



Environmental Education Association of Illinois

Regional Director Job Description

EEAI is governed by a board of directors. The state is divided into five regions, each of which is served by two directors (three in the northeast region). Regional Directors have responsibilities to both members and the board.

Term: 2 years with a limit of 3 consecutive terms after which they may run for an officer position (Secretary, Treasurer, President-Elect). Or, after a one year vacation from the board, a past director may run for re-election to the board as a Regional Director. After each two year term, the board member will have to be placed back on the nomination ballot and elected into the position again.

Requirements:

- Be 18 years of age or older.
- Attend and participate in all Board meetings.
 - 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
- Donate, beyond your membership, annually to the organization to ensure 100% board giving.
- Complete a board member fund development plan.
- In collaboration with your region's co-directors host at least two events annually for your regional members.
- Maintain a current member contact list for your region.
- When the annual conference falls within your region, plan, host and coordinate this event.
- When conference is not in your region, assist with conference coordination.

Responsibilities and Duties:

Responsibilities to Members: communicate, promote & encourage EE activities.

1. Serve as liaison between the EEAI Board of Directors and regional members
2. Engage with members through one or more of the following means: workshops, seminars, conferences, special events, newsletters, email, regional meetings, etc.
3. Promote and encourage EEAI sponsored activities, such as professional development opportunities, mini-grant program, awards program.
4. Distribute EE resources to members
5. Maintain current email list of members in your region.
6. Manage the EEAI regional email account assigned to your region.
7. Bi-annually follow-up with recently expired members within your region.

Responsibilities to the Board:

1. Attend all Board meetings and annual board retreat
2. Attend the Annual Meeting & Conference
3. Plan, host and coordinate conference when it is in your region
4. Prepare an annual work plan & budget and submit this to the Executive Committee for inclusion in EEAI's annual budget
5. Serve on a standing committees and/or ad hoc committees
6. Promote and encourage EEAI membership to all shareholders, including statewide organizations, formal and non-formal educators, etc.
7. Represent EEAI at state functions and events
8. Track and report attendance numbers for all EEAI events hosted in your region
9. Submit pre-sub report prior to each board meeting
10. Submit newsletter articles and information quarterly to be included in the Update member newsletter
11. Develop partnerships between EEAI and other shareholders, such as local park districts, forest preserves, conservation districts, etc.
12. Encourage membership to be active and involved in EEAI and in committee work/ad hoc committees (i.e.: membership, public relations, special projects, conference planning)
13. Seek potential new Board members and work to find your replacement at the conclusion of your board term.
14. Participate in the on-boarding and orientation process for your board replacement or new regional co-director.
15. Serve as liaison between EEAI and other EE shareholders
16. Solicit applications for awards & promote peer nominations for annual awards

Benefits to Serving as a Regional Director:

1. Ability to establish professional connections within the state of IL, regionally through the Midwest Environmental Education Conference and nationally through our NAAEE Affiliate position.
2. Executive committee provides your employer with a letter of recognition for your time and commitment serving on the EEAI Board.
3. Reimbursement available for mileage to EEAI events throughout the state.
4. Board members receive a 50% discount on EEAI annual conference registration.
5. Ability to develop new professional skills, access to professional development opportunities and strengthen leadership skills.
6. Assist EEAI in advancing the field of environmental education throughout the state of IL, region and nation.

The EEAI Board of Directors has ultimate responsibility and accountability for the organization's actions. In the event a board member is unable to perform his or her fiduciary responsibilities, a board member may be asked to step down from his or her role on the board.

As a member of EEAI's Board of Directors, I understand and agree I am responsible, collectively with my fellow board members, for ensuring effective governance of fiscally sound programs and strategic direction of the organization. I fully understand the duties and responsibilities expected of me. If at any time I am unable to fulfill the duties I have agreed to, I will work with the EEAI Executive Director and Executive Committee to find a replacement for my position to complete my board term.

Signature

Printed Name

Date

For board term beginning

and ending
