



## **ENVIRONMENTAL EDUCATION OF NEW MEXICO BOARD OF DIRECTORS JOB DESCRIPTION**

Environmental Education of New Mexico (EENM) Board members are the organization's links to the local, state and regional environmental and education communities. A commitment to serve on the Board of Directors carries with it certain expectations. In turn, EENM is committed to making your board service rewarding and enjoyable and to helping you exercise your special talents to help promote quality environmental education throughout New Mexico.

- Vision:* We believe that every New Mexican should have access to high-quality, engaging, and meaningful environmental education opportunities. This will lead to a thriving future for all, where environmental and social responsibility drive individual and institutional choices.
- Mission:* Through implementing an advocacy-focused movement as well as advancing collaboration and leadership, EENM will ensure every NM child has equitable access to environmental and outdoor learning.
- Population Served:* By investing in leaders and collaborators that represent a variety of educational experiences and perspectives, the ultimate recipients of our work will be the heart of New Mexico, our students from preK-12th grade.
- Board Purpose:* To establish policies, procedures and regulations for the governance of EENM; to raise funds to finance the organization and its programs; and to monitor the organization's performance.
- Responsible To:* The President of the Board of Directors
- Term Length:* Two years with an opportunity to serve up to three consecutive terms. Seven members will be elected by the general membership and two members will be appointed by the Board of Directors and will take office at the conclusion of the annual meeting (generally in the fall). Two members are appointed by the Board (one added each year).
- Resignation:* In writing to the President, Board of Directors

### *Responsibilities and Powers of the Board of Directors:*

To represent EENM in a responsible and positive manner at professional events, functions, community activities, etc.

Establish policies and procedures for administering the program and services that are in harmony with the mission of the Environmental Education Association of New Mexico.

Ensure that the financial affairs of EENM are conducted in a responsible manner in accordance with established policies and by-laws.

To identify sources, utilize resources and work with donors to secure funding and partnerships that help to finance the organization and its programs.

### *Specific Duties and Expectations of a Member of the Board of Directors:*

- Attend Board bi-monthly meetings regularly. The Board may, at its discretion and according to the by-laws, remove or replace any director who has three consecutive absences from regularly scheduled meetings.
- Serve on at least one EENM committee or action team.
- Become a financial supporter of EENM at an appropriate personal level (i.e., one of your top 3 philanthropies). Each year, the Board will set a collective goal for personal giving by Board members at the November or December Board meeting.
- Serve as an advocate for EENM throughout the state.
- Be informed about EENM programs, policies and services.
- Be informed about our status as an affiliate of the North American Association for Environmental Education (NAAEE) and its programs.
- Take the appropriate time to become well informed on all agenda items.
- Exercise loyalty towards EENM and confidentiality regarding its internal affairs as discussed at board meetings and other official functions.
- Provide candid, open and honest feedback and evaluation when appropriate.
- Provide leadership within the board and in the community on behalf of EENM.
- Take initiative in informing the organization about opportunities for funding or program developments.
- Support the organization and its officers in times of controversy or crisis.
- Provide sensitivity and support to staff members and other Directors as they perform their duties.

**Environmental Education of New Mexico  
Board Candidate Nomination Form**

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ E-Mail \_\_\_\_\_

Title \_\_\_\_\_ Organization \_\_\_\_\_

Education    Bachelors \_\_\_\_\_    Masters \_\_\_\_\_    Ph.D. \_\_\_\_\_

**Professional Area**

<input type="checkbox"/> Administrative	<input type="checkbox"/> Legal
<input type="checkbox"/> Business	<input type="checkbox"/> Medical
<input type="checkbox"/> Communications	<input type="checkbox"/> Natural Resource Management
<input type="checkbox"/> Conservation/Environmental	<input type="checkbox"/> Recreation/Tourism
<input type="checkbox"/> Education, including EE	<input type="checkbox"/> Technology
<input type="checkbox"/> Financial	<input type="checkbox"/> Other _____

**Board Abilities / Interests**

<input type="checkbox"/> Give Time	<input type="checkbox"/> Recruit Members
<input type="checkbox"/> Donate Money	<input type="checkbox"/> Recruit Donors
<input type="checkbox"/> Fundraise	<input type="checkbox"/> Promote / Market EENM

**Connections**

<input type="checkbox"/> Education - preK-12	<input type="checkbox"/> Legislative
<input type="checkbox"/> Education – University	<input type="checkbox"/> Media
<input type="checkbox"/> Funding	<input type="checkbox"/> Others: _____
<input type="checkbox"/> Govt. – Local	
<input type="checkbox"/> Govt. – State	
<input type="checkbox"/> Govt. – Federal	

**Other Boards / Organizations** \_\_\_\_\_

**Additional Qualifications**

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**Below, please provide a bio of no more than 250 words.**

I have read and agree to abide by the requirements for this position as described in the EENM Board Member Job Description.

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*Signed*

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*Date*