



Environmental Education Association of Illinois

Awards Job Description

The awards program exists to recognize and encourage excellence in the field of environmental education for contributions made by formal educators, non-formal educators, organizations and students.

EEAI has 4 awards that are given out annually; Malcolm D Swan Award for Outstanding Service, Formal Environmental Educator of the Year, Non-Formal Environmental Educator of the Year and Student of the Year.

Commitment:

The chair of the EEAI Awards committee is a year-long commitment but the bulk of the work will be done September through April with just a small amount of work done outside of that time. The position will not take more than a few hours a week at its busiest, but does require attending the EEAI Annual Conference and Awards Program in the spring.

Requirements:

- Be 18 years of age or older.
- Participate in all Board meetings.
 - Submit Awards report at each board meeting.
 - Present slate of award nominees at board meeting prior to annual conference (see details below)
 - Board Meetings are bi-monthly over the phone.
 - Except in person for annual meeting at spring conference and Fall Board Retreat.
- Be a current EEAI member

Responsibilities and Duties:

1. Strategically market for the Awards (Update, Social Media, newsletters, etc.)
2. Work with regional directors to solicit nominations for awards.
3. 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, Formal Educator of the Year award and Student of the Year award.
4. 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.
5. Present the recommendations of the review team to the board at the meeting prior to the conference (at least 2 months in advance)
6. Contact recipients of the awards in January and invite them to the annual meeting to accept their award.
7. Create plaques and/or certificates for each award winner.
8. Submit an article for the EEAI Update newsletter and the website on the award winners.
9. Present the awards to the recipients at the annual conference.
10. Submit any updates on award submissions, program changes or committee needs to the board at regular board meetings.
11. Create Award Committee budget for the annual EEAI budget.