

Environmental Education Association of Washington

Board Of Directors Statement Of Principles And Expectations

Approved – 5/8/08

Duties and Responsibilities:

1. As a Board member, and current member of EEA, I am responsible for the health and well-being of EEA and understand and am committed to its vision, mission and strategic plan.
2. I am responsible to know and review all policies and programs of EEA and to monitor their implementation.
3. I am responsible to know what EEA's budget is, and to take an active part in reviewing and approving the budget.
4. I will actively engage in fundraising for EEA in whatever ways are best suited to me. These may include providing contacts and introductions for staff or board, writing proposals or letters of support, helping with events, or individual, corporate or foundation solicitation. While there is no set amount of money that board members must raise, I will make a good faith effort to do my best and bring in as many resources as possible.
5. I will give an annual financial donation to EEA. This donation will be of an amount that is significant to me.
6. I will attend a majority of the board meetings during the year. I will be available for phone consultation with other board members and staff. If I cannot attend a board meeting it is my responsibility to find out what occurred during the meeting and what actions were taken by calling another board member or the executive director.
7. I will communicate with the Executive Director any concerns that I have about issues of importance to the board and EEA.
8. I will actively serve on at least one committee of the board.
9. I will maintain independence and objectivity and do what my sense of fairness, ethics, and personal integrity dictate.
10. I will serve EEA as a whole rather than any special interest group or constituency.
11. I understand that this board will involve a significant commitment of time during the year.
12. I understand that no quotas have been set, and that no rigid standards of measurement and achievement have been formed. As board members we are making a statement of faith about every other board member. We trust each other to carry out the above agreements, each in our own way. I understand that if I fail to act in good faith, I must resign.

I understand that the minimum legal functions of the board include the following:

1. Select and evaluate the Executive Director
2. Approve all personnel policies
3. Adopt and monitor annual budget
4. Develop and help implement realistic annual funding plan
5. Review financial statements regularly
6. Authorize all bank accounts and all borrowing by the corporation
7. Authorize all contracts with funding sources
8. Approve all major changes in program services
9. Maintain minutes of all board meetings
10. Ensure that annual corporation reports are submitted
11. Review and approve any political activities which may jeopardize EEA's tax-exempt status.
12. Elect officers, holds meetings and evaluate its own performance

In turn, EEAW is responsible to me for the following:

1. Provide clear and current information relating to EEAW's mission, programs, policies, budget, and legal status.
2. Send, without request, quarterly financial reports, which allow board members to meet the "prudent person" section of the law.
3. The Executive Director and/or designate will respond in a straightforward and thorough fashion to any questions I have which I feel are necessary to carry out my fiscal, legal or moral responsibilities to EEAW
4. The Executive Director is available to discuss EEAW's mission, programs, policies, goals and objectives.
5. Schedule board and committee meetings in a timely manner and send agendas and materials at least five (5) days prior to board and committee meetings.

Signature

Date

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