



Executive Board & Volunteer Handbook

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Mission, Vision, and Core Values

Vision

A community of women inspiring each other to create a healthy and equitable society.

Mission

To provide an educational forum for women that empowers women to become leaders in the environmental community and the world.

Core Values

Leadership
Community
Connections
Empowerment
Education, Learning, Knowledge Creation
Personal and professional growth
Women who care about the environment
Passion
Respect for all living things
Fun

History of DC EcoWomen

In 2003, a group of Washington, D.C.-area women recognized a need in their community. Having attended many conferences, the women found the most fulfilling time was the time spent between work sessions building both personal and professional relationships. Often, these deeper, meaningful relationships lead to successful professional relationships.

The group also recognized that women play key roles in the environmental movement. Yet, given the lack of attention paid to the environmental movement in traditional high school and college curricula, many women are unaware of the pioneers of the movement.

To fill this void, the group put their heads together and created the concept for EcoHour. The first EcoHour was held in April 2004, and the featured speaker was Alisa Gravitz, the Executive Director of Co-op America. From then on, the group put together monthly meetings of women environmental advocates. The idea was to create a space for new-comers to D.C. to connect with other environmental professionals, and to build a network of women at every professional level, connected by their interest in environmental issues. The speakers serve as role models for women, motivating and encouraging them to pursue their own (often difficult) environmental work and to grow both personally and professionally.

The group took on the name DC EcoWomen, with the idea that EcoWomen chapters would also develop in other areas of the country. EcoWomen was officially incorporated in 2010, and DC EcoWomen is the founding chapter of the organization.

No matter their rank or position, women who work on environmental issues benefit from greater opportunities to network. Personal relationships among women lead to significant professional synergies. A social setting that brings together women from diverse positions across the environmental field, increases professional successes and accomplishments, and the potential environmental payoff of a strengthened network of environmental advocates is priceless.

Executive Board Member Expectations

DC EcoWomen is an all-volunteer organization operated exclusively by an Executive Board. Each volunteer on the Executive Board will be a member of a committee and work as a team to accomplish key goals. Leaders of each committee (Vice Presidents) coordinate members and communicate between committees with the help of the President. Members, while responsible for specific tasks within their committee, are also expected to help the team when needed and work cohesively to the benefit of the organization.

The Executive Board is responsible for upholding the mission and vision of the organization, planning programming, maintaining the organization's financials, and upholding DC EcoWomen's stellar external reputation. Members of the Board are the face of DC EcoWomen and for this reason, we expect all Executive Board members to adhere to the following:

- Commit to serve at least one year.
- Expect a time commitment of approximately 10 hours a month, which increases and decreases depending on the month and activities planned.
- Attend and participate at monthly Board meetings held after EcoHour events (except August and December).
- Attend and participate at committee meetings, typically once a month.
- Attend and participate at the annual goal setting retreat (September 14-16, 2012).
- Outreach to other organizations, colleagues, and audiences about DC EcoWomen - we are our own best spokespeople.
- Be a team player that steps up to the plate every time.
- Commit to upholding the mission and vision of the organization.
- Commit to wanting the organization to grow and to grow with it

The Executive Board of DC EcoWomen is a professional development opportunity for women who are seeking additional enrichment outside of their daily employment. While some women find the Board a great place to hone the skills they use daily, others seek opportunities to learn skills that are not a regular part of their job. Our Board is for women who want to learn and try out new skill sets in real time. At all levels of experience, we are all learning.

Structure of the Board

Officers:

- President (and Treasurer)
- Vice President for Programs
- Vice President for Membership
- Vice President for Communications
- Vice President for Professional Development

Vice Presidents with the direction of the President are responsible for coordinating their committees to achieve goals and programming determined at the annual Executive Board Retreat. They will coordinate regular meeting with their committee members and help ensure communication between committees with the help of the President.

Professional Development Committee

The Professional Development Committee will create and implement an annual calendar of career improvement opportunities. Events include but are not limited to intimate skills-building workshops with women leaders in the environmental field, discussion groups on subjects members show an interest, skill-building workshops, mentoring opportunities, and outreach to past and future speakers. Women working with Professional Development Committee will meet and work with leading professionals in the environmental and career development fields and learn/hone event planning skills and VIP management. Members of this committee will utilize networking skills to meet and identify leaders in the community and their organizing skills to lay the initial groundwork for a full-scale mentoring program.

Programs Committee

The Programs Committee is responsible for all social and educational events and programming falling outside of the purview of professional development. This includes but is not limited to such programming as networking happy hours, general fundraisers/parties, outdoor events, community volunteer opportunities, book and film club meetings, and family-focused activities. Executive board members who work with the Vice President of Programs will plan and execute quality events, which provide social and educational opportunities for our members. Members of this committee will gain skills in event planning, working with venues, creating event agendas, and coordinating with other board members (such as the communications and membership teams).

Communications Committee

The Communications Committee will manage all communication efforts with the rest of the Executive Board. Serving as consultants to support the work of each of the other teams, women

working with the Communications Committee will manage DC EcoWomen's social networking feeds, advertise and market all events, and maintain the pristine, professional reputation, look, and feel of the organization. Opportunities include growing a base of knowledge about communications and design, website management, social networking methods, and brand management.

Membership

The Membership Committee will take charge of addressing relatively new needs of DC EcoWomen: fundraising and membership development. Women working with this committee will gain experience in fundraising, marketing, outreach, and public relations. The Membership Committee will set and meet financial goals, grow our base membership through innovative outreach methods (in coordination with our communications team), and foster long-lasting relationships with members of the Greater Metro DC businesses and non-profits through our new business initiative.

Other Volunteer Opportunities

Because DC EcoWomen is exclusively a volunteer operated organization, we can't make it happen without additional volunteers beyond our Executive Board. These opportunities can range extensively but below are a just a few types of regular volunteer jobs we are likely to have this year. If you are interested in helping with any of them, please e-mail us at info@dc.ecowomen.org.

- **EcoHour Team:** In order to make our signature event a success, we need the help of volunteers to set up and tear down before and after the event. Women on the EcoHour Team commit to attending EcoHour on a monthly basis to perform their duties and partake in the inspiring speaker series. Involvement in this team also allows women to be creative in developing improvements for networking at EcoHour.
- **Data-entry:** Sometimes it's not the glamour that can get you all the glory. We want to make sure that we capture all the women who join us at our events, but we need help to make that happen. If you have free time or prefer to fill your time in front of the TV with some volunteering, this job might be perfect for you.
- **Helping at an event:** Occasionally, we need additional hands to make an event run perfectly. If you are planning on attending the event anyway, consider asking us if there is anything you can do to help out.
- **Research:** We have more than 50 women who have spoken at EcoHour and we want to track what they have been up to and help keep our members aware of their accomplishments. We need a little help in identifying career changes, professional achievements, and the new ventures of our past speakers. With the info you help us find, you will be helping to increase our communications with members and growing our outreach.
- **Social Networking:** We currently keep up feeds on Twitter, FaceBook, and LinkedIn. Our Board needs help to keep all of these up to date with interesting, useful, and inspiring information. Do you read a lot of items which would make great postings for us? Share! You would work closely with our Board member(s) responsible for our Social Networks.
- **Event Planning:** Do you have an incredible idea that DC EcoWomen should do for an event? We love entrepreneurial women and want to support your ideas. If your idea is one that we can fit into the calendar with enough lead time and works with our goals, vision, and mission, we will set you up with some help from our Board to get it planned and advertised. Step up to the plate!

For more information about please go to <http://dc.ecowomen.org/support-crew/> to learn more about our Support Crew and to join the e-mail list.