



## **Willow Bend Environmental Education Center Board Of Directors Invitation**

Thank you for considering joining the Willow Bend Environmental Education Center Board! Willow Bend was founded by the Coconino County Conservation District in 1979 and has since been the County's only year-round, multi-age focused, place-based environmental education Center. Our mission is to provide education outreach services that build environmental awareness and an ethic of responsible stewardship of our natural and cultural resources. The Willow Bend Board is an essential part of the organization providing leadership and vision, as well as fundraising, partnership building, and on-going volunteering assistance.

The Board meets on the second Monday of each month from 4-5:30pm (subject to change based on board member availability) at the Willow Bend Center located at 703 E. Sawmill Road. Below is a description of board responsibilities.

### **Board Member Responsibilities**

#### **Actively Participate in Board Activities**

- Serve the term (3 years) to which you have committed with dedication and commitment to the organization
- Attend yearly board retreat
- Regularly attend board meetings (must attend 75% of monthly meetings unless proxy assigned)
- Notify the board of unavoidable absences
- Participate in strategic planning activities
- Serve on committees (when applicable)
- Track your own time, membership and in-kind donations to the organization

#### **Represent Willow Bend in the Community at large**

- Demonstrate knowledge of Willow Bend and its goals
- Interpret the organization's work to the community
- Introduce Willow Bend to circle of influence
- Promote Willow Bend on social media, to your circle of friends etc.

#### **Participate in Fundraising and Development Activities**

- Pledge an annual personal contribution (minimum is a Willow Bend membership of \$50)
- Help raise, give, or get a pledged amount annually (\$1000/year in cash or equivalent in-kind value)
- Attend board fundraising activities and events
- Attend Willow Bend's annual events, and when possible, make or secure a sponsorship to the event
- Share the names of prospective donors for fundraising purposes

#### **Participate in Education Activities**

- Each year, observe/assist with community programs and events
- Each year, participate in one Community Event (Earth Day, Festival of Science, Open House, etc.)

#### **Legal/Fiduciary Responsibilities**

- Adopt an annual budget and monitor organization's financial condition
- Consider and approve policy
- Monitor management practice
- Hire and oversee executive leadership
- Review and update bylaws