

Board of Directors Job Description

The Board of Directors of the Nevada Natural Resource Education Council governs the organization in the interest of the members of the organization and in the public interest. Service on the board is a significant commitment and opportunity.

Term

Members of the Board of Directors serve for a term of two years. Approximately half the board members are elected at each annual election.

Officers

The Board of Directors will select from among themselves officers, including but not limited to Chair, Secretary, Treasurer and Membership Coordinator. Officers will serve for one year, and may be re-selected for the same office. Please see the officer job descriptions for more information about each office.

Meetings

The Board of Directors will meet at least four times per year, including the Annual Meeting required by law. Board members must attend at least 3/4 of the meetings, and a member of the Board of Directors may be removed for attending less than this minimum. Expenses for travel and attendance at meetings of the Board of Directors may be reimbursed, to a reasonable degree, within the budget of the organization. Board members will prepare for meetings by reviewing the minutes of the previous meeting, and the agenda and supporting documents for the upcoming meeting.

Responsibilities

As an all-volunteer organization, the Board of Directors has the following responsibilities to the organization:

Governance

1. Handle the money and file the forms.
2. Keep it legal and safe.
3. Make big decisions for the future.
4. Make sure the organization is accountable to its constituents. Protect the organization's reputation.
5. Get help when needed.
6. Plan for the arrival and departure of individual members.

Management and Leadership

7. Get the work done.
8. Support other volunteers so they can successfully contribute to the organization's work.
9. Be ambassadors to the community.
10. Pass along the covenant. Provide leadership in spirit.

[From All Hands on Board: The Board of Directors in an All-Volunteer Organization, Jan Masaoka, National Center for Nonprofit Boards, 1999.]

Each board member serves on one or more committees, considers issues and votes via conference call or email when necessary, is familiar with the bylaws and policies of the organization, serves as a voice for the environmental education community in Nevada as well as their own organization or

agency, and works to develop and carry out the annual budget, annual action plan and long range strategic plan.

Time Commitment

All board members will make a commitment of four days per year for the quarterly meetings and corresponding via email, for a basic commitment of about 20 hours per year. Board officers will have higher commitments - please see the individual officer descriptions for more detail.

Commitment

All board members will be asked to sign a letter of commitment which covers the responsibilities presented above. If the member becomes unable to fulfill their commitment, it is expected that they will voluntarily resign from the board. Board members will maintain their membership in NNREC and will make additional contributions to the extent of their capacity.

Recognition

NNREC understands that service on the Board of Directors is a significant commitment of time and energy. We will therefore recognize the individual members, as well as the board as a whole, for their service at every reasonable opportunity within the organization, within the environmental education community, and within the public which NNREC serves.