



CEC Board of Directors Application

We ask potential board members to do three things, in no particular order, before being considered for a board position:

1. Provide a résumé or summary of qualifications that includes contact information, paid and unpaid employment experience, board experience, skills and interests, professional and volunteer affiliations, and/or anything else you wish to share. Please send this information to rachel@cechouston.org. Alternatively, you may fill out the volunteer application at <http://goo.gl/forms/pHYOfzUxBg>.
2. Meet with the chair of CEC's Nominations Committee and the CEC's Executive Director.
3. Attend a board meeting.

While board service is based on the calendar year, we are able to fill vacancies at any time of the year, so we encourage you to apply at any time. For more information, please contact rachel@cechouston.org.



CEC Board of Directors Responsibilities

Approved December 2014

Board members are expected to fulfill standard requirements of board service for nonprofit organizations:

- Define and support the organization's Mission
- Set strategic direction for the organization
- Ensure that resources (human and financial) are available to implement strategy
- Oversee and evaluate program activities
- Approve the selection, training, evaluation, and, if necessary, termination of the chief executive
- Provide stewardship of resources
- Comply with legal requirements

General Expectations

1. Term: Board members join for a term of two years, which can be continued for one additional term. An optional third term has been proposed.
2. Financial Contribution: Without being asked, make an annual cash donation within the first month of the fiscal year in an amount that is personally meaningful. There is no minimum amount specified, although typical amounts range from \$100 to \$2500. Monthly gifts are strongly encouraged.
3. Attend board orientation: first quarter of each year. Attend board retreat in final quarter of the year (first Saturday in October).
4. Policies—board members are expected to sign and acknowledgement and comply with the following policies:
 - Conflict of interest policy. Board members are also expected to sign a conflict of interest disclosure each year or as needed.
 - Joint venture policy.
 - Whistle blower policy.
5. Mission Statement: Memorize the mission statement by the end of the first month of the year
6. Attend board meetings: Board members are expected to miss no more than one scheduled board meeting each year. Board meetings are on the second Tuesday of every other month at 6:30 pm.
7. Provide refreshments for one board meeting each year (or contribute to open house or other event)
8. Attend Special Events: Board members are expected to attend the annual Environmental Summit and at least one additional event each year. Additional event may be a CEC sponsored event or a tabling event such as Earth Day.

9. Board Development: Each board member is expected to recruit at least one potential board member. Board members are expected to mentor a new board member. Recommend one person each year to join a board committee.
10. Committee Participation: Each board member is expected to participate on at least one committee. Standing committees identified in the by-laws include the following:
 - Development
 - Finance
 - Membership
 - Programs
 - Communications
 - Governance & Nominations

The board may determine ad hoc committees as needed.

11. Member Organization Support: Board members are expected to “adopt” about 10 member organizations and contact them monthly, via phone and email. CEC will provide questions.

Fundraising expectations

1. Prior to the board retreat, write a review of the CEC on Guidestar, or, if you have already written a review, convince one member of the environmental community to write a review.
2. Participate in at least two of the following programs in support of the CEC: Goodsearch, Amazon Smile, eBay Giving Works, Kroger Share Card, Randalls Good Neighbor Card, Google One Today, etc.
3. Attend and personally invite one potential donor to at least one CEC fundraiser/event.
4. Solicit potential donors
 - Provide contact information for 5 potential supporters before each board meeting.
 - Write a personal note on at least 5 hard copy appeal letters.
 - Write a handwritten thank you note to at least 10 donors each year.
 - Make at least 4 phone calls to first-time donors.
5. Additional Fundraising activities--select at least two:
 - Invite at least one major donor prospect to attend a coffee/lunch meeting with the ED and yourself
 - Join the development committee
 - Attend a thank-a-thon, held monthly immediately preceding the board meeting
 - Host or Co-host a house party fundraiser
 - Speak about the CEC at least one community or business event
 - When you have a birthday/graduation/anniversary/similar, ask friends and family to make a donation to the CEC instead of buying a gift
 - Bring in \$5000

Time Requirements (estimate)

Requirement	Hours	Frequency
Board Meeting	2	Bimonthly (J, M, M, J, S, N)
Committee meetings	2-4	Monthly
Leadership positions (committee chair, officer, campaign, event chair)	2	Monthly
Phone calls to member organizations	1	Monthly
New Board Member Mentorship	½	Monthly
Development—additional activities	1-3	Monthly
Meeting with staff	1	Quarterly
Board Orientation	4-5	Annual, in 1 st quarter
Annual Summit	5	Annual, in March
Board Retreat	4-5	Annual, in 4 th quarter
Attend one additional event	2-8	Annual

Financial Requirements (estimate)

Please note: Transportation to meeting, meals, and other items that relate to agency business may be tax deductible.

Obligation	Estimate
Personal financial contribution (recurring monthly donations are recommended)	\$50-\$5000
Summit Registration	\$35
Meeting refreshments	\$10-\$50
Other events: parking, transportation, registration, etc.	\$10-\$50
Meals (e.g., noon and dinner meetings)	\$10-\$50
Special giving (raffles, auctions, sponsorships, board solicitation of prospects, etc.)	\$10-\$5000
In-kind giving (talent)	
Total	\$115-\$5685++

The CEC will provide the following to a board member:

- 1) Quarterly financial reports and an update of organizational activities that allow me to meet the “prudent person” standards of the law.
- 2) Opportunities will be offered to me to discuss with the ED and the board president the CEC’s programs, goals, activities, and status; additionally, I can request such opportunities.
- 3) The organization will help me perform my duties by keeping me informed about issues in the industry and field in which we are working and by offering me opportunities for professional development as a board member.
- 4) Board members and staff will respond in a straightforward fashion to questions that I feel are necessary to carry out my fiscal, legal, and moral responsibilities to this organization. Board members and staff will work in good faith with me toward achievement of our goals. If the organization does not fulfill its commitment to me, I can call on the board president and executive director to discuss the organization’s responsibilities to me.

Upon becoming a board member, the CEC will provide a board handbook, which will include:

- History of the CEC
- Board list
- Most recent annual report
- Articles of Incorporation
- Constitution & By-laws
- IRS 501(c)(3) documentation
- Annual budget
- Most recent audit or financial review
- Excerpts from IRS form 990
- Current financial statements
- Board expectations
- Committee Descriptions
- Annual board calendar
- Policies
 - Ethics
 - Conflict of interest
 - Joint Venture
 - Whistleblower
 - Procurement
 - Document Retention
- Executive Director job description