



## **Board of Directors**

Directors shall be elected for a term of two years and no Director shall be eligible to serve as such beyond two consecutive two-year terms, except in the case of a Past President, who shall be entitled to serve as a Director in his/her fifth year. Subject to these requirements, a Director who has served two consecutive two-year terms is not eligible to become a Director again until at least one year has expired.

The Board of Directors shall consist of ten Directors, of whom:

- a) One may be the immediate Past President
- b) One shall be the President of the Society
- c) One shall be the Vice-President of the Society
- d) One shall be the Secretary of the Society
- e) One shall be the Treasurer of the Society
- f) At least five shall be directors at large

## **Committees**

Committee members are expected to meet once per month. The Chair is to prepare a monthly progress report for monthly Board Meetings.

**Finance Committee:** The finance committee is responsible for preparing budgets and developing long-term planning for the financial sustainability of ESAM.

**Membership Committee:** The membership committee is responsible for maintaining and expanding the membership of ESAM. This committee will also review membership categories, benefits and fees and offer recommendations to the Board.

**Communications Committee:** The communications committee is responsible for improving the exchange of information to members by facilitating business opportunities via various communication mechanisms (website; newsletter; eBlasts, etc.).

**Business Development Committee:** The business development committee is responsible for identifying and developing business opportunities for ESAM.

**Events Committee:** The events committee is an ad hoc committee. This committee is responsible for identifying “hot topics” in the environmental industry, as well as securing Speakers, in order to provide relevant events that benefit our members.

**Nominating Committee:** The nominating committee is an ad hoc committee. This committee is responsible for selecting candidates for, and administering the process by which, new Directors are elected at each Annual General Meeting.

**Commitment by Board Members:**

All Board Members will agree to participate in one of the listed committees and assist in submission of a monthly report to the Board. The Communications Committee, Business Development Committee, Events Committee and Government Relations Committee should all have members from outside the Board but will generally be chaired by a Board member. The Board member is responsible for ensuring that the committee members participate and meet on a regular basis.

Board members are expected to attend their share of ESAM events and assist where appropriate, and leading one event in the year. For example, when ESAM has a booth at a trade show, Board members are expected to volunteer for a time at the booth. At other events, Board members are expected to attend and will generally be introduced to the audience.

Board members cannot miss more than two consecutive Board meetings, nor three (3) meetings in a year. A Board member will be considered to have resigned from the Board if these conditions are not met.

Where Board members are employees of companies with more than 6 employees, Board members are expected to host 1 or 2 Board meetings a year and to provide a light lunch at the Board meeting. If the company does not have a large enough board room, the company can provide lunch at another space.

I agree to the undersigned responsibilities:

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Name \_\_\_\_\_ Date \_\_\_\_\_