.
- Create, monitor, and update a long-range plan for the organization.
- Regularly review the ongoing work of ANROE and approve the implementation of new projects, and programs.
- Select and support the organization's Board officers.
- Approve contracts as appropriate.
- Promote and Advocate for ANROE's mission through social media, communications, and membership outreach and recruitment.

Individual Board Member's Responsibilities:

- Agree to fill the board position for a 3-year term. When their term is up, nominate a quality candidate to fill their position.
- Attend monthly audio conference board meetings and activities, including special events and board retreats (usually once/year and only if funded). Absence from three consecutive meetings may be considered cause for removal.
- Participate in at least one board committee.
- Become knowledgeable about the organization and its operating procedures such as Google docs.
- Come to board meetings well prepared and well informed about issues on the agenda; review and comment on minutes and reports.
- Consider other points of view, make constructive suggestions and help the board make decisions that support the organization's mission.
- Volunteer for and willingly accept assignments and complete them thoroughly and on time.
- Champion the organization to individuals, the public and other organizations.
- Actively participate in individual and organizational member recruitment.
- Assume board leadership roles when appropriate.
- Contribute financially to the organization, based on each director's capability.
- Participate in fundraising activities including grant writing.
- Participate in regular written electronic communications between group and staff.
- Contribute 2 pieces of social media content each month.