



ActivEnviro Board Responsibilities and Duties and Application Outline for Involvement

ActivEnviro is led by a volunteer Board of Directors representing recreation, land management, public health, university, association, research, planning, and allied industry professionals. ActivEnviro has two levels of Boards. Our **Operating Board** has governing roles with voting and organization management responsibilities, Our **International Advisory Board** is non-governing but provides important review, sharing of inter-disciplinary information, advice, and suggestions for strategic management and growth. Board members are elected to serve three-year terms. The Operating Board holds annual elections to confirm Board member term continuation and appoints new Operating and Advisory Board members as needed.

The Operating Board and Advisory Board may establish committees as deemed necessary to create, share, and guide approved initiatives of **ActivEnviro**.

1) The **ActivEnviro Operating Board of Directors**:

- Is a volunteer **governing body** with voting privileges, consisting of no fewer than seven (7) and no more than nine (9) members at any given time, including one non-voting member, the ActivEnviro Executive Administrator.
- Reviews staff hires, budgets, and contracts.
- Appoints the Executive Administrator who oversees daily operations and staff functions.
- Elects a Chair, Secretary, and Treasurer.
- Holds annual elections to confirm Board member term continuation and to elect new Operating and appoint Advisory Board members.
- Meets **monthly (approximately 2 – 4 hours per month) by Zoom** and annually yearly for a full-day Strategic Planning Retreat (often in person). All costs for meeting and activities are borne by the Board Member and performed on a volunteer basis.

The Operating Board recognizes its fundamental charge is for prudent self-management and fiscal responsibility for creating structure, policies, and procedures that support organizational governance and the mission of **ActivEnviro**. As a group, the Board is charged with guiding staff in establishing a clear organizational mission, forming the strategic plan to accomplish the mission, overseeing and evaluating the plan's success, hiring a competent Executive Administrator and providing adequate supervision and support to that individual. As a public entity, the Board will ensure fiscal responsibility and sound governance of **ActivEnviro** by instituting a fair system of policies and procedures for human resource management and responsible self-regulation.

2) The **ActivEnviro International Advisory Board**:

- Is a volunteer Advisory Board.
- Is comprised of no less than **8** and no more than **15** experienced industry professionals and related persons who contribute ideas, advice, and assistance on a volunteer basis that support the operations, funding, research projects, publications, and educational activities of **ActivEnviro**.
- Meets quarterly (approximately 2- 5 hours per quarter by Zoom, spends some time reviewing information and the agenda sent prior to the call. The Advisory Board may participate in or volunteer for special initiatives and projects, if desired.

At least some form of annual financial contribution participation is required of all Board members, but this may be minimal, and amount is at the discretion of each individual Board Member.

Application Outline for ActivEnviro Board Members

If you are interested in being considered for a voluntary position on either of the ActivEnviro Boards of Directors, please complete the following outline of materials and submit by email to info@ActivEnviro.org.

Name	Professional Title(s)	Professional Certification(s)
Mailing Address	Email	Office Phone
Cell Phone	Fax number	

- **Please include a resume, curriculum vitae, and/or other supporting documents.**
- **Please Answer: Why are you interested in being a ActivEnviro Operating or Advisory Board Member?**
- **Note that these are three-year term commitments.**
- **Compensation:** All Board of Directors positions are voluntary, with no monetary compensation at this time. Non-monetary compensation and benefits will be realized through national recognition of Board Member involvement, inclusion and sharing of ideas with key thought leaders and innovative and passionate professionals, potential speaking and article opportunities, and the intangible benefits of helping to achieve industry and organizational success through the mission and goals of ActivEnviro. All Board members are expected to track and submit any volunteer hours (in-kind hours outside of Board meetings for ActivEnviro activities) and to make an annual financial contribution to ActivEnviro annually, (even if it is minimal – no amount specified), to allow us to show 100% Board participation for funding match applications.

I am interested in:

— **Consideration as an Operating Board Member**

I understand that my role will require commitment and responsibility as a governing member of the Board of Directors and I commit to participating. This requires attendance at **monthly Zoom Meetings** and on onsite meeting for our strategic planning retreat. Additional time may need to be spent on review of materials or volunteer work on specific initiatives. I understand at this time that there is no financial compensation for this position. *Operating Board Members should be able to donate travel costs if needed.*

— **Consideration as an International Advisory Board Member**

I understand that my role is advisory only, and that I commit to contributing advice, suggestions, and relationship potential to help build the success of ActivEnviro. I am willing to participate in quarterly Zoom meetings, and to review the materials distributed prior to the calls. I expect that my time commitment will entail between **8 to 20 hours per year** at a maximum unless I voluntarily choose to become specifically involved in a special committee or initiative.

Note: While ActivEnviro is an organization built upon the mission to share information across disciplines, all Board of Directors members are required to sign confidentiality agreements that outline the expectations that information created by ActivEnviro Board and/or staff will not be shared outside of the Board and/or Staff unless it is deemed ready for public distribution and/or released for use with permission. This expectation will live in perpetuity beyond the terms of appointment. By applying for this position, you accept this understanding of confidentiality.