



Illinois Solar Energy Association

ISEA BOARD OF DIRECTOR POSITION DESCRIPTION

BACKGROUND

The Illinois Solar Energy Association (ISEA/Association) is a 501-c-3 organization established on April 30, 1979. The ISEA has an eleven (11) member Board of Directors of whom four Directors serve as Officers - President, Vice President, Secretary and Treasurer. Officers are elected for one-year terms by the Board of Directors.

MISSION

The education and advocacy of solar, wind and other forms of renewable energy to the people of Illinois.

THE BOARD OF DIRECTORS

FUNCTIONS

As representatives of the membership of the ISEA, the Board of Directors is the primary force pressing the Association to the realization of its opportunities for service and fulfillment of its obligations to the membership, to the Association as a single entity and to the nonprofit community at large.

RESPONSIBILITIES

1. Planning

Approves the ISEA's mission and reviews the management's (BOD & ED) performance in achieving it. Annually reviews and approves the ISEA strategic plan and budget.

2. Organization

- Work with the Executive Director/Program Coordinator to create a strategic direction for the Association and to set short and long term goals.
- Assure that management continuity is properly provided.
- Approve appropriate compensation and benefit policies and practices.
- Identify candidates and determine the eligibility of candidates for the nomination of officers and directors.
- Actively participate at the Board meetings and on Committee assignments.
- Support sponsoring donor and community support building events as designated by the Board.
- Identify potential funding sources and serve as an Ambassador in securing organizational funding.
- Annually evaluate the performance of the Executive Director/Program Coordinator and determining any bonus awards or increases in salary.
- Be an active member of both ISEA and American Solar Energy Society (ASES).
- Annually review the performance of the Board of Directors and take steps (including recommendation for its composition, organization, and responsibilities) to improve its performance.

3. Operations

- Review the results achieved by management as compared to ISEA's mission, program plans, and the Association's Strategic Plan as well as in comparison with those of similar organizations.
- Ascertain that the financial structure of the ISEA is adequate for its current needs and the implementation of the Strategic Plan by approving the Association's annual budget.
- Provide candid and constructive criticism, advice and comments to the members of the Board of



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Directors and the Executive Director/Program Coordinator.

- Approve major actions of the Association, such as capital expenditures on all projects over authorized limits or major changes in programs, services, office location, etc.
- Review monthly and annual financial results for the organization and ensuring, through the oversight of the finance committee, that reports are accurate and in accordance with accepted accounting principles

4. Director Position Description

The role of each Director is to serve a two-year term by leading, advising, and supporting the activities of the ISEA. Each Director participates by:

- Attending all Board meetings, prepared to further the success of the Association and to support the Association's mission statement and goals.
- Monitoring and mentoring standing committees as assigned and on an as needed basis providing advice, encouragement and voice for the committee to the Board.
- Responsible for identifying and nominating candidates for vacant board positions.
- Accepting special assignments designated by the President.
- Remaining current on the activities of the Association by following its publications (includes electronic, print and virtual), issues and interests.
- Remaining current on issues affecting the nonprofit sector as it relates to the mission of the Association, its members or community at large.
- Informing the Board and staying proactive in helping position the Association to support its members or to enhance its funding sources.
- Acting as a role model, change agent and professional exemplar.

TIME COMMITMENT

Two-year term. BOD meetings take place in the Chicagoland area at a minimum of every other month for two hours in the evening. Conference call meetings are also occasionally hosted. Additional meetings may be scheduled and advance notification will be made to ensure participation.

REQUIREMENTS OF CANDIDATES

The ISEA Board of Directors desires that its Directors bring a diversity of talents and capabilities to the ISEA, as well as a passion to materially fulfill the Mission of the Association. The ISEA is looking for Directors who represent various aspects of the solar, wind and other renewable energy fields, as well as individuals in potentially impacted industries, such as real estate, legal, finance, education, environment, transportation and manufacturing. It is also desired that as diverse a range of people as possible make up the Board. Candidates should have innate leadership, management and interpersonal skills, patience and good humor, and be able to participate in and sustain collaborative group efforts.

ISEA Board Directors are expected to lend their knowledge, skills and abilities in fundraising, policy, education, marketing and related activities to further the Association Mission. This work will be channeled through a combination of guiding ISEA staff, Committee formation, direction and/or participation. Fundraising, through direct or leveraged actions, is key to the continued growth and well-being of the ISEA.

Board Directors are elected for two-year terms, staggered at six positions after even-numbered years and five positions after odd-numbered years. Candidates running for two year terms must be ISEA



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members in good standing for at least one year prior to taking office at the first ISEA Board of Directors meeting, held in January. The Candidate can be an Individual, Senior/Student or Family Member or part of a Business Member category that has been an ISEA Member in good standing for at least one year. Candidates can be self-nominated or be nominated by another ISEA member.

5. APPLICATION PROCESS

There will be five Director positions up for re-election for the 2011-12 term. Candidates are requested to submit their candidacy announcement in an email to contactisea@illinoissolar.org to the attention of the ISEA President, Mark Burger and Secretary, Mark Handy.

In the email announcement please state the candidate's name, affiliation (if any) and contact information, as well as a statement up to 100 words of their candidacy.

Candidates will also have the opportunity to announce their candidacy during the ISEA Member Meeting to take place on **Saturday, December 10, 2011** at the Chicago Center for Green Technology (445 North Sacramento Blvd, Chicago, IL 60612) from 10 am – 12 pm.

Nominations in person will be accepted until the close of the meeting. Electronic submissions of candidacy to contactisea@illinoissolar.org will be accepted until 11:59 PM, local time on Saturday, December 10, 2010.

VOTING

Voting will occur by paper ballots and mailed out on or about Friday, December 23, 2010 to all ISEA members in current good standing. Ballots that are postmarked no later than Friday, January 6, 2012 will be counted. Votes will be tallied and results made known prior to the next ISEA Board of Directors Meeting on January 18, 2012.