

Environmental Education Association of Illinois

Awards Chair Job Description

In 1972, a group of committed and concerned environmentalists (both conservationists & educators) founded the Environmental Education Association of Illinois (EEAI). Since that time, members of EEAI have provided leadership at the national, state, and community levels. The strength of EEAI comes from its members. Their participation in events ranging from nationally to local levels helps to raise the profile of environmental education and challenges the decision makers to give environmental concerns a priority. Today, EEAI is made up of a group of concerned citizens who are interested in educating people of all ages to the importance of understanding and protecting the environment.

This position is an Ex-Officio Board position obtained through appointment by the Board of Directors and has no term limit. The Chair report directly to the Board of Directors with responsibilities to ultimately serve the general membership of EEAI through conducting organizational duties specified within the constitution. While this position does not hold voting privileges, it is a highly visible state seat and therefore allow the Chair to have input on all matters of the organization, privileges of bringing matters before the Board for review and act as a consultant and leader of all issues pertaining to their committee.

The Awards chair is required to attend the February board meeting to present potential award winners to board. They are also required to attend the annual meeting every year to present the awards to the award winners.

Job Description: Awards Chair

Awards:

1. Select in accordance with the criteria established by the Board of Directors, a qualified nominee(s) for the Malcolm D. Swan award for Outstanding Service, Non-Formal Educator of the Year award and Formal Educator of the Year award.
2. Work with regional directors to solicit nominations for awards.
3. In November, create an awards review team consisting of 5 to 7 reviewers that are represented by a regional director from each region and at least one formal educator.
4. Present the recommendations of the review team to the board at the December board meeting for approval.
5. Contact recipients of the awards in December and invite them to the annual meeting to accept their award.
6. Submit an article for the July EEAI Update newsletter and the website on the award winners.
7. Present the awards to the recipients at the spring annual conference.
8. Submit quarterly reports and an annual report to the EEAI Board.
9. Submit disbursements in a timely manner.

Mini-grants:

10. Assist with advertising of mini-grants in the fall.
11. In November, put together a mini-grants review team consisting of 5 reviewers that represented by a regional director from each region.
 - a. Send mini-grant applications to each reviewer as well as a score sheet.
 - b. Put together a conference call to review each of the mini-grants and decide who the recipients are.
12. Present the recommendations of the review team to the board through email for approval.
13. Contact recipients and non-recipients of the mini-grants by the end of November.
14. Send disbursement to treasurer for each of the mini-grants.