



## Colorado Alliance for Environmental Education

### **Board of Directors Responsibilities**

<b>Office:</b>	Board Member
<b>Term:</b>	3 Years (Members may serve up to two terms)
<b>Reports to:</b>	Board President
<b>Time Required:</b>	7 meetings/year (including annual full day retreat) Meetings are generally 2 hours in Denver, Virtual Option Available Attendance at CAEE Events is encouraged

The Colorado Alliance for Environmental Education is responsible for the direction and big picture guidance of the organization to further the field of environmental education in Colorado. The board is responsive to the needs of the organization and the environmental education community and is responsible for ensuring that CAEE Bylaws are carried out.

#### **Responsibilities:**

1. Maintain knowledge of CAEE and make a personal commitment to its goals and objectives.
2. Make an annual financial contribution to the organization.
3. Attend at least 75% or five Board Meetings per year, in person or by phone and prepare for all meetings by reviewing meeting minutes and agendas
4. Participate in annual approval and adoption of the organizational budget.
5. Serve on at least one Ad Hoc Board Committee, standing CAEE committee, or fill a board leadership position as needed. Current standing committees include Conference Planning, Awards Review, Certification Reviewers, Environmental Education Leadership Councils, and Careers in Natural Resources Initiative Committees.
6. Actively participate in Board evaluation and planning efforts.
7. Actively participate in organization fundraising efforts.
8. Participate in efforts to build support and enhance CAEE's public standing. Efforts may include partnership building and participation in CAEE events whenever possible (Awards Banquet, Annual Conference, Annual Fundraising Happy Hour and Breakfast).
9. Work to recruit and orient new board members to continue to strengthen CAEE leadership.

CAEE works to ensure everyone in Colorado has an opportunity to learn about the environment where they live. We value inclusiveness and welcome everyone to the field of environmental education.

Visit [www.caee.org/volunteer](http://www.caee.org/volunteer) to learn about other opportunities to get involved with CAEE.