



Iowa Conservation Education Coalition

Information for Potential Executive Committee Members

ICEC Mission and the Role of ICEC Executive Committee

The ICEC Executive Committee (ExCom) is a working board of directors. Members work together and lead ICEC toward achieving its mission to provide ways for Iowa's environmental educators to learn, build relationships, and creatively collaborate.

Composition and Term of Service

The ICEC Executive Committee consists of 7 to 13 members, four of whom are officers – chair and vice chair or co-chairs as determined by ExCom, secretary, and treasurer. An elected ExCom member term is three years, and members may serve no more than two consecutive terms (six years maximum). Terms of less than six months are not counted toward the six year maximum. Terms for elected members begin and expire at the close of the annual ICEC meeting.

ExCom is a diverse team of individuals who reside across the State of Iowa and represent the community served by ICEC. Some members work within the environmental education field, while others may have vocations outside of environmental education. ExCom members share a commitment to leading and enhancing the work of the Iowa Conservation Education Coalition.

Eligibility and Election

To be eligible for election to the Executive Committee, an individual must be an ICEC member in good standing. Members of ICEC ExCom are elected by the ICEC general membership. Members shall be elected such that the terms of approximately 1/3 shall expire each year. A call for nominations will be issued on or before October 1st. Nominations for ExCom are submitted to the ICEC Governance Committee, which considers mission fulfillment and established criteria to select a non-competitive slate of candidates for vote by the ICEC general membership. A slate of candidates shall be submitted to ExCom and membership for voting at least 30 days prior to the election date (December 31).

Meeting Schedule and Mandatory Attendance

The ICEC Executive Committee meets quarterly. Attendance at the four quarterly meetings is mandatory. Members unable to attend three meetings in a 12-month period may be removed from ExCom by a majority vote of the committee. Typically, meetings are held on the second Tuesday of January, April, July, and October. Meetings are held via Zoom video conferencing and last approximately 60 to 90 minutes. One meeting per year is held in person.

ExCom members must participate in at least one standing committee per year – fundraising, finance, or governance – and consistently attend committee meetings.

Support and Board Development

The ICEC Executive Director and ExCom members assist new members in acclimating to their role as a director. New ExCom members receive an orientation by the Executive Director. ExCom members receive regular updates about issues in the environmental education field, including opportunities for professional development – both vocational- and board-related.

ICEC staff, ExCom officers, and standing committee chairs provide quarterly reports of organizational activities and financial reports to the full board to facilitate each board member's ability to fulfill legal and fiduciary responsibilities.

Key Executive Committee Member Responsibilities

- 1) Organizational leadership, advisement, promotion, and oversight.
- 2) Participate actively by:
 - Attending ExCom meetings, special events, and serving on at least one standing committee.
 - Staying informed about what's going on in the organization, including reviewing newsletters, agendas, and supporting materials prior to meetings.
 - Working with staff and other committee members as partners towards ICEC goal achievement.
- 3) Maintain the legal and ethical integrity of ICEC by:
 - Acting in the best interests of the organization, instead of themselves or their employers by recusing themselves from discussions and votes where there is a conflict of interest.
 - Following all ICEC policies, including financial policies.
 - Making knowledgeable decisions about all ExCom matters.
- 4) Maintain the financial sustainability of ICEC by:
 - Committing to 100% board giving and making a personal financial contribution beyond membership dues that is meaningful to each individual.
 - "Give or get" \$500 within one year of ExCom service.
 - Participating in fundraising activities.
 - Reviewing quarterly financial reports and abiding by all financial laws, regulations, and policies.

Questions to Consider Regarding ICEC ExCom Membership

Is ICEC the right organization for me?

Being a board member of any non-profit is both a great responsibility and a great honor. Please consider your decision carefully. As a board member, you will be investing time, money, and energy. We want you to feel confident in the mission of ICEC, ICEC's work to achieve its mission, and your role and interests in bringing the ICEC mission to fruition.

The Iowa Conservation Education Coalition provides ways for Iowa's environmental educators to learn, build relationships, and creatively collaborate. Together, we help Iowans of all ages learn and make responsible environmental decisions in a changing world.

ICEC bylaws indicate that ExCom will not receive compensation for their services. ExCom members may, upon request, be reimbursed for travel to meetings at the current state rate, one-way. Reimbursements may also be requested for expenses related to execution of ExCom duties, such as postage and printing.

ICEC ExCom is a working board. ExCom members are expected to participate in ICEC's work, serving on at least one standing committee, assisting with and attending ICEC-sponsored events, and supporting fundraising activities. ICEC's main professional development outreach is the annual Winter Workshop. In addition to the workshop, throughout the year ICEC provides other outreach and networking opportunities to engage the public in the organization's work. A summary of ICEC events of the past year is available in the Annual Report accessible at <http://iowaee.org/about/annual-reports/>.

Am I the right person for ICEC?

ICEC ExCom members are comfortable working as a team member and independently. ICEC staff and ExCom work closely together to coordinate and host events, develop and implement policy, and plan strategically for ICEC's future. Thus, working as part of a team is an essential quality of ExCom members. On the other hand, working independently is just as important! ExCom only meets at quarterly board meetings, committee meetings, and at events. Much of the work is done independently with frequent updates to ExCom as a whole. ICEC ExCom members should have the ability to analyze, think clearly and creatively, and provide constructive feedback to others.

ICEC board members should be willing to develop skills if they do not already possess them, such as cultivating and soliciting funds, recruiting ExCom members and other volunteers, reading and understanding financial statements, and learning more about the various programs of the organization.

ICEC ExCom members should possess honesty; sensitivity to and tolerance of differing views; a friendly, responsive, and patient approach; personal integrity; concern for ICEC's development; and a sense of humor.

What do I want to get out of being on this board?

During their tenure, ExCom members who remain engaged with ICEC's mission and activities will gain knowledge and contacts, enhance skill sets, and experience personal growth. For example, if you lack a finance background but want to understand nonprofit finance better, service on the Finance Committee or volunteering to fundraise in the community will open new areas of learning. You may have the opportunity to share your own unique knowledge and skills by acting as a mentor to other ExCom members. Those who invest time to know fellow ExCom members will have a more positive experience and grow their network. Perhaps more importantly, ICEC ExCom members work closely together, becoming like a family with common goals and support one another professionally and personally.