



Duties and Responsibilities of EPAZ Board Members & Committee Chairs

Qualifications

EPAZ Members must meet these qualifications to run for a position on the Board of Directors.

1. Must be an EPAZ member in good standing and current with membership dues.
2. Presidential nominees must have already served a term on the Board of Directors.
3. Board Members-at-Large have served on a committee, preferably but not necessarily.

Term

Board members shall be elected to two-year terms and are eligible for election for up to two consecutive terms. Directors may be renominated for service on the board following a one-year absence from the board. Lifetime service to the organization is not limited to any frequency.

Elections

The Nominating Committee will nominate one person for each of the available seats to be filled on the Board of Directors by September of each year. New directors shall be elected by a majority of members and directors present at such a meeting or online through electronic submittals, provided there is a quorum present. Directors so elected shall serve a term beginning on the first day of the next fiscal year (November 1st).

Meetings

Monthly member meetings shall normally be held on the 2nd Thursday of every month. The Annual Business Meeting shall be held each fiscal year during the October meeting or at a time selected by the Board. All meetings shall be held at a place selected by the Board. The Board reserves the right to schedule monthly meetings or the Annual business Meeting on alternate dates, as needed.

Monthly board meetings and annual board retreat shall be held at a time selected by the Board. Executive Board and Board Members-at-Large are expected to attend all meetings.

Board Officers

Board officers serve as the members of the Executive Committee. The board officers shall possess such powers and perform such duties as shall be determined by the Board of Directors.

President

Responsibilities include creating meeting agendas, directing board meetings and annual board retreat. Shall serve as the second signer of checks and approves all expenses. Coordinates with Association Manager regarding website revisions and communications with the EPAZ membership. Introduces speakers at monthly meetings and interfaces with other associations to share information and collaborate. Prepares articles for trade publications as needed. Provides support in contacting speakers and assists in recruiting meeting sponsors. Participates on the Annual EPAZ Conference planning committee.

Vice President

Responsibilities include presiding over meetings if President is not able to be present. Interfaces with meeting venue regarding monthly meetings. Participates on the Educational Outreach Committee and administers annual scholarship application review and selection process. Provides support in contacting speakers and assists in recruiting meeting sponsors. Participates on the Annual EPAZ Conference planning committee.

Secretary

Responsibilities include documentation of minutes for board meetings and board retreat. Draft minutes are expected to be shared with board members within 5 days of meeting and posted on website. Assists at registration table during monthly meetings and events. Provides support in contacting speakers and assists in recruiting meeting sponsors. Participates on the Annual EPAZ Conference planning committee.

Treasurer

Responsibilities include documenting all income and expenses related to EPAZ checking and savings (scholarship fund) accounts. Shall serve as the signer of checks, deposits all checks & cash in timely fashion, seeks approval of all expenses from President prior to paying. Processes credit cards during events, generates receipts for events as needed and provides startup cash for events. Coordinates with Association Manager to provide financial reports for board meetings. Prepares annual budget with input from various committees and the Board of Directors. Assists at registration table during events and collect payments. Provides support in contacting speakers and assists in recruiting meeting sponsors. Participates on the Annual EPAZ Conference planning committee.

Chairman of the Board (Immediate Past President)

Responsibilities include acting as Annual Conference Chairperson working closely with the Annual Conference Program Chair. Communicates conference planning activities at board meetings. Provides historical support to current President and board of directors. Acts as the point of contact for elections every 2 years or as vacancies warrant.

Board Members-at-Large

In addition to the EPAZ Officers, the Board may elect up to 5 Board Members-at-Large with the authority to perform any duties prescribed by the EPAZ organization. Board Members-at-large shall act as liaisons to committees as assigned by the President and report committee activities at board meetings.

Committee Chair Responsibilities

Each committee shall have a chairperson that will direct and oversee the committee's activities and report activities to the assigned board liaison.

Community Service Committee

Chair leads committee members who are tasked with seeking out projects benefitting our local community which can take advantage of the specific expertise of EPAZ members.

Conference Program Committee

Chair leads committee members as they plan all aspects of the annual conference. Tasks include facilities, program, sponsorship, marketing and advertising. Proceeds from the conference will benefit the EPAZ Scholarship Fund.

Hospitality Committee

Chair leads committee members as they coordinate networking events which includes mixers, golf tournaments and other social events that encourage networking between EPAZ members and other organizations. Proceeds from networking events will benefit the EPAZ Scholarship Fund.

Membership Committee

Committee members promote EPAZ to recruit new members and develop benefits to retain existing members.

Programs Committee

Chair leads committee members as they provide continuous knowledge of local, state & federal regulations as they relate to complying with Air Quality, Water Quality, Safety & Emergency Management Programs and Waste Programs. Committee members plan topics and facility tours for monthly meetings with the assistance of the Board of Directors and in conjunction with other trade associations, educational institutions and various government agencies.

Scholarship & Educational Outreach Committee

Chair leads committee members as they maintain outreach with other trade associations, educational institutions and various government agencies to promote the EPAZ Scholarship. Oversees the scholarship application selection process and awards ceremony.

Social Media Committee

Committee members develop messaging to engage our members and to attract new members. Works closely with all committees to generate information to support newsletters, website and social media.

Young Professionals Committee

Chair leads committee members (under the age of 35) who are tasked with developing the next generation of environmental professionals in Arizona through collaboration with more seasoned EPAZ members to foster a culture of environmental stewardship and regulatory awareness.