

Expectations for Members of the Board of Directors

We understand that volunteers can contribute varying levels of time, talent, and resources - we will be flexible with these expectations.

The Wisconsin Association for Environmental Education (WAE) agrees to clearly articulate these expectations during the board recruitment process. WAE will accept a nominee as a candidate for a Director position only after the nominee agrees to fulfill these expectations to the best of their ability. Each member of the Board of Directors agrees to adhere to the expectations outlined below.

- _____ I will strive to understand WAE's foundations by familiarizing myself with the mission, vision, values and 5-year strategic plan. I will always be ethical and true to the mission of WAE.
- _____ I will support WAE and the Board of Directors and all decisions that are communally made.
- _____ I will attend 10 of the 12 monthly Board meetings each year. If I miss more than 2 Board meetings, I will effectively communicate with the Chair prior to my absence. I will review the agenda prior to Board meetings to contribute to working Board meetings.
- _____ I will attend the bi-annual board retreats, the Annual Conference and Winter Workshop.
- _____ I will engage with/attend 1+ community event/s in my area as a WAE representative. This can include, but is not limited to, wearing WAE gear, handing out WAE flyers, discussing potential partnerships, recruiting new members, or staffing a WAE booth.
- _____ I will regularly read emails sent to my WAE email. When completing volunteer work for WAE, I will only use my WAE email. **I will communicate effectively.**
- _____ I will financially support WAE by either fundraising or donating at least \$350 each year of my term. I understand WAE will support me by providing contact lists, email templates, and fundraising opportunities.
- _____ I will actively serve on and contribute to at least one committee.
- _____ I will serve on one of the following Task Forces at least once in my 3-year term: Annual Conference, Winter Workshop, or Awards Ceremony.

_____ I will inform the Board of Directors of any potential conflicts of interest, whether real or perceived, and abide by the decision of the board related to the situation.

_____ I will work to understand JEDIA concepts and I will work to incorporate JEDIA values in all aspects of my Board work. Within my first year, I will complete the JEDI 101 Moodle Course.

_____ I will contribute professionally to the effective operation of the Board. I will do this by completing 3 tasks from the provided list of stewardship tasks below.

_____ If I am unable to uphold these agreements, I will step down respectfully from my position as a Director.

Board members are asked to participate in stewardship in at least 3 of the following ways.

Training will be provided for any of the following:

	Write, sign and/or prepare appeal letters for mailing
	Send handwritten thank you notes to donors
	Regularly share information through social media avenues
	Host a member networking event
	Write grant proposals in partnership with Executive Director
	Reach into varied communities to help identify and cultivate relationships to support the organization as donors, volunteers, and advocates
	Send 5 sponsorship emails in advance of each large networking event (Annual Conference, Winter Workshop, Awards Ceremony)
	Lead a Moodle course
	Other tasks, as approved by the Executive Committee, that support the fiscal sustainability of WAEE

I agree to fulfill these expectations to the best of my ability for the entirety of my term on the WAEE Board of Directors.

Signature

Date