Evergreen Audubon
Board of Directors Position

Title: President

Purpose of Position: To provide overall leadership for the growth and sustainability of Evergreen Audubon and to provide administrative duties for the organization. Ensures actions of the organization and Directors align with Vision and Mission of the organization and meet expectations of members and other stakeholders.

Key Responsibilities

- 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 or appoints volunteers to represent the organization.
- Contributes periodically to the Dipper, through the President’s Message.
- Supervises the Executive Director of the Evergreen Nature Center.

Relationships: The President can task “At-Large” Directors to address specific issues. The President works with Directors and Executive Committee to accomplish specific tasks. The President can participate on any committee within Evergreen Audubon.

Qualifications: Organizational skills are desirable as are some ability to speak in public and write for a non-technical audience. Ability to provide positive interaction with the community is desirable.

Time Commitment: The President serves a single, two-year term. The President is expected to regularly attend Board of Directors’ meetings and to routinely attend membership meetings. Annual time commitment is approximately 160 hours, including attendance at Board of Directors and general meetings.

Support Provided: Positions on the Board of Directors and appointed coordinators are not financially compensated for their time. The President works with the Treasurer to develop and track the annual budget for the organization and their position.

Training: No specific development is panned for the President, although opportunities for specific training occasionally arise. The Board of Directors will consider specific training costs requested by the President.
Evergreen Audubon
Board of Directors Position

Title: Vice President

Purpose of Position: To assist the President in providing leadership for the growth and sustainability of Evergreen Audubon and in providing administrative duties for the organization. Helps ensure actions of the organization and Directors align with Vision and Mission of Evergreen Audubon and meet expectations of members and other stakeholders.

Key Responsibilities

- 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.

Relationships: The Vice President can assume the role of the President, if the President is indisposed. The Vice President works with Directors and Executive Committee to accomplish specific tasks. The Vice President can participate on any committee within Evergreen Audubon.

Qualifications: Organizational skills are desirable as are some ability to speak in public and write for a non-technical audience.

Time Commitment: The Vice President serves a single, two-year term. The Vice President is expected to regularly attend Board of Directors’ meetings and to routinely attend membership meetings. Annual time commitment is approximately 120 hours, including attendance at Board of Directors and general meetings.

Support Provided: Positions on the Board of Directors and appointed coordinators are not financially compensated for their time. The Vice President works with the Treasurer to develop and track the annual budget for the organization and their position.

Training: No specific development is planned for the Vice President, although opportunities for specific training may arise. The Board of Directors will consider specific training costs requested by the Vice President.
Title: Treasurer

Purpose of Job: To perform financial duties for the operations and planning of Evergreen Audubon. Ensures fiscal integrity of the organization.

Key Responsibilities

- 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.

Relationships: The Treasurer works with Directors to derive annual budget projections. Director of Development works with Treasurer to track and report on grants obtained by the organization. The Treasurer can participate on any committee within Evergreen Audubon.

Qualifications: Some knowledge of accounting would be valuable. Familiarity with financial tracking systems would also be beneficial.

Time Commitment: The Treasurer serves a single, two-year term. The Treasurer is expected to regularly attend Board of Directors’ meetings and to routinely attend membership meetings. Annual time commitment is approximately 160 hours, including attendance at Board of Directors and general meetings.

Support Provided: Positions on the Board of Directors and appointed coordinators are not financially compensated for their time. The Treasurer works with the Directors to develop and track the annual budget for the organization and their program areas.

Training: No specific development is planned for the Treasurer, although opportunities for specific training occasionally arise. The Board of Directors will consider specific training costs requested by the Treasurer.
**Evergreen Audubon**  
**Board of Directors Position**

**Title:** Secretary

**Purpose of Position:** To record decisions made by the Board of Directors and provide an account of the Board of Directors and general meetings. The Secretary also provides a historical record of the organization.

**Key Responsibilities**

- Record and distribute minutes of Board of Directors meetings.
- Record and distribute minutes of general meetings.
- Ensure minutes and other documents of historical value are archived at the Denver Museum of Nature and Science.
- Solicit archival materials from Directors.

**Relationships:** The Secretary can solicit help from Directors if Secretary is indisposed. The Secretary can participate on any committee within Evergreen Audubon.

**Qualifications:** Organizational skills and word-processing knowledge is valuable.

**Time Commitment:** The Secretary serves a single, two-year term. The Secretary is expected to regularly attend Board of Directors’ meetings and to routinely attend membership meetings. Annual time commitment is approximately 120 hours, including attendance at Board of Directors and general meetings.

**Support Provided:** Positions on the Board of Directors and appointed coordinators are not financially compensated for their time. The Secretary works with the Treasurer to develop and track the annual budget for the organization and their position.

**Training:** No specific development is planned for the Secretary, although opportunities for specific training occasionally arise. The Board of Directors will consider specific training costs requested by the Secretary.
Evergreen Audubon
Board of Directors Position

Title: “At-Large” Director

Purpose of Position: New Directors without long-term involvement with Evergreen Audubon or without familiarity with the Evergreen Audubon’s Board of Directors’ responsibilities may be elected to one of two Director “At-Large” positions. Initially, the “At-Large” Director will gain experience and develop expertise on Board matters and activities, but it is expected that the Director will assume other Board responsibilities over time.

Key Responsibilities

- Actively participates 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 by the President or the Board of Directors.
- As an “At-Large” Director, with fewer obligations than other Directors, develops new Evergreen Audubon opportunities, community liaisons, and funding opportunities, within Evergreen Audubon program areas.
- Develops 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.

Relationships: The “At-Large” Director may appoint members for ad-hoc committees as needed. Directors can participate on any committee within Evergreen Audubon.

Qualifications: General nonprofit Board of Directors’ qualifications are useful, including fund-raising, communication, community involvement and service, and citizen science and education. Some level of familiarity with non-profit Boards of Directors is desirable. Ability to write, or co-write, articles for the Dipper is desirable.

Time Commitment: The “At-Large” Director serves a three-year term. The Director is expected to attend regularly Board of Directors meetings and to routinely attend membership meetings. Annual time commitments vary for specific projects and are approximately: 24 hours for the Board of Directors’ meetings, up to 16 hours for membership meetings, and 10-20 hours for other Board activities.

Support Provided: Positions on the Board of Directors and appointed coordinators are not financially compensated for their time. Directors work with the Treasurer to develop and track the annual budget for the organization.

Training: Incoming “At-Large” Directors receive an organizational overview. No specific development is planned for Directors, although opportunities for specific training occasionally arise. The Board of Directors will consider specific training costs requested by an individual Director.
Evergreen Audubon
Board of Directors Position

Title: Director of Education

Purpose of Position: Educating the members of Evergreen Audubon, the Evergreen community, and visitors to our area is an essential goal to our organization. The Evergreen Nature Center is key to this goal. Education opportunities also include workshops for members and the broader Evergreen Community; providing materials and information to the public about the natural environment; and, encouraging and assisting area schools and colleges to focus on natural history, ecology and conservation.

Key Responsibilities
- Assist the Executive Director of the Evergreen Nature Center in designing programs and displays regarding:
  - Ecology of the Bear Creek Watershed,
  - Current conservation issues, and
  - Living with wildlife.
- Identify and organize presentations at monthly chapter meetings.
- Identify and organize natural history field trips and leaders.
- Communicate educational events and opportunities to the membership (via the Dipper and website), local community, appropriate land management agencies, and other interested stakeholders.

Relationships: The Director may appoint a specific coordinator for each project. The Director, coordinators, and others may form a committee to collectively accomplish tasks of this position. Directors can participate on any committee within Evergreen Audubon.

Qualifications: Familiarity with formal and informal environmental education goals and strategies is desirable. Ability to write and co-write articles for the Dipper.

Time Commitment: The Education Director serves a three-year term. Solicited coordinators do not have specific terms. The Director is expected to regularly attend Board of Directors meetings and to routinely attend membership meetings. Annual time commitments vary for specific projects and are approximately: 24 hours for the Board of Directors’ meetings; up to 16 hours for membership meetings; 10-20 hours for other Board activities; and up to 20 hours for Education Committee activities.

Support Provided: Positions on the Board of Directors and appointed coordinators are not financially compensated for their time. Funds from the Evergreen Nature Center can be used for educational supplies. Directors work with the Treasurer to develop and track the annual budget for the organization.

Training: No specific development is panned for Directors, although opportunities for specific training occasionally arise. The Board of Directors will consider specific training costs requested by an individual Director.
Title: Director of Bird Monitoring

Purpose of Position: Science-based bird monitoring projects provide information to inform decisions about conserving bird populations within the Bear Creek Watershed and provide a meaningful and enjoyable way for the membership to participate in citizen science. The Director of Bird Monitoring maintains the viability of bird monitoring programs for Evergreen Audubon.

Key Responsibilities

- Maintains key bird monitoring projects, which include:
  - Bear Creek Watershed Checklist,
  - Bear Creek Watershed Breeding Bird Atlas,
  - Evergreen-Idaho Springs Christmas Bird Count,
  - Great Backyard Bird Count, and
  - Nest box monitoring in Elk Meadow and other Jefferson County Open Space properties.
- Provides training opportunities for project participants.
- Ensures data produced from projects are managed adequately.
- Communicates results to the membership (via the *Dipper* and website), local community, appropriate land management agencies, and other interested stakeholders.

Relationships: The Director may appoint a specific coordinator for each project. The Director, coordinators, and others, may form a committee to collectively accomplish tasks of this position. The Director can participate on any committee within Evergreen Audubon.

Qualifications: Some level of familiarity with citizen-science bird monitoring projects is desirable. Coordinator for the Bear Creek Atlas project needs to work with the webmaster to provide Internet-based materials and on-line data entry. Christmas Bird Count and Backyard Bird Count require online data entry. Ability to write, or co-write, articles for the *Dipper*.

Time Commitment: The Director of Bird Monitoring serves a three-year term. Solicited coordinators do not have specific terms. The Director is expected to regularly attend Board of Directors’ meetings and to routinely attend membership meetings. Annual time commitments vary for specific projects and are approximately: 8 hours for the checklist, 80 hours for the atlas, 30 hours for the Christmas count, 8 hours for the Backyard Bird Count, and 40 hours for the nest box monitoring.

Support Provided: Positions on the Board of Directors and appointed coordinators are not financially compensated for their time. Directors work with the Treasurer to develop and track the annual budget for the organization and their program area.

Training: No specific development is panned for Directors, although opportunities for specific training occasionally arise. The Board of Directors will consider specific training costs requested by an individual Director.
Title: Director of Conservation

Purpose of Position: The Director of Conservation oversees the implementation of on-the-ground conservation projects for Evergreen Audubon. The Director also advocates for conservation issues relevant to the mission of Evergreen Audubon.

Key Responsibilities

- Maintain and expand weed awareness programs.
- Develop and implement habitat conservation projects, often with partners.
- Communicate important conservation issues that require membership or Board action and draft positions on conservation issues.
- Serve as representative to Audubon Colorado.

Relationships: The Director may appoint a specific coordinator for each project. The Director, coordinators, and others may form a committee to collectively accomplish tasks of this position. The Director can participate on any committee within Evergreen Audubon.

Qualifications: Some level of familiarity with conservation issues in the Bear Creek Watershed is desirable. Writing skills are useful for drafting letters on Evergreen Audubon’s positions. The ability to work with partners is advantageous.

Time Commitment: The Director of Conservation serves a three-year term. Solicited coordinators do not have specific terms. The Director is expected to regularly attend Board of Directors’ meetings and to attend routinely membership meetings. Annual time commitments vary for specific projects, but in total, equal about 96 hours. Weed awareness activities require an additional commitment.

Support Provided: Positions on the Board of Directors and appointed coordinators are not financially compensated for their time. Directors work with the Treasurer to develop and track the annual budget for the organization and their program area.

Training: No specific development is panned for Directors, although opportunities for specific training occasionally arise. The Board of Directors will consider specific training costs requested by an individual Director.
Evergreen Audubon
Board of Directors Position

Title: Director of Development

Purpose of Job: To expand financial and human resources to grow and sustain Evergreen Audubon, including the long-term operation of the Evergreen Nature Center. Develop a portfolio of funding sources to sustain organization’s expanded budget and recruitment tools to attract and maintain volunteers.

Key Responsibilities

- Cultivate new members and increase membership financial contributions, through an annual campaign.
- Nurture non-traditional donors and build new financial partnerships.
- Pursue granting opportunities to fund programs.
- Organize special events to raise funds for the Evergreen Nature Center.
- Recruit and maintain a viable pool of volunteers.
- Organize sales for nature center store, nest boxes, silent auction at banquet, and Christmas wreaths.

Relationships: The Director of Development can recruit coordinators to work on specific tasks. The Director, coordinators, and other can form a committee to accomplish tasks of the position. Directors can participate on any committee, within Evergreen Audubon.

Qualifications: Some expertise in fund-raising is desirable. Organizational skills are desirable as are some ability to speak in public and write for a non-technical audience.

Time Commitment: The Director of Development serves a three-year term. Solicited coordinators do not have specific terms. The Director is expected to regularly attend Board of Directors meetings and to routinely attend membership meetings. Annual time commitment for fund-raising, for all tasks, is approximately 280 hours, including attendance at Board of Directors and general meetings. Volunteer recruitment activities require an additional 160 hours of effort.

Support Provided: Positions on the Board of Directors and appointed coordinators are not financially compensated for their time. Directors work with the Treasurer to develop and track the annual budget for the organization.

Training: No specific development is panned for Directors, although opportunities for specific training occasionally arise. The Board of Directors will consider specific training costs requested by an individual Director.
Evergreen Audubon
Board of Directors Position

Title: Director of Communications

Purpose of Position: To plan, coordinate, and execute communications strategies to inform, educate and move-to-action both Evergreen Audubon members and the community at large.

Key Responsibilities

- Coordinate editing, printing, and mailing of the Dipper.
- Oversee website design, development, and maintenance.
- Develop news/press releases (pre- and post-event) for Evergreen Audubon activities.
- Develop talking points, tied to mission, for event spokesperson.
- Keep brochures and fact sheets up to date and accurate.

Relationships: The Director may appoint a specific coordinator for each communication strategy. The Director, coordinators, and others may form a committee to collectively accomplish these communications tools and strategies. The Director can participate on any committee within Evergreen Audubon.

Qualifications: Ability to work with broad audiences is desirable. Some understanding of general ecology and conservation-related issues specific to the Evergreen area (i.e., Bear Creek Watershed) is helpful. Ability to speak in front of a group and written communications with the ability to target specific audiences is advantageous (e.g., media, community leaders).

Time Commitment: The Communications Director serves a three-year term. Solicited coordinators do not have specific terms. The Director is expected to regularly attend Board of Directors’ meetings and to routinely attend membership meetings. Annual time commitments vary for specific communication strategies and are approximately: 12 hours for the Dipper, 16 hours for the Web page coordination, 4 hours for the archive coordination, 40 hours for the media correspondence, 8 for brochure and fact sheet updates, and 2 for annual budget updates.

Support Provided: Positions on the Board of Directors and appointed coordinators are not financially compensated for their time. Directors work with the Treasurer to develop and track the annual budget for the organization and their program area.

Training: No specific development is panned for Directors, although opportunities for specific training occasionally arise. The Board of Directors will consider specific training costs requested by an individual Director.
Purpose of Position: The Director of Events ensures that Evergreen Audubon activities include an element of fun. The Director also helps provide a friendly environment for all Evergreen Audubon activities.

Key Responsibilities

- 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.

Relationships: The Director may appoint a specific coordinator for each project. The Director, coordinators, and others may form a committee to collectively accomplish tasks of this position. The Director can participate on any committee within Evergreen Audubon.

Qualifications: Organizational and social planning skills useful.

Time Commitment: The Director of Events serves a three-year term. Solicited coordinators do not have specific terms. The Director is expected to regularly attend Board of Directors meetings and to attend routinely membership meetings. Annual time commitment, including meeting attendance, is about 96 hours.

Support Provided: Positions on the Board of Directors and appointed coordinators are not financially compensated for their time. Directors work with the Treasurer to develop and track the annual budget for the organization and their program area.

Training: No specific development is panned for Directors, although opportunities for specific training occasionally arise. The Board of Directors will consider specific training costs requested by an individual Director.