

ILLINOIS GREEN ALLIANCE LEADERSHIP

DESCRIPTIONS AND RESPONSIBILITIES

As the Illinois Green Alliance grows, being able to communicate expectations of its leadership as well as methods of measuring effectiveness are key in maintaining the sustainability of the organization. This document outlines general leadership roles from the board of directors all the way to branches and committees. Every year this policy will be reviewed and adjusted accordingly to respond to the needs of Illinois Green.

Periodically, there will be situations that arise that will create the need for more specific roles. Positions of this nature will be determined on a case-by-case basis and will be subject to approval of the board with input from the staff.

Board of Directors:

INTENT

One of the important functions of Board members is fundraising and other activities to support priority needs of the Illinois Green Alliance. Fundraising may take many forms, including: direct sponsorships; helping secure funding or otherwise opening doors from corporate, governmental, and charitable sources; seeking third-party sponsors; recruiting important new members; in-kind support, etc.

Additionally, other activities may include volunteering on committees, branches, or providing direct services to Illinois Green. By engaging in these other activities, it is the thought that they will increase understanding as to how the organization functions and aid in decision making regarding matters of policy. Other general intentions include:

1. Assisting in determining the organization's mission and purposes along with ensuring effective organizational planning, adequate resources, and the management thereof including the hiring of staff (if applicable);
2. Ensuring legal and ethical integrity and maintaining accountability;
3. Determining, monitoring, and strengthening the organization's programs and services;
4. Recruiting and orienting new board members and assessing board performance;
5. Collaborating with other board members and building a collegial working relationship that contributes to consensus;
6. Contributing knowledge and experience to help assure success of priority programs and needs of Illinois Green by staying informed about board matters, preparing well for meetings, and reviewing and commenting on minutes and reports;
7. Enhance the organization's public standing by understanding and conveying the organization's message in a positive manner
8. Help influence key players and sectors in the industry including high priority sectors of real estate, corporate, energy/utility, finance, residential and product manufacturers;

PREREQUISITES

Remain an Illinois Green member in good standing as a minimum. Must also be an employee of a National USGBC member company if status was so at time of election to the Board of Directors. Must also have been a member of the Illinois Green for at least one year at the time of candidacy confirmation.

REQUIREMENTS

1. Sign and abide by Illinois Green's conflict of interest policy

2. Sign and abide by Illinois Green's Anti-trust policy
3. Sign and abide by the Illinois Green's Intellectual Property Agreement (if applicable)
4. Complete any hours documentation that may be required for grant applications
5. Complete any financial documentation that may be required for board service
6. Meet the requirements of the "Board Time and Fiscal Commitment Policy"

Board Chair:

INTENT

The Board Chair serves as the Chief Volunteer of the organization and is a partner with the Executive Director in achieving the organization's mission. The Board Chair also provides leadership to the Board of Directors, who sets policy and to whom the Executive Director is accountable.

PREREQUISITES

In addition to chapter membership, must also be an employee of a National USGBC member company. This is a board elected position.

REQUIREMENTS

1. Serve as an Illinois Green contact to National and Regional USGBC groups as needed as well as a public representative for Illinois Green to the State or Media.
2. Attends chapter business meetings, the Annual Meeting, the annual fundraiser, and plans the business portion of the above events with the Executive Director and staff.
3. Plans regular board meetings and provides a schedule to the board at the beginning of the year. Chairs meetings of the Board after developing the agenda with the Executive Committee. Agenda and Packet Contents are collected by the Secretary and distributed to the board.
4. Monitors financial planning and financial reports.
5. Helps guide and mediate Board actions with respect to organizational priorities and governance concerns.
6. Encourages Board's role in strategic planning and plans a strategic planning session with staff for the board, branch/committee chairs, and Strategic Leaders along with evaluating annually the performance of the organization in achieving its mission.
7. Reviews with the Executive Director any issues of concern to the Board.
8. Facilitates and discusses issues confronting the organization with the Executive Committee consisting of the Vice-Chair, Treasurer, Secretary, Ex-Officio Chair and the Executive Director on a monthly basis or as needed in person or via conference call.
9. Formally evaluates the performance of the Executive Director with the Vice-Chair, Treasurer, Secretary, and Ex-Officio Chair
10. Formally evaluates the effectiveness of the Board members with the Vice-Chair and Executive Director.
11. Guides nomination and selection process of Illinois Green's annual "Chapter Leader Award" which is typically presented at the chapter's annual meeting.
12. Performs other responsibilities assigned by the Board.
13. Serves a one year term as past chair, an ex officio member of the Board of Directors and the Executive Committee.

14. Must attend Board Meetings as per the “Board Time and Fiscal Commitment Policy” and can’t miss the same meeting as the Vice Chair.

Board Vice Chair:

INTENT

The Board Vice-Chair serves as the next Chief Volunteer of the organization and is also a partner with the Executive Director in planning the chapter’s operational sessions. The Board Vice-Chair also apprentices to the Board Chair for the first year and is the successor to Chair the second year. The year thereafter, the third year, the Vice-Chair will serve as the Ex-Officio chair.

PREREQUISITES

In addition to chapter membership, must also be an employee of a National USGBC member company. This is a board elected position.

REQUIREMENTS

1. Expected to perform the duties of the Chair in the absence of the Chair.
2. Ad-hoc member of governance in the advisory capacity of board member development and board policy development.
3. Monitors financial planning and financial reports.
4. Discusses issues confronting the organization with the Executive Committee consisting of the Chair, Treasurer, Secretary, Ex-Officio Chair and the Executive Director on a monthly basis or as needed in person or via conference call.
5. Formally evaluates the performance of the Executive Director with the Chair, Treasurer, Secretary, and Ex-Officio Chair
6. Formally evaluates the effectiveness of the Board members with the Chair and Executive Director.
7. Performs other responsibilities assigned by the Board.
8. Will serve a one year term beyond Board Chair as past chair, an ex officio member of the Board of Directors and the Executive Committee.
9. Must attend Board Meetings as per the “Board Time and Fiscal Commitment Policy” and cannot miss the same meeting as the Chair.

Board Treasurer:

INTENT

The Board Treasurer serves as the Chief Financial Officer of the organization as a volunteer and is also a partner with the Executive Director in achieving the organization's fiscal planning.

PREREQUISITES

In addition to chapter membership, must also be an employee of a National USGBC member company if status was so at time of election to the Board of Directors and election to the position of treasurer. *The bylaws require that at least 3 of the 4 active officer positions be employees of USGBC National member companies.* This is a board elected position.

REQUIREMENTS

1. Serve as Chair of Finance Committee

2. Keep and handle all financial business of Illinois Green
3. Budget Planning with the ED and any applicable committees
4. Provides monthly budget/treasurer's report to Board Secretary for inclusion into the board packet.
5. Monitors financial planning and financial reports.
6. Discusses issues confronting the organization with Executive Committee consisting of the Chair, Vice-Chair, Secretary, Ex-Officio Chair and the Executive Director on a monthly basis or as needed in person or via conference call..
7. Formally evaluates the performance of the Executive Director with the Chair, Vice-Chair, Secretary, and Ex-Officio Chair
8. Performs other responsibilities assigned by the Board.

Board Secretary:

INTENT

The Board Secretary serves as the recorder of board business as a volunteer and is also a partner with staff in maintaining board records.

PREREQUISITES

In addition to chapter membership, must also be an employee of a National USGBC member company if status was so at time of election to the Board of Directors and election to the position of secretary. *The bylaws require that at least 3 of the 4 active officer positions be employees of USGBC National member companies.* This is a board elected position.

REQUIREMENTS

1. Keep and manage all official board business records of the Chapter – works with staff to assure posting on Illinois Green website.
2. Provides invitations and tracks attendance for all Board and Executive Committee meetings.
3. Provides monthly board packet at least one week prior to the board meeting. Packet should include as a minimum reports from the Chair (agenda), Vice-Chair (operations & governance), Treasurer (budget), secretary (minutes), and the Executive Director (day-to-day, sponsorships)
4. Is sufficiently familiar with legal documents (articles, by-laws, IRS letters, etc.) to note applicability during board meetings.
5. Monitors financial planning and financial reports – includes them in board meeting minutes as applicable.
6. Can appoint and/or manage a scribe for board meetings or official business if approved by the board.
7. Provides the results of board votes and discussions on any Board Action documents to the original submitter.
8. Discusses issues confronting the organization with Executive Committee consisting of the Chair, Vice-Chair, Treasurer, Ex-Officio Chair and the Executive Director on a monthly basis or as needed in person or via conference call..
9. Formally evaluates the performance of the Executive Director with the Chair, Vice-Chair, Treasurer, and Ex-Officio Chair
10. Performs other responsibilities assigned by the Board.

Ex-Officio Board Chair:

INTENT

The Ex-Officio Board Chair serves as an advisor to the Board Chair and Executive committee.

PREREQUISITES

In addition to chapter membership, must also be an employee of a National USGBC member company. This is NOT a board elected position per se but is a carry-over of the succession of Vice-Chair to Chair to Ex-Officio.

REQUIREMENTS

1. May serve as a public representative in the absence of the Chair, Vice-chair or Executive Director.
2. Attends board and executive committee meetings.
3. Monitors financial planning and financial reports.
4. Helps guide and provide advice regarding Board actions with respect to organizational priorities and governance concerns.
5. Discusses issues confronting the organization with the Executive Committee consisting of the Chair, Vice-Chair, Treasurer, Secretary, and the Executive Director on a monthly basis or as needed in person or via conference call.
6. Formally evaluates the performance of the Executive Director with the Chair, Vice-Chair, Treasurer, and Secretary.
7. Performs other responsibilities assigned by the Board.
8. Has the recommended option of serving on governance for the purpose of monitoring the nominations and elections process as an impartial entity.