



LOCAL CHANGE. A WORLD OF DIFFERENCE.

Board Member Position Description

About the Environmental Center

Thirty-two years ago, The Environmental Center (TEC) was born to inspire locals to live lighter on the planet. Our work began with a handful of people and a building in the center of Bend. Today, we've grown to become a regional leader in environmental education, engagement, and action. Our team works alongside people of all ages, local businesses, and elected officials to create and advocate for meaningful, lasting change.

Through unique programs and partnerships, we strive to engage as many people as possible in our mission: To embed sustainability into daily life in Central Oregon.

Many values, ideas, and resources The Environmental Center shares are rooted in Indigenous ways of life. When we call on our community to protect the planet and her people, we acknowledge that this interconnectedness has been delicately sustained by Indigenous People since the beginning of time. [Read our land acknowledgment here.](#)

Desired Qualifications

- A strong commitment to sustainability and The Environmental Center's values.
- A commitment to diversity, equity, and inclusion and embedding these principles in all aspects of the organization. [Learn more about our commitment to equity here.](#)
- Can bring unique and diverse **perspectives, skills, and life experiences** to our strategic and policy planning.
- Willingness to meet new people, and talk with potential donors and volunteers about The Environmental Center.

Board Composition

The Board is [a collection of 10-15 Central Oregonians who care about sustainability and volunteer to support our mission.](#) The Board currently does not have designated seats or term limits, but we are exploring these options as we align our governance to best practices. We consist of people working for non-profits and the private sector, and those who have retired from work.

As we explain in our [Commitment to Equity](#), historically, The Environmental Center has not paid enough attention to meeting the needs and including the voices of individuals who are most often impacted by environmental degradation and climate change — including Black, Indigenous, and people of color (BIPOC), people who are LGBTQ+, people with diverse abilities, and people and families with low incomes. In addition, our predominantly white staff and board collectively do not represent the full spectrum of people who make Central Oregon

their home. Therefore, we are currently seeking board members who bring new perspectives through their life experiences, careers, and areas of expertise.

Board Member Responsibilities

The Environmental Center Board members support the Board's collective responsibilities as a governing body and may also be tasked to carry out individual responsibilities as a Board Member. For a complete overview of the responsibilities of Board members in Oregon, [please review this guide](#).

Individual Responsibilities

- Attend and participate in at least 5 of the 6 bimonthly Board meetings (January, March, May, July, September and November) annually. Our board meetings are typically hybrid, meaning that you can participate from the TEC facility or from home, as needed.
- Attend at least 4 DEI learning opportunities each year that are organized by TEC, so that together we are learning and engaging in these discussions as a team.
- Review agenda and Board meeting packets prior to Board and committee meetings.
- Vote on Board items at bi-monthly meetings to help shape the direction of the organization.
- Represent TEC as an ambassador at organization and community events
- Serve on at least one committee or task force and take on special assignments, as needed.
- Engage in TEC's fundraising efforts throughout the year, which can mean asking/reminding community members and businesses to financially support our mission. Board members are not required or expected to make a financial contribution each year.

Collective Responsibilities

- Serving as an advisor to the Executive Director as they develop and implement TEC's strategic plan.
- Hire, terminate and recruit Executive Director as needed.
- Contribute to an annual performance evaluation of the Executive Director.
- Review outcomes and metrics for evaluating TEC's programs, impact and activities. Make suggestions for improvement.
- Approve TEC's annual budget and audit reports. Review monthly budget reports.
- Being informed of, and meeting all, legal and fiduciary responsibilities.
- Assist in outreach, recruitment and mentorship of new Board members.
- Ensure TEC's commitment to its mission and strategic priorities.
- Support TEC's commitment to equity in policy and practice.

Board Committees & Officers

The Environmental Center has three standing committees: the Executive Committee, the Finance Committee, and the Diversity, Equity and Inclusion (DEI) Committee. Other ad hoc committees are formed based on the needs of the organization.

Executive committee: This committee meets monthly to advise the full Board, and make recommendations on issues that come before the organization. The full Board may delegate certain decisions to this committee such as allocation of some amounts of funds, policy updates, and more.

Finance committee: This committee meets every other month (January, March, May, July, September, and November) to review budget and financial statements, and make recommendations to the Board on financial matters of the organization. No financial experience is necessary, and those interested in learning more about finances and accounting are invited to join. The Treasurer chairs this committee.

Diversity, Equity and Inclusion Committee: This committee includes Board and staff members, and meets every 6 weeks to advance TEC's DEI goals. Activities include policy evaluation, outreach and program strategy creation, and planning organizational learning moments. All are strongly encouraged to join this committee.

President: The president presides at full Board meetings, ensures that all Board members are advised on all significant matters of TEC business, chairs the Executive Committee, and performs other duties as determined by the Board. The president is elected yearly by vote from the Board.

Vice President: While not a required position per the State of Oregon, TEC elects a vice president each year by Board vote. The vice president assumes the duties of the president in the president's absence and has other duties as may be prescribed by the Board of Directors.

Secretary: The secretary is responsible for preparing minutes from Board meetings, and for keeping and maintaining records for the organization. In the absence of the vice president, the secretary performs the duties of the vice president. The secretary is elected yearly by a vote from Board members.

Treasurer: The treasurer keeps and maintains adequate and correct books and records of accounts of the properties and business transactions of the corporation. The treasurer manages



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deposits and disbursements, prepares regular financial reports, and acts as the chair of the Finance Committee. The treasurer is elected yearly by a vote from Board members.

Board Terms and Participation

Currently, there is no limit to the number of terms a Director may serve. Directors are initially elected to a 3 year term, and are reelected at the March meeting at the end of that term. Directors are asked to participate in a self-assessment each year to evaluate their performance and participation in Board activities.

Board Member Development

We are committed to not only helping Board members be successful during their tenure with TEC, but in other professional endeavors. New Board members are paired with existing Board members through our mentorship program to help them transition to their role. Development trainings are actively promoted to help Board members grow, and sponsorship for paid training is available.