



SWEPEP NC Triangle
Board of Directors
Job Descriptions and Expectations

Purpose: To advise, govern, oversee policy and direction, and assist with the leadership and general promotion of SWEPEP NC Triangle so as to support the organization's mission and needs.

Mission statement: SWEPEP's goals include encouragement of education and professional development, exchange of substantive information and work experiences, networking, and public service. Our North Carolina Chapter serves as a resource for members in the Triangle area, providing opportunities for professional development of women in environmental positions through educational programming, social events, mentoring, and community service.

The mission of SWEPEP-NC is to:

- Encourage and promote the leadership, achievement, and development of women in environmental professions
- Provide an informal setting for women to meet, share substantive information and work experiences, and to establish a communications exchange
- Educate members on current trends and new developments in the environmental field
- Promote the development of business relationships
- Encourage and promote public service for North Carolina's environment

***Major board member responsibilities:**

- Organizational leadership and advisement
- Organization of the board of directors, members, and committees
- Formulation and oversight of policies and procedures
- Financial management, including adoption and oversight of the annual budget
- Oversight of program planning and evaluation
- Personnel evaluation and staff development
- Review of organizational and programmatic reports
- Promotion of the organization
- Fundraising and outreach

**Members of the board share these responsibilities while acting in the interest of SWEPEP NC Triangle. Each member is expected to make recommendations based on her experience.*



Length of term: Two years depending on position; this may be renewed indefinitely.

Meetings and time commitment:

- The board of directors meets an average of three to four times per year. Meetings typically last 60-90 minutes.
- On off months, the board of directors will communicate via email or establish set day/time lunch-hour conference calls, as needed, to discuss ongoing issues and events.
- Committees of the board meet an average of two times per year, pending their respective work agenda.

Expectations of board members:

- Attend and participate in meetings on a regular basis, and special events as able.
- Participate on a standing committee of the board.
- Be alert to community concerns that can be addressed by SWEP NC Triangle's mission, objectives, and programs.
- Help communicate and promote SWEP NC Triangle's programs to the community.
- Become familiar with SWEP NC Triangle's finances, budget, and resource needs.
- Understand the policies and procedures of SWEP NC Triangle.
- Board members are asked to attend at least four special events and at least half of our Board meetings annually. We expect to meet in person on a quarterly basis and communicate via phone and email in between.



Board Officers:

Chair: 2 year, renewable term

The Board Chair is responsible for overseeing board and committee meetings. Chairs will also call special meetings if necessary. They will also assist in new board member orientation. The Chair or Co-chairs act as spokespersons for the organization. They will be available for board members and committee chairs. (2 year, renewable term by special vote held by SWEP Board of Directors)

Chair-Elect:

The position of Chair-Elect is a "chair-in-training" position. This position assumes the responsibilities of the Chair when the Chair is unable to perform her duties. This position is a two to three-year commitment: first year as the Chair-Elect, second year as the Chair. The third year as Chair is optional and would depend on if during the second year the Chair is able to train a Chair-Elect to replace her for the third year.

Secretary: 2 year, renewable term

The Secretary will attend all Board and Committee meetings, as she is able to and will help to maintain accurate records. The secretary should be present to record minutes and motions and prepare them for timely distribution to the Board. If both the Secretary and Chair are unable to participate in such a meeting, another participant (a committee chair) assumes responsibility for minutes on ad hoc basis. The secretary also will maintain a list of committees with their current Chairs and committee members.

Treasurer: 2 year, renewable term

The Treasurer has primary responsibility for management and control of funds as well as the overall fiscal health of the organization. The Treasurer works with the board members to ensure that proper records are maintained, and that they reflect the current financial condition. These records include cash, outstanding advances, investments, accounts receivable and other assets, accounts payable, and fund balances (net assets).



Board Chairs:

Communications Committee:

The Communications Committee promotes the mission of the SWEPEP, publicizes the organization's benefits and resources, and promotes upcoming programs via email and print announcements and website updates. This committee also maintains social networking sites and provides members with the opportunity to volunteer for causes that are within SWEPEP's mission. This committee has an active role in SWEPEP and the expectation is for Committee members to be involved on a weekly or monthly basis.

Community Service Committee:

The Community Service Committee is responsible for the development, promotion, and implementation of community service programs for SWEPEP Triangle members. The committee will develop programs and resources to assist the board in the organization and implementation of community service projects. The committee has an ongoing role in SWEPEP and the expectation is for a minimum of two events per year to be planned.

Membership Committee:

The membership committee works with various other committees to grow SWEPEP membership. It is responsible for welcoming new members via email and introducing the new members to the various activities, benefits, and committees of SWEPEP. The membership committee helps to answer any membership questions that may arise. SWEPEP's membership committee also creates programs to attract new members such as "bring a friend" to SWEPEP luncheon events. The committee has an ongoing, integral role in the operations and success of SWEPEP. The expectation is for committee members to attend events and to have monthly involvement to maintain accurate member records.

Programs/Events Committee:

The Programs/Events Committee organizes events for SWEPEP members, including technical programs, career development programs, and social/networking events. Technical programs aim to bring new, emerging environmental issues, regulations and technology to SWEPEP professionals. Expert panels share their knowledge and perspectives on a range of issues. SWEPEP typically organizes four to six lunch or evening programs each year held at a various locations in the Triangle. Social/networking events bring professionals together to learn and share experiences in a friendly environment.

Student/Campus Outreach Committee:

The Student/Campus Community Outreach Committee promotes the mission of SWEPEP and helps to reach out to the Triangle and university communities. The Outreach Committee will be responsible for assisting the Communications Chair with outreach to college campuses, such as connecting with local representatives to assist in sending campus wide emails, flyers and other promotional materials on SWEPEP's behalf.