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 volunteer 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 for elected members of the ICEC board are three-year terms linked to the annual meeting. For example, someone who serves a term for 2027-2029 would run from the end of the Annual Membership Meeting in 2027 and run through the end of the Annual Membership Meeting in 2030.

ExCom is a diverse team of individuals from across the state. Some members work within the environmental education field, while others do not. 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. Roughly one-third of ExCom positions need to be filled each year. The call for nominations goes out usually in October. Nomination forms for ExCom must be submitted to ICEC by a date in November. Candidate biographies will be posted on the ICEC website and emailed to eligible voters in November. 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 Attendance

The ICEC Executive Committee meets a minimum of four times per year and other times as necessary. 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 via video conferencing and last approximately 60 to 90 minutes. ExCom members work with all members' schedules to plan meeting times out well in advance. One meeting per year is held in person, usually in conjunction with the Winter Workshop.

ExCom members are asked to serve on at least one standing committee per year.

Support and Board Development

ExCom members assist new members in acclimating to their role. New ExCom members will receive an orientation plus all ExCom members receive regular updates about issues in the environmental education field, including opportunities for professional development.

ICEC staff, ExCom officers, and standing committee chairs provide 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:
   - Supporting and actively participating in fundraising activities, events, or solicitations.
   - Contributing to ICEC as able.
   - Reviewing financial reports developed for each ExCom meeting and abiding by all financial laws, regulations, and policies.

Questions / Concerns / Want to know more?

You are welcome to contact us at exec@iowaee.org or directly to one of our officers with your questions! Please visit https://iowaee.org/about/icec-executive-committee/ to see a list of current ExCom members plus past meeting minutes and more.