



DC EcoWomen Board Handbook and Chapter Policies

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Mission, Vision, and Core Values of EcoWomen

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 EcoWomen and the DC Chapter

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.

National Board and Chapter Structure

What is an EcoWomen Chapter?

EcoWomen chapters are volunteer organizations consisting of a least three women. Chapters maintain a close relationship with the National Board of Directors and uphold the vision, mission, and core values of EcoWomen.

What do EcoWomen Chapters do?

- Organize a minimum of six events per year for women, at least two thirds of which shall be educational and free of charge.
- Offer educational, service, and career-building opportunities for women such as workshops, volunteer activities, book clubs, and outdoor activities.
- Raise funds to support EcoWomen activities.
- Communicate directly with the National Board of Directors to maintain EcoWomen's vision, mission, and core values.

What does the National Board of Directors do?

- Oversees chapter activities and shares news, ideas, and best practices from each Chapter with other Chapters.
- Oversees the EcoWomen web presence, including assisting in Chapter website creation.
- As appropriate, seeks out grants to help fund the activities of the national organization and of each Chapter

National Board and Chapter Communication

The primary method of communication between Chapters and the National Board of Directors is through the Chapter Oversight Committee Chair, who is appointed by the National Board of Directors, and the Chapter Liaison, identified by each Chapter.

Each Chapter must maintain continual contact with the Chapter Oversight Committee Chair through its Chapter Liaison.

On the 15th day of the month after each quarter end, the Chapter Liaison shall submit to the Chapter Oversight Committee Chair a written report of the Chapter's activities during the quarter, which shall include the minutes of any and all Chapter Executive Board meetings, a summary of events held during the period, information about the number of attendees at any events, and the current number of recipients on the Chapter listserv, any other noteworthy accomplishments of the Chapter during the period, and the planned activities of the Chapter over the quarter (and beyond, if desired).

The Chapter Liaison shall keep the Chapter Oversight Committee Chair apprised of the events and activities of her chapter, on at minimum, a quarterly basis via the quarterly report. The Chapter Liaison is also responsible for regularly communicating information from the National Board of Directors to her Chapter.

Chapters are also responsible for providing an annual Chapter budget to the National Board of Directors, as outlined below.

If a Chapter does not meet its minimum communications obligation to the Chapter Oversight Committee Chair, it will be considered inactive and may face dissolution as outlined in the EcoWomen Bylaws.

Chapter Funding, Financial Obligations, and Budget Approval

Each Chapter shall financially support its own activities through the collection of fees or fundraising. As discussed in the bylaws, from time to time, monies may be available in the Corporation's account for support of Chapters, and the Finance Committee shall notify Chapters when such monies are available and shall receive and evaluate Chapter applications for these funds.

As outlined in the bylaws, after its first year of operation each Chapter shall pay to the Corporation 9% of each year's income, or \$200, whichever is greater.

By October 15th of each year, Chapters shall provide a draft budget for the next fiscal year to the Finance Committee for review and approval. Over the course of the fiscal year, the Chapter Liaison shall inform the Chapter Oversight Committee Chair and the Finance Committee Chair of any significant deviations from this draft budget. Requests for reimbursements of expenses above \$100, not originally anticipated in the Chapter's budget, and not communicated to the Finance Committee Chair prior to incurring the expense, may not be approved.

Chapter Activities

Chapters may undertake any activity reasonably related to its purpose and the mission of EcoWomen. However, Chapters **MUST** organize a minimum of six events a year for women, at least two thirds of which shall be educational and free of charge.

Some recommended activities:

- Educational speaker events with women who can inspire and motivate attendees, such as female senior level environmental activists and professionals;
- Professional workshops such as negotiating, management, resume writing, interviewing skills, and graduate school selection;
- Social events such as happy hours, tours, debates, environmental film viewing, and discussions;
- Recreational activities such as bike rides, hiking, camping, and skiing;
- Fundraising activities such as auctions and concerts;
- Communication activities including creating a mechanism for women in your community to share local job postings;
- Community service projects such as neighborhood cleanups;
- Small group events such as environmental book clubs, green parenting, and organic gardening.

Public Positions and Statements

Specific officials of Chapters, acting on behalf of their Chapter, may make public statements and announcements as long as they meet the following requirements:

1. They must not be tied to any political party, religion, or other group unless prior consent is given by the National Board of Directors.
2. They must be prepared and presented in a professional manner.
3. They must be clearly and unambiguously identified as originating from the Chapter.
4. They must not be statements in support of or against any particular piece of local, state, or national legislation or law.

Where there is any question or doubt regarding the appropriateness of releasing a public position statement, the Chapter is expected to consult with the Communications Committee of the National Board of Directors at least one week prior to its release or announcement. The Chapter Liaison must notify the Communications Committee Chair of the National Board of Directors no later than the same day of the release of any public position or statement.

Communications

To maintain a cohesive and professional feel to the EcoWomen website, Chapters shall follow the design guidelines set out in the Communications Policy document. This document also describes the EcoWomen voice and tips on how to incorporate it into your event announcements, listserv communications, website, brochures, etc.

Chapter Voting Rights

In elections for members of the National Board of Directors, each Chapter may cast one ballot in accordance with the EcoWomen Bylaws. To cast its ballot, a Chapter will hold a vote of its Executive Board and shall tally the votes. The vote of the majority of the Chapter Executive Board shall constitute the vote of the Chapter, and a ballot reflecting this vote shall be submitted to the Secretary of the National Board of Directors no later than two (2) days prior to the election.

As the founding chapter of EcoWomen, the DC EcoWomen Chapter may cast three ballots in elections for members of the National Board of Directors. All three ballots will reflect the vote of a majority of the Chapter Executive Board.

A Chapter may suggest an alternative method of determining its vote to the Chapter Oversight Committee. This method must be approved unanimously by the members of the Chapter Oversight Committee, or by a two-thirds vote of the full National Board of Directors.

Each Chapter Will Abide by the EcoWomen Bylaws and this Chapter Policy

The Chapter Policy document, reproduced above, may be amended at any time by a unanimous vote of the members of the Chapter Oversight Committee or by a two-thirds vote of the full National Board of Directors.

DC EcoWomen 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, with the standard term running from August 1st to July 31st of the following year.
- Expect a time commitment of approximately 10-15 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 in August.
- Attend and participate in a mid-year retreat in the winter.
- Outreach to other organizations, colleagues, and audiences about DC EcoWomen - we are our own best spokespeople.
- Be an actively engaged 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. Although the Executive Board is a volunteer opportunity, Board members approach their work for DC EcoWomen with the same professional commitment they demonstrate in their careers. 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 while contributing to the growth and success of the organization.

Structure of Board and Duties of Executive Officers and Committee Members

Executive Officers:

- President
- Treasurer / Vice President of Finance & Strategic Projects
- Vice President of Communications
- Vice President of Membership & Outreach
- Vice President of Professional Development
- Vice President of Programs

The Executive Officers include the President, Treasurer, and each committee's Vice President. The Executive Officers shall meet monthly to discuss programming decisions and any overall committee or Chapter issues, including strategic and operational goals for the organization.

A more detailed description of each Executive Officer's role and each committee's responsibilities is outlined below.

President

The President of DC EcoWomen serves as the face of the Chapter and as the Chapter Liaison with the National Board of Directors (see above for specific Chapter Liaison duties). Overall duties of Chapter President include overseeing the entire Executive Board and Officers to ensure that EcoWomen's mission, vision, and core values are properly reflected in every DC EcoWomen event, communication, and programming decision and that each committee stays on budget throughout the year. Specific duties include, but are not limited to:

- Managing communications to and from the info@dcecowomen.org email address.
- Reviewing and editing weekly newsletter drafted by Communications Committee.
- Setting agenda for monthly Executive Board meeting, circulating in advance and providing handout, and leading each meeting.
- Setting agenda, time and location for monthly Executive Officers meeting, and leading each meeting.
- Working with Treasurer to ensure that each Committee stays within budget guidelines; approves any reimbursement valued at over \$100.
- Coordinating budgetary submission to National Board of Directors due each year on October 15th; works with Executive Officers to adjust Committee budgets in preparation for submission, sets Executive Budget; submits DC EcoWomen budget for National Board approval.
- Organizing annual Executive Board retreat in August; finds venue, coordinates with Executive Officers to arrange for meals, sets agenda, and manages overall meeting.
- Organizing annual Executive Board mid-year retreat, held at the beginning of each new fiscal year; same as above.
- Participating in quarterly National Board of Director conference calls.

- Coordinating with Executive Officers to fill any Executive Board committee positions that are vacated mid-term.
- Purchasing Executive Board t-shirts for new board members and creates new name tags.
- Serving as Chapter spokesperson at EcoHour event; introducing speaker, running Q&A and announcements portions of event.
- Spearheading large Chapter-wide events that fall outside of committee duties (ie. Founding Galas, conferences, etc.), if any, and creating and heading subcommittees as needed to organize event.
- Coordinating and managing the election Executive Officer election process and Executive Board interviewing process each spring.
- Ensuring success of Chapter by serving as dispute resolution mediator and ensuring that Executive Officers are operating as effective leaders, so that each Committee meets yearly goals.

Committee Vice Presidents

Committee Vice Presidents (VPs) are the leaders of their committee, providing guidance and assistance to committee members in their duties, while managing the committee as a whole. VPs, with the direction of the President, are responsible for coordinating their committees to achieve goals and programming determined at the annual Executive Board Retreat. The VP is responsible for overall team management, leading the direction of team goals, ensuring the success of events, determining cost of the events and compliance with budgetary allocations, and liaising with the Executive Officers. Ultimately, the success or failure of the committee in meeting its goals is the VP's responsibility, therefore she is less involved in the day-to-day and more focused on overseeing operations and ensuring ultimate success, stepping in when necessary to provide assistance to complete tasks.

VPs are responsible for scheduling monthly meetings with their committee members and serve as the liaison between the Executive Officers and the committee to help ensure communication between committees. The VP works to facilitate dispute resolution and ensure that events are conducted in accordance with DC EcoWomen's mission. The VP is responsible for working with the team to instrument any strategic changes and to support any improvements in efficiency. In addition, the VP may be required to provide additional leadership in the event of the resignation of committee members or during periods of transition.

Committee Descriptions

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 website, weekly newsletter, social media accounts and posts, blog posts, and community listserv/Google Group. The Communications Committee also coordinates with other committees to advertise and market all events, advising and editing as necessary to maintain the pristine, professional reputation, look, and feel of the organization. Committee members learn and grow skills in web design, social media, writing, editing, and brand management.

The committee is made up of three committee members and the Vice President. The team meets once a month for committee meetings and is in regular communication over email. Communication Committee members present the face of the organization and therefore must possess great writing, editing, marketing, and computer skills.

Many tasks within this committee are done on a daily and weekly basis, and therefore the structure of the committee and its operations are unique within the Executive Board.

The general breakdown of responsibilities are below:

Vice President of Communications Committee: Task Manager, Newsletter Editor, Communication Strategy Manager

- Train all committee members on how to do their tasks.
- Manage communication strategy.
- Provide help to committee members when they are too busy or on vacation.
- Edit newsletter every weekend.
- Update slider on homepage of website as often as needed.
- Check all website pages, blog posts, social media posts, and newsletter drafts for: grammar, correct date, time, and location.
- Update communications form as needed, and keep organized on Google Drive (update in all committee folders and delete old versions).
- Keep Google Drive Communications Committee folder in order.
- Design any outreach and marketing materials as needed, or work with committee members to handle this task.

Committee Member 1: Newsletter Writer & Manager

- Backup for vacation time - [Committee Member 2](#)
- Newsletter Draft is completed and sent to Comms Committee members and DC EcoWomen President every Friday for review by Sunday evening.
- Final Newsletter is sent out to updated contact list every Tuesday at 10am.
- Prepare Newsletter stats summary for every board meeting (3rd Tuesday of month).

- Prepare a short newsletter highlight/successes summary for August/January retreats (Use stats info on past newsletters in MadMimi. Ex: the past month of newsletters had X views and x clicks)
- Review Newsletter Manual for help (Google Drive > EcoWomen > Communications > Instructions Manuals FAQs Etc. > Newsletter Manual)

Committee Member 2: Website Manager & Listserv Manager

- Backup for vacation time – [Committee Member 3](#)
- Create new event pages on website, based on info submitted in event forms. All event forms should be submitted to comms committee at least 1 month in advance.
- Update all information on the website that needs to be updated.
- Update new board member information and photos in August.
- Review Website user Manual for help (Google Drive > EcoWomen > Communications > Instructions Manuals FAQs Etc. > Website User Manual)
- Manage all 'request to join listserv' requests - daily.
- Manage all listserv posts if they are inappropriate/do not follow our posting guidelines - daily.
- Review ListServ Manual for help (Google Drive > EcoWomen > Communications > Instructions Manuals FAQs Etc. > ListServ Manual)

Committee Member 3: Blog Manager & Social Media Manager

- Blog Backup for vacation time – [Committee Member 1](#)
- Goal is to have 1 blog entry per week, published by Saturday night. This way the blog can be advertised in the weekly newsletter on Tuesdays.
- Manage blog team through the blog Google Group or hold monthly Blog team meetings after Communications Committee meetings. Bring on new guest/support bloggers as needed.
- The blog schedule should be added to the Comms Committee Google Calendar, as well as the blog google document.
- Prepare a short blog highlight/successes summary for August/January retreats (coordination with past blog board member would be ideal. Ex: the photo contest winner blog had 200 page views)
- Social Media Backup for vacation time – [Committee Member 2](#)
- Manage Facebook, Twitter, Instagram, and LinkedIn posts
- Post on Facebook and Twitter about once a day, 10am.
- Post Professional Development related events, articles, and info on DC EcoWomen LinkedIn page.
- Post all DC EcoWomen events on social media three days before and the day before an event.
- Remember to use bitly.com when creating posts so that everything can be easily tracked.
- Review Social Media Instructions for help (Google Drive > EcoWomen > Communications > Instructions Manuals FAQs Etc. > Social Media Instructions)

Finance & Strategic Projects Committee

The Finance & Strategic Projects Committee consists of the Treasurer, who serves as Vice President, and one additional dedicated committee member, with help and support from other committee members as needed. The committee is responsible for the development of large-scale special projects that further the overall growth and expansion of DC EcoWomen, including, but not limited to submitting grant proposals, researching and implementing finance and membership management technology tools, finding new opportunities for growth into larger venue spaces, and spearheading the development of larger events, such as end of the year galas and conferences, as the committee and Executive Board deems appropriate. The committee will work to balance DC EcoWomen's overall growth goals and with our financial constraints, submitting ideas for reinvestment and expansion to the Executive Board for approval.

Treasurer / VP of Finance & Strategic Projects

The outside of other committee duties, the Treasurer is responsible for managing the yearly budget and monitoring expenses and payments to and from the bank account for DC EcoWomen. The Treasurer works with the Executive Officers to make sure the expenses for the event can either be paid for upfront or the person who incurs to expense can be reimbursed promptly. The Treasurer works collaboratively with all Executive Board members who incur expenses to make payments are completed in the easiest way possible and to limit to amount of money board members needs to pay up front for the events or materials. She should be available at all times of the month for payment or reimbursement for any expense.

Specific duties include, but are not limited to:

- Using the DC EcoWomen debit card for upfront deposits on events.
- Managing reimbursement process for expenses incurred by Board members.
 - Confirm the amount spent by verifying receipt
 - Record in balance sheet
 - Write check to committee member
- Depositing incoming money from Brown Paper Tickets (for paid events), donations, fundraisers or anywhere else, into DC EcoWomen bank account via checks sent to her home or received at meetings.
- Ensuring that current Chapter balance sheet is kept up to date with expenses and profit from each committee.
- Ensuring that all expenses are properly incurred, based on current fiscal year budget the approved budget is being adhered to with all incurred expenses.
- Sending monthly updates to National Board of Directors on the balance and standing of DC EcoWomen's bank account.
- Working with President for any expenses over \$100 that require the President's approval before the reimbursement check is released.
- Training any incoming Treasurer and ensuring that bank account is properly turned over prior to vacating position.

Membership & Outreach Committee

The Membership & Outreach Committee (“M&O”) is responsible for growing membership numbers in DC EcoWomen, retaining and fostering relationships with existing members, and fundraising, through various individual-giving campaigns and corporate solicitations. M&O has several annual events that it manages as a committee, but committee members also help coordinate efforts between other committees on an ongoing basis to foster better membership relations within DC EcoWomen. General goals are set in August by the incoming committee, while fundraising responsibilities are determined by the annual budget planning process, occurring in October of each year. Thus, the incoming M&O must meet budgetary goals set by the previous committee until the new fiscal year begins in January. Committee members grow skills in fundraising, marketing, generating business leads, event-planning, networking, and communications.

The committee consists of three committee members and the Vice President. Responsibilities are typically shared among the three committee members, with one committee member spearheading one particular project, while the others provide assistance as needed. Individual assignments are given by the VP based on each committee member’s interest level and in consideration of diversifying experiences and skills for each committee member.

Annual Events and General Committee Responsibilities include:

- Coordinate, plan, and manage membership appreciation happy hour events (held once in fall and once in spring)
- Attend tabling events, such as Adams Morgan Day, Green Festival, DC Green Expo, Rooting DC, etc. (once in fall and once in spring *as a minimum*)
- Coordinate “Green Apple Card” Individual Giving Campaign; adjust perks with input from board, work with Comms to develop marketing materials, set up/manage Razoo donation site and supervise emailing donors with GAC card info (Sept-Oct)
- Solicit area businesses and collect raffle donations for annual Holiday Party (Oct-Dec)
- Organize Barnes & Noble holiday giftwrapping efforts (or other board-initiated fundraiser event) and supervise scheduling of shifts and collection of donations (Nov-Dec)
- Coordinate End of Year Individual Giving Campaign, typically held from Giving Tuesday until Dec 31st; work with Comms committee to develop marketing materials, set up/manage Razoo donation site and any giveaway items connected with campaign (Nov-Dec)
- Coordinate additional Individual Giving Campaign during spring months; typically in conjunction with “Do More 24;” same responsibilities as previous (May-June)
- Coordinate, plan, and manage Board Recruitment happy hour (May-June)
- Solicit area businesses for sponsorship donations, following pre-approved “Business Development Strategy” developed by M&O in conjunction with other committee VPs and exec level board. (all year)

- Manage membership records attendance tracker, assisting with other committees entry of data, or entering data as needed after events (all year)
- Manage GAC records- who holds a card, who has used one and when- to determine monetary success/failure of program; assist other committees in integrating GAC promotions into their events via discounted tickets or presale (all year)
- Develop brand merchandising strategy with board input to be used in conjuncture with individual giving campaigns or elsewhere; manage the purchasing and disbursement of items as needed (all year)
- Develop additional strategies to grow, diversify, and retain membership as needed and assist committees in implementing new ideas into their procedures (all year)

Professional Development Committee

The Professional Development (PD) Committee is responsible for scheduling speakers for EcoHour and running the EcoHour monthly event, maintaining our mentor program, and providing workshops and other gatherings that highlight and help develop skills needed in the workplace. Committee members meet and work with leading professionals in the environmental and career development fields, learn/expand event-planning skills and VIP management, and utilize networking skills to meet and identify leaders in the community. Ideally, the PD committee is responsible for two events per month, including the monthly EcoHour.

The PD Committee is made up of three committee members and the Vice President. The committee members manage all logistics for events, run events, and put together the marketing language for the communications teams. The team works collaboratively to manage events and support each other where needed. There is no set way the team splits up the event work. In general, one committee member will take the lead on an event, with the other committee members and the VP providing support. However, this arrangement is very flexible and dependent on the needs of the team year by year. The team meets monthly for committee meetings, arranged by the VP, and has regular communication over email.

Committee event management includes the following:

EcoHour

- Secure high-level speakers for each monthly EcoHour (September-November, January-July).
 - The women speak about their career path, the environmental aspects of their career, and advice for women in the field. Speakers cannot have spoken at EcoHours in the past.
- Handle the planning and follow-up of the event, include managing the speaker at the event
- Ensure that the speakers represent the diversity of EcoWomen membership

Mentorship Program

- Plan mentorship events, like mentor dinners, to connect membership with established women in the environmental field who are willing to repeatedly engage with EcoWomen members
- Develop new mentorship opportunities, creatively explore building the mentorship program

Professional Development Workshops

- Plan, develop, and execute workshops to develop key skills necessary for women to have in order to advance in the workplace.
- Past workshops include negotiating, resume writing, interview skills, how to brief your boss, and public speaking
- Tailor events to the needs of the membership, and to broaden the diversity of the membership (age, professional level, backgrounds, etc)

Other

- The committee develops other events or programs based on the needs of the EcoWomen community and the growth of the larger organization

Programs Committee

The Programs Committee is responsible for all social and educational events and programming falling outside of the purview of professional development, averaging two events per month, focusing on providing opportunities for members to engage with each other, the DC community, and to have new experiences. This includes, but is not limited to, such programming as networking happy hours, annual parties, such as the Holiday Party, outdoor events, community volunteer opportunities, book and film club meetings, and family-focused activities. Committee members gain skills in event-planning and management, coordinating with other board committees, such as Communications and Membership & Outreach to ensure successful events.

The Programs Committee consists of three team members and the Vice President. Together, the committee manages all logistics for events, drafts the marketing language for the Communications Committee, and ultimately leads each event. The committee works collaboratively to manage events and support each other where needed. Committee members will take turns taking the lead on events, supported by the Vice President and other members. In the absence of Committee member availability for events, the responsibility falls to the Vice President. The Committee meets once a month for meetings and is in regular communication over email.

Event management duties include the following:

- Idea generation and discussion with the Executive Board
- Determination of relevance to our mission and variety of activity
- Relationship management with partners and vendors
- Budget and revenue projections determinations
- Submitting communications forms to the communications committees one month in advance of events
- Managing ticket sales as needed
- Contacting attendees with instructions and additional details

- On-site running of the event
- Event follow-up with members and sending out feedback surveys

Selection of Executive Officers and Committee Members

The process for yearly board elections and turnover occurs during May-June of each year. The overall schedule and deadlines for applications will be set by the Executive Officers, taking into consideration unique timing requirements each year to allow for enough time for board recruitment and interviews in June and July.

The process of electing Executive Board members and officers is outlined below. Changes to these policies may only be effected by majority vote of the entire Executive Board.

Election of Executive Officers

President

- Any current Executive Board member may nominate herself to run for the position of President for the upcoming board term
- Candidates must fill out President application by pre-determined deadline
- All applications are distributed to the current Executive Board for review
- At a pre-determined Executive Board meeting, each candidate will present a 5 minute discussion of her plans as President and vision for the group and the board; a question and answer session will follow
- Following the candidate presentations, an anonymous online vote will be conducted

Vice Presidents

- Any current Executive Board member may submit herself to be considered for a VP position of any of the five committees, regardless of the committee on which she is currently serving
- Candidates must submit a statement of interest to the current Executive Officers
- After interviews, if necessary, the Executive Officers shall decide who among the candidates is best fit for each VP position

Multi-Term Executive Board Members

- Any current Executive Board member who does not wish to apply for an Executive Officer position may choose to remain on the Executive Board by alerting the current Executive Officers and/or Officers-elect by a pre-determined deadline
- An Executive Board member who fails to notify the current and/or elected Executive Officers will forgo her seat on the board
- An Executive Board member wishing to remain on the board may choose to stay on her current committee or may request to change committees
- Committee change requests will be honored, if possible, at the discretion of the Executive Officers-elect
- If a current Executive Board member expresses interest in remaining on the board, but the Executive Officers, both current and elect, deem her unfit for the position by unanimous vote, she may be asked to resign her position

Recruitment and Selection of New Executive Board Members

- The Executive Officers-elect will be responsible for selecting new incoming Executive Board Members from applicants and managing the requisite interview schedule
- A recruitment event will be held every June to garner interest from members who would like to apply for board committees; all current Executive Board members are required to attend
- Applicants must submit a resume to be considered for the board, regardless of attendance at the recruitment event
- The Executive Officers- elect will review the applicants' resumes and determine which applicants to interview, based on the number of applicants and positions available
- Applicants will then be interviewed by the President-elect and at least one other VP-elect, preferably from the committee to which she is applying; Executive Board members returning for the upcoming term may also participate in the interviews
- Following the interviews, the Executive Officers-elect will meet to determine who among the applicants will be invited to join the board and to which committee she will be assigned, based on experience level, personality, demonstrated commitment, and general fitness for the desired committee

Non-Executive Board Volunteer Opportunities

Because DC EcoWomen is exclusively a volunteer operated organization, we rely on additional volunteers beyond our Executive Board, dubbed the “Support Crew.” 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, Instagram, 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.