



## AORE Board of Directors Application Packet

### **AORE Mission**

*The mission of the Association is to provide opportunities for professionals and students in the field of outdoor recreation and education to exchange information, promote the preservation and conservation of the natural environment, and address issues common to college, university, community, military, and other not-for-profit outdoor recreation and education programs.*

### **AORE Vision**

*The Association of Outdoor Recreation and Education is the premier Association in the outdoor profession. By bringing together individuals and organizations, AORE contributes to a global community that fosters a culture of professionalism, collaboration and environmental stewardship. Through our Association, we actively engage in and impact the issues and policies that affect our membership and industry.*

We are excited to know that you are interested in standing for the Board of Directors for AORE! We appreciate your interest to volunteer and commit your time, talent and energy that will contribute to the success of the Association.

This packet will guide you through the process of applying so that professional members will have the necessary information to elect the most appropriate individual for the positions. This packet will help give you an accurate appraisal of the role that AORE board members play. If you have any questions or concerns about this process or the application, please refer all inquiries to Jeremy Oyen, AORE President Elect.

Included in this packet you will find:

- Benefits of Being a Board Member
- Timeline
- Preparing to be on the BOD
- Responsibilities
- Travel/Time Commitment
- Qualifications
- Expense Reimbursement
- List of Documents Needed to Complete Application

## **Benefits of Being a Board Member**

Being on the Board of Directors to a national professional organization has many benefits. Here are just some of the highlights:

- Extended networking opportunities
- Professional development trainings
- Leadership training
- Increased presence in your respective field and exposure for your company/institution/program
- Rewarding way to give back to a broader community of AORE

## **Timeline**

### ***Now through August 25 - General Interest & Nomination Period***

- Review this application packet and the associated materials.
- Reach out to the Executive Director, President, or existing/previous board members to speak about their experiences.
- Discuss the commitment with your spouse/significant others and your supervisors/professors.
- Review the [online application](#) and prepare responses to the questions.

### ***Prior to or on August 25 - Application Deadline***

- Submit online application and a PDF copy of your updated resume, headshot, and letter of support from your supervisor to the President Elect.
  - Your submitted application will be used to fill out the online voting platform for membership distribution.

## **Preparing to be on the BOD**

- Board members need to know and understand the strategic plan of the Association. The Strategic Plan can be found on [www.aore.org/About-AORE](http://www.aore.org/About-AORE).
- Board members need to make an effort to inform themselves about the issues and history of the Association by reviewing bylaws and minutes of the Association. The bylaws can be found on [www.aore.org/About-AORE](http://www.aore.org/About-AORE) and the meeting minutes in the File Archive of your member portal.

## **Responsibilities**

- Service to AORE
  - The work that we do is improving the field and the profession.
  - An average of 2-6 hours of work per week is what most board members find themselves giving outside of the mid-year meeting, budget approval meetings and conference commitments.
  - Review all information in advance of meetings, and come to meetings ready to vote.
- BOD Leadership
  - As a Director, you would be tasked with three main duties:

- Duty of Care:
      - Primarily related to the responsibility to become informed in making decisions and overseeing the management of the Association.
    - Duty of Loyalty:
      - Requires a Director to act in good faith and in the best interest of the Association.
    - Duty of Obedience:
      - Fulfills legal reporting requirements and standardization of operations.
  - All board members are expected to take an active role throughout the year on at least one project and/or standing committee, as established at the first BOD meeting and by the membership.
    - The expectations of this role are to:
      - Provide input to relevant issues and communicate to the board.
      - Research issues to provide potential solutions or opportunities and relay to the board.
      - Assist in the preparations of updates, reports, and other forms of communication to share the details of the specific project and committee.
      - Be proactive with communicating to appropriate board members via phone or email.

### **Travel and Time Commitment**

- Is it expected that all board members actively participate in all meetings.
  - This includes BOD monthly conference calls, project specific meetings, traveling to the onsite mid-year and pre-conference meetings, the AORE Annual Business meeting.
    - Dates and times are determined by the BOD.
    - If traveling to mid-year and pre-conference meetings is cost-prohibitive, there are alternative funding for travel and housing. However, board members are expected to rely primarily on themselves or their own institutions for financial support. Board travel funds are limited and this should be taken into consideration when you apply.
- Newly elected Board Directors and Executive Officers are expected to attend the pre-conference and conference that follows the election.
  - This typically takes place the 2-3 days prior to the yearly conference.

### **Qualifications**

- Board candidates must have the following:
  - Commitment to help AORE achieve the Strategic Plan.
  - Ability to lead with vision and listen with curiosity.
  - Management skills for small and large groups both in-person and virtually.
  - 2-6 hours per week to give for service.

- A current AORE Professional Membership which extends past the voting record date of August 31, 2017 at 4:00 pm EST.

**List of documents needed to complete application**

1. [Online Application](#)
2. Letter of Support from Supervisor
3. Current Resume
4. Current Headshot
5. Video for Membership