



### **AEOE Basic Board Member Responsibilities**

*All board members are expected to fulfill the following general duties and responsibilities, in addition to the specific duties of each position. This also serves as the duty sheet for a Board Member At Large.*

1. Employ, evaluate, oversee, and (if needed) terminate the position of Executive Director.
2. To complete the term of service as designated when elected, appointed, or approved. [If unable to complete term give written notice to President, Secretary, or Board.]
3. To maintain a working knowledge of the organization's structure, operations, and services in order to professionally represent and promote the organization.
4. To always act in accordance with the organization's bylaws, Code of Ethics, Conflict of Interest Statement, corporate non-profit laws, all other policies, and to act in an ethical manner in order to carry out the mission and vision of AEOE.
5. To participate in all board meetings each year (a minimum of 75% with the two in-person meetings being top priority) and be prepared for each meeting by reviewing the agenda, previous meeting's minutes, and any other informational material, and completing any assigned tasks.
6. To participate actively in the discussions and deliberations, both online and at meetings, in order to achieve the organization's goals as set out in agendas and the strategic plan.
7. To publicly support all board decisions, even when not in agreement with them, regardless of personal feelings on the matter.
8. To actively recruit board members that demonstrate: commitment to AEOE's mission; leadership skills and capacity; and reflect the rich diversity of the state of California (race, ethnicity, geographic location, languages spoken, formal/informal education, etc.).
9. To sign the Conflict of Interest Statement yearly and submit it to the Board Secretary.
10. To assist in the formation and/or evaluation of policies, procedures, bylaws, and strategic plan.
11. To serve as an ambassador for the organization and an advocate for the field of environmental and outdoor education.
12. To respond to online and written board work discussions within 2 business days.
13. To consult with the Board President when unsure about position responsibilities.
14. To attend, promote, and/or actively participate in AEOE events.
15. To provide successor or board chair with all the files, emails, knowledge, and other materials or skills necessary to fulfill duties of position upon resignation, termination, or completion of Term.
16. To make a meaningful annual financial contribution to the organization.

Signature: \_\_\_\_\_ Term of Service: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_