

# EPA Alumni Association Board of Directors

## Expectations for Membership on the Board (Updated February 2019)

Any person contemplating running for election to the Board should be willing and able to fulfill these expectations. The Board is a working Board, not an honorary Board.

### 1. Make a personal time and financial contribution to EPA AA.

- **Assume responsibilities of leadership within the association:**
  - Volunteer to serve as an **officer** of the association (e.g. Secretary, Treasurer) and/or
  - **Chair, or be actively involved, in a committee** or be the champion or play a major role in one of the Association's projects or activities (e.g. EPA history for high school and college students, helping EPA with training and mentoring, etc.).
  - Be willing to devote **at least a week or two per year** on alumni association tasks which are mutually agreed upon with the President. Many Board members do more.
- **Commitment:** Consider yourself committed to the success of the EPA AA and as such can appeal effectively to others to join in this support of the association, both with their volunteer time and financially.
- **Make a contribution to the Association:** The level of financial contribution should be commensurate with your ability to make a contribution. Board members vary in their financial situations; some may be able to contribute only a small amount.

### 2. Exercise the program, legal and fiduciary responsibilities of Board Members

- **Take legal responsibility** for the association; the buck stops with the board. (Board members are covered with Directors and Officers Insurance)
- **Exercise oversight** of direction and activities of the Association
  - **Developing and administering EPA AA programs**
  - **Assuring financial integrity of EPA AA**
  - **Assuring legal compliance of EPA AA**
    - Compliance with IRS requirements, including reporting requirements
    - Fidelity of EPA AA's activities to its purposes.
  - **Providing accountability to donors who have given to EPA AA**