



Evergreen Audubon  
Evergreen Nature Center  
PO Box 523  
Evergreen, CO 80437

## Evergreen Audubon Board

### President

- Prepares for and presides over general and Board of Directors meetings.
- Ensures Board of Directors positions are filled.
- Prepares for and presides over the annual banquet and awards.
- Attends and represents Evergreen Audubon at community events.
- Contributes periodically to the *Dipper*, through the *President's Message*.
- Supervises the Executive Director of Evergreen Audubon.

### Vice President

- Answers email inquiries posted through the website; monitors effectiveness and use of website.
- Prepares telephone trees and email list of active members.
- Prepares reports on volunteer hours for Audubon Colorado and National Audubon.
- Arranges room for general and Board of Directors meetings.
- Occasionally assumes duties of the President.

### Treasurer

- Tracks monthly income and expenses.
- Pays organization's bills on time.
- Submits monthly budget report to the Board of Directors.
- Prepares appropriate tax forms.
- Maintains non-profit status of the organization.
- Works with the Executive Director to develop and track the Evergreen Nature Center budget.

### Secretary

- Records and distributes minutes of Board of Directors meetings.
- Records and distributes minutes of general meetings.
- Ensures minutes and other documents of historical value are archived.
- Solicit archival materials from Directors.

### Education Director

- Assists the Executive Director of the Evergreen Nature Center in designing programs and displays.
- Identifies and organizes presentations at monthly chapter meetings.
- Identifies and organizes natural history field trips and leaders.
- Communicates educational events and opportunities to the membership, local community, and others.

### **Bird Monitoring**

- Maintains key bird monitoring projects.
- Provides training opportunities for project participants.
- Ensures data produced from projects are managed adequately.
- Communicates results to the membership, local community, and others.

### **Conservation Director**

- Maintains and expands weed awareness programs.
- Develops and implements habitat conservation projects, often with partners.
- Communicates important conservation issues that require membership or Board action.
- Serves as representative to Audubon Colorado.

### **Development Director**

- Cultivates new members and increases membership financial contributions, through an annual campaign.
- Nurtures non-traditional donors and builds new financial partnerships.
- Pursues granting opportunities to fund programs.
- Organizes special events to raise funds for the Evergreen Nature Center.
- Recruits and maintains a viable pool of volunteers.
- Organizes sales for nature center store, nest boxes, silent auction at banquet, and Christmas wreaths.

### **Communications Director**

- Coordinates editing, printing, and mailing of communications to the members.
- Oversees website design, development, and maintenance.
- Develops news/press releases (pre- and post-event) for Evergreen Audubon activities.
- Develops talking points, tied to mission, for event spokesperson.

### **Social Events Director**

- Arranges hospitality for general meetings.
- Coordinates greeters for general meetings.
- Plans annual picnic and banquet.
- Coordinates Christmas Bird Count dinner.
- Assists with Evergreen Nature Center fundraiser.

### **At-Large Directors (2)**

- Actively participate in all Board Meetings as a voting Board Member.
- May participate as a coordinator under other Directors' projects and activities.
- May act as ad-hoc committee coordinator as appointed and needed.
- Develop expertise with a variety of the Board functions, with the long-term strategy of assuming an existing or new Director or Executive Committee role in subsequent years.