

## Nebraska Alliance for Conservation and Environmental Education Board

### Expectations and Job Descriptions

*Adopted, 1-30-06. Updated, 2-7-2020, Updated 11-1-2023*



### MISSION

The Nebraska Alliance for Conservation and Environmental Education is an organization dedicated to promoting and advancing environmental education in the state of Nebraska. Through coordination, promotion, and education we strive to meet the needs of conservation and environment education providers. We seek a rich community which fosters environmental awareness and action. <https://www.nacee.org/>

### WORK

NACEE is dedicated to promoting and advancing environmental education in Nebraska, and serves as the state affiliate of the North American Association for Environmental Education (NAAEE). NACEE provides resources, promotes professional development opportunities, creates a statewide network for environmental education providers, and facilitates an annual professional conference for the field within Nebraska.

The NAAEE Affiliate Network promotes environmental education and supports the work of environmental educators by strengthening the capacity of state, territorial, regional, and provincial environmental education associations. This grassroots network of more than 50 state, provincial, and regional affiliates across North America collaborates on policy issues, network-building, and resource-sharing, and facilitates learning opportunities such as webinars, workshops, and conferences. <https://naaee.org/affiliates>



### GUIDING PRINCIPLES

We believe there is a need for more in-depth thinking and focus on environmental education and conservation. We believe technology provides an opportunity for us to connect with a broad audience and remain relevant. We believe there is a desire to connect with the natural world but people lack educational resources to make that connection. We believe there is an abundance of quality conservation and environmental education in Nebraska.

### STRATEGIC PLAN

The Nebraska Alliance for Conservation and Environmental Education conducted an intensive strategic planning process during 2021 which resulted in the [following](#) 2022-2027 Plan which guides the work of the Board of Directors and organization at-large centered on the following five goals:

**Goal #1 - Prioritize JAIDE (Justice, Accessibility, Inclusion, Diversity, Equity)**

**Goal #2 - Building Financial Resources**

**Goal #3 - Advance Board Productivity and Effectiveness**

**Goal #4 - Visibility and Engagement**

**Goal #5 - Membership**

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### Expectations of all Board Members

The following lists the core functions and expectations for the NACEE Board. As a vibrant and growing organization NACEE's work ebbs and flows throughout the year; however, the following outline a baseline for the board's core responsibilities.

#### Policy Making

It is the role of the board to set policies and to develop strategic plans for the organization. NACEE's most recent strategic plan runs through 2026. Board members serve on at least two committees which execute goals outlined within the strategic plan. The board also guides organizational development with new initiatives as well as growth or adjustment of current programming to best meet the needs of EE within Nebraska.

#### Fiduciary/Fund Development

Ensuring the financial wellbeing of NACEE is the Board's primary responsibility as a 501(c)3. The Board is responsible for ensuring that NACEE is financially stable and using funds for the purpose they were intended, maintaining appropriate documentation, and filing any necessary forms with the IRS and other government agencies. Each member of the board is asked to help with fundraising on an annual basis including procuring sponsorships for the NACEE Conference, writing grants for NACEE programs, and identifying new avenues for fund development. A core focus for the current strategic plan is developing the funds to hire NACEE's first Executive Director.

#### Represent NACEE and assist with NACEE Events

It is expected that all board members promote NACEE whenever the opportunity arises, and recruit new members for the organization and specific committees. All NACEE board members are expected to participate and help facilitate the annual NACEE Conference as well as at least one networking/outreach event per calendar year (can be virtual or in-person). All members of the board are expected to be current on dues throughout the tenure on the board.

#### Board and Committee Meetings

Board members agree to make their best effort to attend all meetings of the board and committees either in-person or by conference call. The Board agrees to set dates as far in advance as possible and make a good faith effort to avoid scheduling conflicts. Board members should participate in at least 75% of the scheduled meetings or will face removal from the board.

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### Ongoing Communication

Because the board members are located across the state, some business must be done via email, zoom, or other forms of communication. Board members are expected to be present for scheduled meetings and reply to communication in a timely manner. At times, the board will ask for a vote via email and this should be replied to within 72 hours. Board members who are committee chairs are also expected to communicate in advance their committee agenda items at least 10 business days before an upcoming board meeting.

### Leadership

Officers are expected to fulfill their designated duties and At-Large board members are expected to take an active role in at least two working committees (standing or ad hoc) of the organization.

### *Specific Descriptions*

#### **At Large Board Members:**

Join at least two committees and execute work within their committee's respective goals and workplan. Committees generally meet once a month or on an as-needed basis. They may work as a team or independently on their own to meet the goals of their annual workplan and the NACEE Strategic plan.

The following committees are active as of November, 2023: JAIDE (Justice, Accessibility, Inclusion, Diversity, Equity), Affiliate, Nominations & Elections, Communications & Marketing, Conference, Engagement, Membership, Finance, and Strategic Planning.

### **Committee Chairs**

Board members who are committee chairs are also expected to communicate in advance their committee agenda items at least 10 business days before an upcoming board meeting.

Provide a short report of the annual work of their committee to the NACEE President for presentation within the NACEE annual report.

Communicate with the Strategic Planning Committee to identify quarter goals and update the Strategic Plan as tasks are completed.

### **Recording Secretary:**

Keep complete minutes of all meetings of the Board and the membership, distributing them in a timely manner after each meeting. Perform other duties and conduct correspondence requested by the Board or the President. Maintain a record of activities to pass on to successors to use as a guideline.

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#### **Treasurer:**

Keep the records of the books of account of the Corporation. Be responsible for receiving and disbursing funds of the Corporation as directed by the Board. Keep accurate accounts of all financial transactions, make reports at each Board meeting, and make all financial records available for audit as directed by the Board. Submit an annual summary of financial transactions at the end of each fiscal year. Present a budget for the next fiscal year for consideration and approval by the Board. Submit all necessary forms to the IRS for contracted employees (or assure this is done). Maintain a record of activities to pass on to successors to use as a guideline.

#### **Membership Secretary:**

Maintain membership and a broader contract database. Send out renewal notices for membership each month. Send information packets to new members. Forward all dues to the Treasurer.

#### **Vice President:**

Perform the duties and possess and exercise the powers of the President at the request of the President, or in the event of his/her absence. Serve as chair of the Nominating committee. Serve as chief liaison with the North American Association for Environmental Education. Perform other duties as assigned by the Board. Maintain a record of activities to pass on to successors to use as a guideline.

#### **President:**

Exercise general charge and supervision of the affairs of the Corporation. This includes following up on all activities agreed to be the Board and membership, assuring that they are completed. It also requires being conversant with the by-laws and making sure the organization is following them, or amending them as necessary. Preside at all meetings of the board, and the annual meeting of the membership. This includes distribution of an agenda in advance of the meetings, and ensuring that reports from all committees are prepared. Approve chairs of standing committees from the membership or the Board. Create Ad Hoc committees as necessary. Perform other duties as assigned by the Board. Create an annual report with support from Committee Chairs to outline annual accomplishments of NACEE. Present a report to the membership at the annual conference addressing both the accomplishments and needs of the organization. Maintain a record of activities to pass on to successors to use as a guideline.