

# MEEA Board Handbook

**Vision (the really big picture - what keeps us moving forward)**

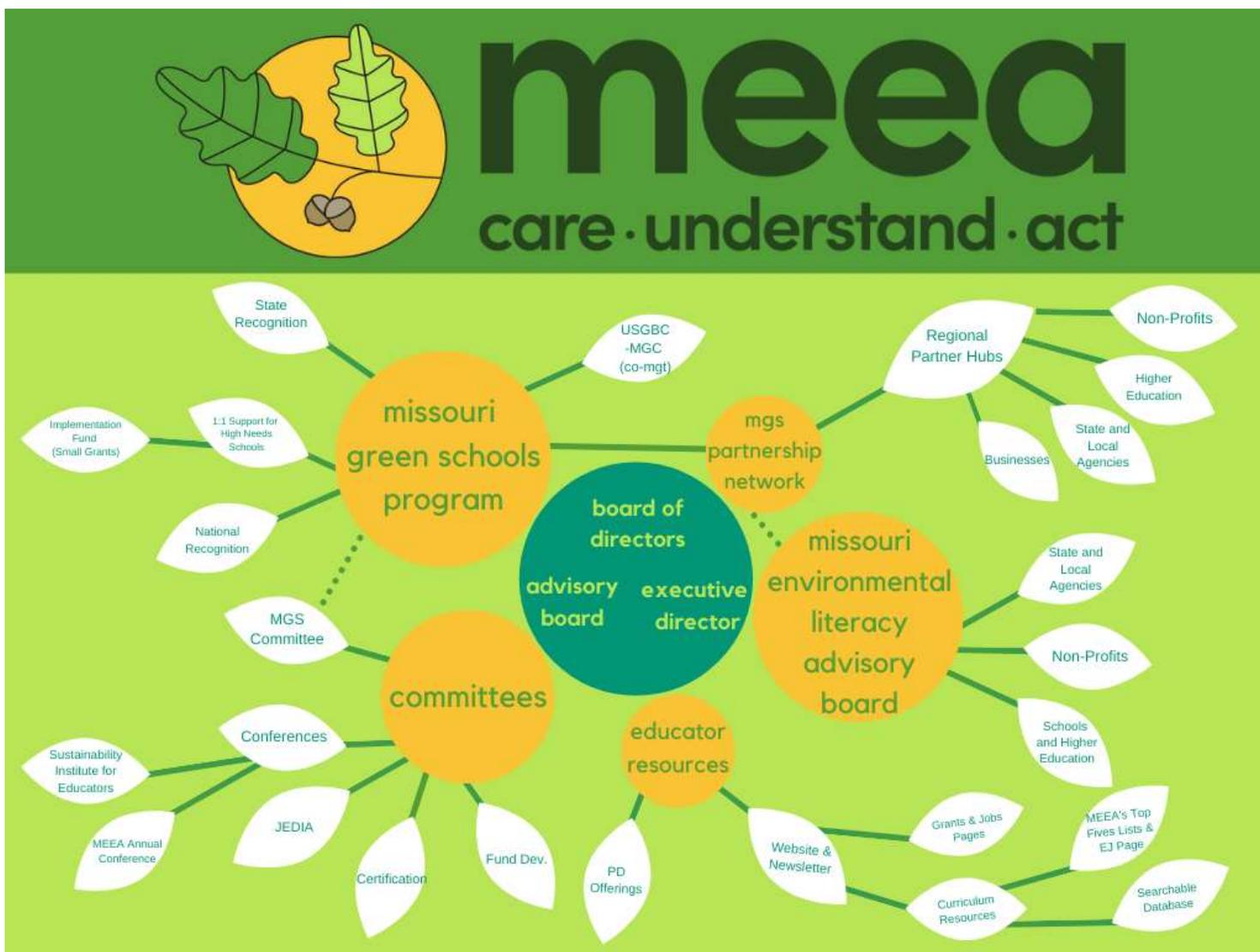
*An environmentally responsible citizenry in Missouri*

**Mission (the reason for our existence)**

*Helping educators connect every Missouri learner to the natural world and equip them to care, understand, and act for the environment.*

**Value (what we do that no one else can)**

*Connecting people, ideas and resources throughout Missouri*



**Principles (how we operate - embodied in the budget, programs, by-laws, policies & procedures)**

*Our Operation is Transparent, Open, Accountable*

- We are a membership organization with a volunteer board and officers that are either elected by the membership or appointed by the board.
- We have part time staff person who is responsible for overseeing and implementing communication, certification, green schools and other projects, and assisting with fundraising and the conference

- Membership is open to any adult or organization upon submission of their contact information or payment of dues.
- We are incorporated in the state of Missouri and are a recognized 501 (c) (3) organization.
- We are governed by a constitution and by-laws voted on by the members, and guided by policies established by the board.
- Decisions about money, staff, major projects, and positions on public issues affecting the organization are made by the board in meetings, by conference call or by email, and decided by a consent vote using Dynamic Governance principles. A quorum is a majority of current board members, and is required for voting.
- Implementation of board decisions is done by board members or officers, by members, committees or by staff.
- All board and committee meetings are free and open to the membership and the public at large and the times and locations of meetings are posted on the website. Board actions are published on the website – [www.meea.org](http://www.meea.org).

## Board Meeting protocols:

**Prepare for the meeting.** The chair will send the agenda and minutes ahead of time. Read them before you attend a meeting so that everyone can make good use of their time. Be prepared to give an update on your committee(s) at the meeting, or send updates in writing to the Executive Director prior to the meeting.

**Utilize Dynamic Governance principles.**

[What Is Dynamic Governance](#)  
[One-pager Graphic from U City](#)

**Absence.**

Notify the E.D. if unable to attend. If a quorum isn't achieved for the meeting, arrangements will be made to discuss and/or vote by email on important, urgent items.

**Zoom:** Update your name and pronouns for your zoom display if applicable.

### **MEEA Leadership Structure 2021**



## Expectations of Service:

Each Board Member should read and be familiar with the [MEEA Bylaws](#).

Each Board Member serves on at least one committee, and each committee has at least one Board member. Board members on a committee will either serve as the chair or as an active liaison ensuring good communication between the Committee Chair and the Executive Director. Current committee descriptions can be found at: <https://meea.org/volunteer-advocate/>.

Each Board Member will attend at least 75% of regularly scheduled board meetings. During the pandemic, we typically meet once a month for two hours. When convening in person is feasible again, we plan to resume quarterly in-person meetings with an option to attend virtually, if needed. Quarterly meetings would be an all-day meeting. One Board meeting per year will be replaced with an annual overnight retreat (when in-person). MEEA covers meals and lodging for the retreat.

Board Members will record their volunteer hours using the following form:

[https://docs.google.com/forms/d/e/1FAIpQLSevaOYghWmF5uJxVfm4spGRpgwFKVF61o4NCFNfmjTBlyhNCQ/viewform?usp=sf\\_link](https://docs.google.com/forms/d/e/1FAIpQLSevaOYghWmF5uJxVfm4spGRpgwFKVF61o4NCFNfmjTBlyhNCQ/viewform?usp=sf_link)

Board members will assist with fundraising efforts. Because funders often inquire about 100% Board giving, each Board member is expected to donate *any amount* to MEEA within the first quarter of board service. This donation is in addition to any memberships dues or program service fees. Other fundraising efforts can occur in a variety of ways, including, but not limited to:

- a.) Introducing ED to board member's network contacts.
- b.) Soliciting in-kind donations for MEEA Conference.
- c.) Seeking out potential sponsor opportunities for MEEA.
- d.) Acting as an ambassador for MEEA. (Talk us up any chance you get!)
- e.) Making thank-you calls or sending thank-you emails on behalf of MEEA to donors.
- f.) Inviting guests to MEEA events.
- g.) Inviting new members to join MEEA.
- h.) Asking lapsed members to renew membership.
- i.) Recruiting someone new to a MEEA committee.
- j.) Organizing a personal fundraising campaign for MEEA through social media or another platform.
- k.) Introducing yourself to stakeholders.
- l.) Helping to plan a fundraising event.

Read and respond to ED Updates within the timeframe indicated. Updates usually go out on a Thursday, with response by Tuesday of the following week.