

Policies and Procedures for ANJEE Representation at the Annual NAAEE Conference

Executive Summary

The Alliance for New Jersey Environmental Education (ANJEE) is the statewide organization for environmental education. It is an official member of the Affiliate Network of the North American Association of Environmental Education (hereafter referred to as NAAEE). For this reason, it is important that ANJEE be a member of NAAEE and be represented at the annual North American Association for Environmental Education (NAAEE) conference on an annual basis.

Background

NAAEE is a network of professionals, students, and volunteers working in the field of environmental education throughout North America and in over 55 countries around the world. Since 1971, the Association has promoted environmental education and supported the work of environmental educators. There are many environmental interest groups, and many organizations dedicated to improving education. NAAEE uniquely combines and integrates both of these perspectives, and takes a cooperative, non-confrontational, scientifically-balanced approach to promoting education about environmental issues.

NAAEE is made up of people who have thought seriously about how people become literate concerning environmental issues. NAAEE members believe education must go beyond consciousness-raising about these issues. It must prepare people to think together about the difficult decisions they have to make concerning environmental stewardship, and to work together to improve, and try to solve, environmental problems.

The conference, and the associated pre-conference affiliates workshop, are excellent opportunities to gather information and resources from other states, organizations, institutions and stakeholders, as well as represent New Jersey to the larger environmental education audience. Also, official actions are taken by votes during annual meetings of the Affiliate Network and NAAEE that are held at that time and location; ANJEE should be represented by someone eligible to vote at these meetings

The board hereby adopts the following policies and procedures concerning ANJEE representation at the annual NAAEE Conference:

I. Maintaining NAAEE Membership.

The Board shall appropriate and expend in a timely manner funds each fiscal year to maintain ANJEE's "Institutional Plus" membership in NAAEE. The "Institutional Plus" level of membership includes free conference registration for one representative, and registration for up to four additional representatives at the "professional member" rate.

II. Maintaining Basic ANJEE Representation.

The Board shall appropriate and expend in a timely manner sufficient funds so that at least two "Official ANJEE representatives" shall attend the NAAEE conference and pre-conference Affiliates workshop each year-utilizing the free conference registration and NAAEE

“professional membership” rate. ANJEE shall provide/reimburse travel and accommodation expenses. It is recommended that the President and the Planning Committee Chair represent ANJEE, as the Planning Committee Chair provides continuity in annual networking development. If one, or both, of them are unwilling or unable to attend, the Board shall choose others to fill the position(s) by using the Priority List in III.A.

III. Encouraging Additional ANJEE Representation.

A. Every year, the Finance Committee will determine how many additional “Official ANJEE Representatives” the organization can afford to **fully support*** to send to the conference, so that the Board will appoint the additional representative(s). The Board shall decide who shall be an additional “Official ANJEE Representative” by using the following priority list:

- 1) President-elect;
- 2) Vice-President.
- 3) Elected Board members;
- 4) Committee Chairs;
- 5) Special Committee Chairs;
- 6) Advisory Council members

At the minimum, the Finance Committee and Board should aim for one additional representative, at the maximum, three additional representatives.

*“Fully Support” shall mean that ANJEE covers the following expenses for each “Official ANJEE Representative”:

- Conference registration and pre-conference Affiliates workshop fees, using the “early registration” cost-saving option;
- Transportation costs for the representative(s) from his/her home to the conference and back. This may include car rental, mileage, tolls, parking, airfare, train fare, bus fare, or cab/shuttle fare. It is the responsibility of the representative to find the most reasonable rates and present a proposed budget to the Finance Committee for approval prior to travel. He/she may make arrangements for travel fares to be paid in advance, when possible, or provide receipts or expense report for reimbursement to the Treasurer upon return. Expenses will not be reimbursed without a receipt and expense report.
- Lodging in the preferred hotel of the NAAEE Conference for the nights of the conference and pre-conference Affiliates workshop. Additional nights are the responsibility of the representative. Representatives of the same gender, or two life partners, are encouraged to share one room where possible rather than incur a separate room expense for each individual. He/she may make arrangements for hotel fees (room rate and tax) to be paid in advance, when possible, or provide receipts for reimbursement to the Treasurer upon return. Expenses will not be reimbursed without a receipt and expense report. Additional costs are the responsibility of the individual.
- Cost of the NAAEE Awards Luncheon, unless it is included in the conference registration.

B. Any conference slots at the “Professional Membership rate” that are not utilized by “Official ANJEE Representatives” shall be offered to ANJEE board members in order of preference as stated above. If there are still conference slots left over after that list has been exhausted, they will be advertised online to the General Membership. This will be offered on a “first-come, first-served” basis. Unless designated as an “Official ANJEE Representative” as defined above,

participants will not receive any financial assistance from ANJEE to attend the NAAEE Conference.

IV. Responsibilities of “Official ANJEE Representatives”

Serving as an Official ANJEE Representative to the NAAEE Conference is a responsible position with duties before, during, and after the conference. Serving as an Official ANJEE Representative to the NAAEE Conference may be combined with other roles, but the role of an Official Representative shall be primary for that person attending the conference.

The responsibilities of an Official ANJEE Representative to the NAAEE Conference are as follows:

A. While at the pre-conference Affiliates workshop and at the Conference, the representatives shall:

- attend workshops that benefit ANJEE;
- make contacts and/or bring back information that would benefit the state organization and the activities/plans it is pursuing;
- bring back information that would be of great interest to a significant number of the general membership;
- attend meetings and training opportunities of NAAEE and of the Affiliates Network where business is conducted, votes are cast or new initiatives are introduced.

B. Upon return, the representatives shall:

- provide the ANJEE membership with a summary of the NAAEE Conference in the next issue of “The Daily Planet” or another suitable publication approved by the Board;
- provide a briefing presentation and written summary for the Executive Board and Advisory Council at the meeting following the NAAEE Conference. This briefing should include a summary of information that was learned and contacts that were made that would be relevant to each of the ANJEE committees;
- make themselves available to discuss relevant details with each committee as requested by its chair;
- when appropriate, present a session at the ANJEE Conference or at a regional ANJEE meeting on a topic covered at the NAAEE Conference they attended.
- Assist in following up on the contacts made and information learned by making introductions to contacts and seeking ways to incorporate the information learned in ANJEE’s activities through appropriate ANJEE channels.

V. Timing of the Process

ANJEE Executive Board and Advisory Council members who are interested in attending the NAAEE Conference as ANJEE representatives should express interest to the President by the ANJEE Conference. Each individual should be willing to commit to attending the NAAEE Conference, if chosen, by the time of the annual ANJEE Leadership Retreat, so that the Executive Board may decide who will attend.

VI. Grants and Income from Other Sources

ANJEE Representatives to the NAAEE Conference shall seek grants and income from other sources, such as employers and other donors, to be used toward the cost of their attendance at the Conference. Possible grants and income from other sources shall be reported to ANJEE so that ANJEE may determine if it can provide additional financial support to its other

representatives or even increase the number of representatives that ANJEE has at the Conference. ANJEE representatives will make timely and complete application to all appropriate sources of grants and other sources of income to maximize the opportunity for ANJEE to increase its representation (within the other limits of this policy) to the extent possible. Where an ANJEE member finds out about a grant or other source of income that may be useful to other ANJEE members they should pass that information along as soon as possible.

VII. Economizing

ANJEE Representatives to the NAAEE Conference shall use acceptable business practices to economize on the expenses related to the Conference in an effort to increase the effectiveness of ANJEE's support for its representatives to the Conference, to save the organization funds to be applied to other organization purposes, or, increase the number of representatives that ANJEE can send to the Conference. Such measures may include:

- registering in advance to take advantage of any "early" registration discounts
- booking travel and lodgings in advance to take advantage of pre-conference discounts or advance booking discount,
- selecting functionally equivalent travel service and lodging providers based on price advantage offered over competitors (such as discounts arranged by NAAEE for hotels, car rentals, and airlines)
- making purchases utilizing personal (example: AAA or AARP) discounts

This policy shall not mean that the ANJEE representatives shall be required to utilize substandard services or economize to the point of interfering with their ability to represent ANJEE at the Conference or put themselves at any kind of added risk while serving as an ANJEE representative at the Conference.

Approved: July 18, 2006