

Environmental Education Association of Illinois

Nominations & Elections 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 reports 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 allows 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 Chair is required to attend the December board meeting every year and is recommended to attend the remaining Board meetings.

Job Description: Nominations & Elections

This Committee consists of Co-Chairs including one EEAI board member and 1 non-board member.

1. Promote and encourage nominations/ election at all times as EEAI representative.
2. Serve as EEAI information source to educate potential candidates about EEAI.
3. Ensure that the Nomination and Election mandates within the EEAI Constitution; Article VI; Sections 1-9 are upheld and obeyed.
4. Ensure a fair and impartial nomination and election process.
5. Keep track of current board positions and when positions are up for election.
6. Encourage current board members to recruit potential new board members.
7. Submit call for nominations to newsletter editor for inclusion in the Fall edition of the UPDATE.
8. Provide Call for Nominations announcement for public relations chair for list serve distribution.
9. Contact nominated individuals to determine interest in running and obtain biographical sketch.
10. Provide a slate of nominees for all elected positions to the Board of Directors at least 90 days prior to the annual meeting for approval.
11. Prepare one ballot for each of the five EEAI regions and electronically distribute to current membership list by region. (must be distributed 60 days prior to annual meeting).
12. Tabulate votes.
13. Notify the current Board of Directors and all elected/non-elected candidates of the election results no later than 15 days prior to the annual meeting.
14. Prepare formal announcement for annual meeting.
15. Encourage and be involved in recruitment events.