

Drafted: July 15, 2008, by Ann Marie Redente and Steve Thompson

Approved:

Next Review:

Association of Outdoor Recreation and Education (AORE) Responsibilities of the Board of Directors [BOD] 2008-09

Purpose: The following document contains the current expectations for being a volunteer Board Member for the AORE. This will ensure quality and consistency in service to the Association and to provide a reference for new board members.

Stakeholders: All current and future Board of Directors.

Procedure: See below.

Preparing to be on the BOD:

- Prospective board members must be a current professional member in good standing, and have been a member of the Association for at least one year. Different qualifications apply for the student representative.
- Prospective BOD members need to make an effort to inform themselves about the issues and history of the Association by reviewing the bylaws and minutes of the Association. This information can be found on the AORE webpage, in the member's only space, or by request to the Secretary or National Office.
- Prospective BOD members need to be familiar with the mission, goals, objectives, and current strategic plan of the Association. These are available on the AORE website on the "About AORE" page.
- Prospective board members must fill out Board of Directors application form available on the AORE website or from the Vice President. The application must be submitted to the Vice President at least 12 hours prior to the annual business meeting.
- Prospective Board of Directors must be prepared to give a short introductory speech to the membership at the annual business meeting detailing their qualifications and interest in serving as a Board member.
- Elected Board of Directors will be expected to attend their first meeting immediately following the business meeting.

General Responsibilities:

BOD Conference Calls, Mid-year Meeting, and Pre-Conference Meetings:

- All BOD members must attend all AORE meetings including: BOD conference calls, traveling to the mid-year meeting, pre-conference meetings, and the AORE Annual Business meeting at the AORE conference.
- All BOD members (newly elected, currently serving, and outgoing) must attend the first BOD meeting held prior to the end of the AORE conference to ensure transition of materials and information.
- All BOD members should plan to attend all meetings at their own expense; however, funding may be available from the Association to assist with mid-year expenses.
- All BOD members attend, at their own expense, the AORE BOD pre-conference meetings typically held during the three days prior to the AORE Conference.
- All BOD members are expected to participate on at least one phone conference call a month. Dates and meeting times are to be determined at the first BOD meeting.

Participation:

All BOD members are expected to take an active role throughout the year on assigned projects, as committee liaisons, regional representatives, or other roles established at the first BOD meeting.

Expectations of this role are:

- Provide input to relevant issues and communicate with the Board.
- Research issues and provide potential solutions or opportunities to the Board.

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- Prepare updates, reports, articles and other communication regarding Association business.
- Be proactive in communicating with appropriate Association and BOD members.
- BOD members serve as Regional Representatives or as Committee Liaisons if they are not serving on the Executive Committee. Executive Committee members (except for the President) may elect to be assigned special projects or Committee Liaison responsibilities.

Regional Representative Responsibilities:

- Act as a liaison between the BOD and the region.
- Summarize Board meetings and disseminate information to the membership. These summaries should take place within one week of the board meeting.
- Once a month, solicit issues and concerns from the regional membership for the Boards attention.
- Support the national conference host by coordinating a regional social during the AORE conference.
- Report on regional issues, concerns, and activities at Board meetings.
- Utilize the regional list (provided by the National Office) to connect with you region and build regional membership.

As of July 2008, the regions have been divided as follows:

West coast - AK, WA, OR, CA, HI,

Inter-mountain - ID, MT, UT, CO, WY, NV, AZ, NM

North central - SD, ND, IA, MN, MI, WI, IL, IN, OH, NE

South central - TX, OK, MO, LA, AR, KS, MS

Northeast - ME, VT, NH, NY, MA, RI, NJ, DE, MD, PA, CT, DC

Southeast - VA, NC, SC, AL, GA, FL, WV, TN, KY

International - All areas not listed above

Committee Work:

Each BOD member will be a liaison to one or more committees. As the committee liaison, the BOD member will work with the committee chair to provide information, resources, support, and communication to and from the BOD.

The responsibilities of the BOD liaison include:

- Contact the committee chair each month to identify progress being made towards committee goals. Provide direction and motivation to keep committees moving forward.
- Submit written updates, reports, proposals, requests, or other work at BOD meetings on the committee's progress, needs, ideas, and concerns.
- Each committee is responsible for submitting submit at least two articles for the Association Newsletter. The article should be submitted to the BOD liaison directly.
- Ensure standard procedures are followed for proposing National Office work or funding requests.
- Update the National Office to any changes in committee members and relay current contact information, including committee members' names, phone, and email.
- Facilitate committee conference calls.
- Send the listserv an update of committee progress each quarter to inform the membership on committee action.
- Each committee chair will have the opportunity to call in to a monthly BOD meeting to give an update on how they are meeting their set goals for the year, as well as to let them ask for direction from the BOD. The liaison should work with the committee chair to prepare them for this meeting.

Committee	Liaison (2008)
Awards	Jeff
Presidential Advisory Committee	Rob
Access	Steve
Climbing Wall	Steve

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Environmental Stewardship	Dan
Marketing	Heidi
Presenter Relations	Bryan
Publications and Research	TBD
Student Development	Mitch
Conference Development	Mitch

Publications, Communication, and Document Management:

- All BOD members must submit at least one article per year for the AORE newsletter. The submission can be a personal work or one solicited from another author. *See the BOD Responsibility Calendar for assigned dates.*
- All BOD members will be assigned a BOD binder which they will maintain during their tenure. The binder is to be updated by the BOD member by printing items off the Basecamp site and keeping information in its most current version.
- All BOD members must regularly check Basecamp to stay updated on discussion topics, votes on action items, shared documents, and other items of relevance.
- BOD members need to communicate their schedules by updating the Basecamp Calendar when they will be out of the office for greater than a week, as well as sending an email to the Basecamp site to alert members of your inability to be reached.

Meetings:

- To facilitate adequate discussion and timely meetings, all BOD members need to update to the Basecamp site at least 48 hours prior to each scheduled BOD meeting any documents that need to be reviewed. In addition, the BOD agenda needs to be updated on the Basecamp site at least 24 hours outside of the meeting.
- If a BOD member is unable to review material or prepare for items that require a vote, they need to voice this or abstain from voting.
- Each BOD member should be prepared for the above level of commitment for each year of their elected term on the board.