

ANJEE OFFICERS

PRESIDENT

The President shall:

- maintain ANJEE activities in accord with the constitution and by-laws;
- oversee business affairs of ANJEE;
- represent ANJEE in position statements related to environmental education. Formal statements must be approved by ½ plus 1 votes of the Executive Board;
- with the Vice-president, set the calendar for the Advisory and Executive Boards, communicate these dates to the Newsletter Editor(s);
- assist Vice-president in coordinating the Annual Retreat;
- chair Executive Board and Advisory Council meetings;
- oversee and receive regular reports from standing committees;
- coordinate standing and special committees;
- receive year-end reports and budgets:
- with Executive Director produces Annual Report for his/her term of office;
- disseminate Annual Report to members, legislators and associated organizations;
- appoint committee chairs as necessary; and,
- mentor the President-elect.

The President will serve a one-year term.

PRESIDENT-ELECT

The President-elect shall

- assist President in all above duties, acquiring knowledge and skills necessary for his/her term as President; and,
- be an active member of (at least) one of the working (Standing or Special) committees.

The President-elect makes a three-year commitment. In the first year he/she serves as President-elect, the second year, he/she serves as President and in the third year, he/she serves as an active, mentoring Past-president. The President-elect is selected by the Nominating Committee from the Advisory and/or Executive Board, subject to approval by the Executive Board.

PAST-PRESIDENT

The immediate Past-president shall

- serve as an active mentoring Past-president, assisting the President and President-elect in all above duties.

The Past-president will serve a one-year term.

VICE-PRESIDENT

The Vice-president shall

- assist the President in administrative responsibilities;
- is responsible for arranging meeting facilities and informing members of meeting dates and times;
- with the President, sets the agenda for meetings;
- assume the duties of the office of President when needed;
- coordinates the Annual Retreat with assistance from the President and the regional Program Committee; and,
- maintain updated committee contact lists.

The Vice-president will serve a two-year term, no more than two two-year consecutive terms.

EXECUTIVE DIRECTOR

The Executive Director shall

- attend all Executive Board and Advisory Council meetings, and is eligible to vote in both;
- produce an annual report with the President;
- maintain and oversee the historic records and archives of ANJEE;
- act as a primary public contact for ANJEE;
- attend to the daily business of ANJEE;
- respond to mail and telephone inquiries; and,
- assist the officers and committee chairs.

MEMBERSHIP SECRETARY

The Membership Secretary shall

- serve as chairperson to the Membership Committee;
- keep records of members and dues;
- maintain and issue a current “*Welcome Package*” for new members. “*Welcome Package*” includes: a welcome letter from the President, a copy of the Constitution, list of volunteer opportunities (with sign-up sheet), current issue of the newsletter and a membership card. The “*Welcome Package*” is to be issued immediately upon receiving dues;
- distribute new membership cards to renewing members;
- along with the Nominating Committee, produce, maintain and coordinate distribution of an “ANJEE Volunteer Opportunities” flyer outlining a wide variety of opportunities in ANJEE – from single task to officer responsibilities (to be returned to the Membership Secretary);
- forward information about volunteers to relevant committee chairs;
- forward dues notices to delinquent members (after Annual Conference, but before Feb 28);
- delete delinquent members from member list by March 31;
- provide mailing labels and lists to officers, chairs and committee members when requested;
- provide membership reports, with demographics (e.g. regions, occupations), twice per year at combined Executive Board/Advisory Council meetings;
- with the Membership Committee and Public Relations Committee, initiate, organize and coordinate a Membership Campaign to increase membership; and,
- be a member of the Public Relations Committee, but not its chair.

The Membership Secretary will serve a two-year term, no more than two two-year consecutive terms.

RECORDING SECRETARY

The Recording Secretary shall:

- take the minutes at all regular meetings of both the Executive Board and Advisory Councils; and,
- distribute minutes to all committee members within two weeks of the meeting; and,
- in the absence of an Executive Director, maintain and oversee the historic records and archives of ANJEE.

The Recording Secretary will serve a two-year term, no more than two two-year consecutive terms.

TREASURER

The treasurer shall

- keep a continuous and complete record of the finances of ANJEE;
- pay bills as authorized by the approved budget and/or Executive Board;
- make payment for all goods and services secured for ANJEE through ANJEE checking account;
- at February Executive Board meeting, provide committee chairs with budget guidelines and blank budget forms for their use;
- request and accept detailed budgets from all standing and special committees at the annual March retreat (these budgets to be approved by Executive Board);
- prepare an annual budget, from the above, and with the approval of the Executive Board,;
- prepare and present a yearly audit;
- accept membership fees, conference fees, and other monies and deposit regularly in ANJEE checking account;
- write all correspondence related to ANJEE financial affairs;
- attend all Advisory Council and Executive Board business meetings to report on the financial status of the organization, or provide it in writing;
- notify committee chairs when their spending reaches 90% of their budget; and,
- serve as a member of the Finance Committee, but not as its chair.
- working with the Finance Committee chair, provide year-end financial information to ANJEE accountant and oversee state and federal filing requirements

The Treasurer will serve a two-year term, no more than two two-year consecutive terms.