



It's the Harvard Extension Environmental Club ("EC") annual election time!

The EC welcomes you to get involved as a member of the EC Board of Directors during the 2009-2010 Academic year. As a board member, you will meet and network with students and faculty from across the University that share the same interest, organize and plan environment activities and events, and work with other student organizations.

All elected officials of the Executive Committee and the Members of the Board will meet prior to the start of the school year to establish the annual budget, goals and objectives for the club. During the school year, the Members will meet at least once a month to discuss various environmental activities. The time commitment is about 10 hours/month.

All students of the Environmental Management Program are welcome to run for a Board officer or member! Board officers are: President, Vice President, Treasurer, Secretary/Clerk, and Membership and Public Relations Director. The duties are described below.

If you are interested to apply, please email a one page maximum written statement of purpose to **Winnie Chan** at wchan@fas.harvard.edu by **Wednesday, April 22nd**. Your written statement should contain:

- a) Name**
- b) Connection to the Harvard Extension School**
- c) Position you are applying for**
- d) What you hope to accomplish within the role and why you are an appropriate candidate to do so**
- e) A commitment to fulfilling expected duties**

ELECTION TIMELINE:

April 22 – Statements of Purpose due to Winnie Chan

April 26 – Statements of Purpose to be distributed to the EC membership for review

April 28 – Electronic Ballot sent to EC members

May 6 – Close of Electronic Ballot

July 1 – Elected Officials assume positions

POSITIONS:

The President, Vice President, Secretary/Clerk, Treasurer and Membership Director must be students at the Harvard University Extension School. Any member running for office is required to have been a member of the Environmental Club since December 1, 2008. The President, Vice President, Secretary/Clerk, Treasurer and Membership and PR Director will be referred to as the Executive Committee and will be included within the Board of Directors. Position elections will

be filled by membership votes, and decision-making for the club will be determined by vote by the entire Board of Directors. Terms are for one year in duration and are renewable based on re-election.

Duties for positions defined below:

President:

- Act as Chief Executive Officer of the EC
- Enact policies voted on by the Board of Directors
- Provide an agenda for each Board and Member meeting
- Act as official representative of the EC
- Define the goals and objectives of the EC during their term
- Preside over all Board and Member meetings
- Work with the Treasurer to develop the annual budget to be approved by the Board of Directors
- Delegate tasks to help complete objectives
- Evaluate the organization and progress of the EC

Vice President:

- Assist the President in her or his duties
- Act as President in her or his absence
- Assume the office of the President upon the removal, resignation, or inability of the President to perform her or his duties
- Assist the President in defining the goals and objectives of the EC during their term
- Provide support for existing projects
- Take initiative in developing projects for the EC

Secretary/Clerk:

- Assume the office of the President upon the removal, resignation, or inability of the President and Vice President to perform their duties
- Assume the office of the Vice President upon the removal, resignation, or inability of the Vice President to perform his or her duties
- Record the minutes of each Board and Member meeting and provide to the Membership and PR Director for distribution to all club members
- Assist the President and the Vice President in their duties and decision-making

Treasurer:

- Act as a liaison with the Harvard Extension Student Association (HESA) to procure funds for organizational needs and activities
- Examine and assess the validity of fund requests
- Work with the President to develop the annual budget to be approved by the Board of Directors
- Identify and evaluate alternative sources of financing
- Assist the President, Vice President and Secretary in all decision-making processes related to the EC

Membership and Public Relations Director:

- Develop avenues for increasing membership to the EC
- Maintain interest from existing members through correspondence
- Send information to the Web Manager for communication with existing members
- Create and maintain a system for tracking existing members
- Create and distribute announcements for club meetings and events
- Explore relations with other organizations that can partner in events and distribution of announcements

Additional Board Members: (4 positions available)

- Board of Directors includes the President, Vice President, Secretary/Clerk, Treasurer, Membership and Public Relations Director, Environmental Management Program Director (George Buckley), the Environmental Club Faculty Advisory (Zach Zevitas) and two additional board members
- Support the Executive Committee in the decision making process of the EC
- Review and approve annual budget by majority vote
- Approve budget requests to HESA
- Approve amendments to the constitution by 2/3 vote