



*COLORADO ENVIRONMENTAL HEALTH  
ASSOCIATION*

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# **Board and Committee Responsibilities Handbook**

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Nomination Committee Chair  
Membership/Sustaining Membership Committee Chair  
Scholarship and Grants Committee Chair  
Website/Publications Committee Chair  
  
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Legislative Committee Chair

***\*\*All Board Members must be versed in the CEHA By-laws in addition to the duties listed in this handbook\*\****

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## Board Position Duties

### CEHA President

**One-year term as President; Three years of total service including President-Elect (one year), Past President (one year) - Elected**

#### **Duties & Responsibilities:**

- The President shall be the Chief Administrative Officer of the Association and the chairman of the Board of Directors.
- The President is responsible for all matters in the Board of Directors.
- The President shall preside at all business meetings and Board of Directors meetings.
- The President is responsible for presiding over and planning at least 4 Board meetings per year.
- The President shall be ex-officio chairman of all committees in the absence of the committee chair.
- The President shall appoint an individual or agency responsible for maintenance of a membership roster.
- The President shall communicate with all Board members regarding relevant issues between Board meetings via phone and email.
- The President shall be an active member of the National Environmental Health Association (NEHA).
- The President shall be the Association's delegate to the NEHA Annual Educational Conference unless otherwise designated by the Board of Directors.
- The President shall be the Association's delegate to the Public Health Alliance of Colorado and attend all Alliance Member's Meetings.
- The President will seek to attend one of the Colorado Directors of Environmental Health Meetings during this term.
- Provide the "Letter from the President" to each issue of the Point Source newsletter.
- Utilize and present Presidential Citations (award from the President) as appropriate.
- Promote collaboration within Environmental Health and the marketing of CEHA.

## **President-Elect**

**One-year term as President-Elect; Three years of total service including President (one year), Past President (one year) - Elected**

*Active members in good standing who have served on the board of Directors for one year shall be eligible for election as President-Elect.*

### **Duties & Responsibilities:**

- The President-elect, after one year of service, shall assume the position of President.
- The President-Elect shall be an active member of the National Environmental Health Association (NEHA).
- The President-Elect shall preside at all business meetings and Board of Directors meetings.
- The President-Elect shall be ex-officio chairman of all committees in the absence of the President and the committee chair.
- The President-Elect shall assume the Office of the President of the Association in the event of the death or the resignation of the President, or in the event of any illness or disability, which in the opinion of the Board of Directors, renders the President incapable of carrying out the prescribed duties.
- Contribute an article or committee update to each issue of the Point Source newsletter.

## **Immediate Past President**

**One-year term as Past-President; Three years of total service including President (one year), President-Elect (one year) - Elected**

### **Duties & Responsibilities:**

- The role of the Immediate Past President is to support the current President and provide an historical perspective when needed.
- The Immediate Past President is also responsible for Chairing one Board committee and meeting all obligations associated with that committee.
- Contribute an article or committee update to each issue of the Point Source newsletter.

## **Treasurer**

**This is a 3-year term - Elected**

### **Duties & Responsibilities:**

The treasurer is responsible for overseeing the funds (revenues & expenses) of the organization. This includes:

- Creating and maintaining the annual budget.
- Maintaining the bank accounts; making deposits and transfers.
- Accounting for revenues from dues, one day and the AEC training events and other sources.
- Maintaining for use the organization debit/credit card
- Providing checks to pay for preapproved CEHA related expenses. All expenses are communicated and verified with the President prior to payment.
- Providing checks for approved scholarships candidates.
- Providing budget status reports for each board meeting, as needed and at the annual business meeting.
- File by May 15 annually, the 990 reports to the IRS.
- Responding to queries regarding our tax-exempt status.
- Maintaining the hardcopy file of paid bills, reports, statements.
- Reviewing the QuickBooks database with maintained by the management contractor
- Maintaining renewal / update of info with the Colorado Secretary of State (every July).

### **CEHA's accounts are housed at:**

1<sup>st</sup> Bank (FIRSTBANK of Colorado), access via any branch.

## **Secretary**

**This is a 2-year term - Elected**

### **Duties & Responsibilities:**

Before Meetings:

- The last meeting minutes with incorporated edits are sent out to the board members at a minimum of three weeks prior to the meeting for review. The board has the opportunity for discussion and a motion to accept these minutes is made at the meeting.
- If additional edits are discussed at the meeting, a motion to accept the minutes with the edits is made. The edits should be addressed in the minutes and the final version is saved into CEHA's electronic files.

## BOARD RESPONSIBILITIES

### During Meetings:

- Record the minutes electronically using a CEHA or other Board approved computer. The agenda is received prior to the meeting for formatting reference. The most common format used includes:
  - Time meeting started.
  - Typical order of events: Reports of Officers; Reports of Committees; Unfinished business, new business.
  - Time adjourned and next meeting date and location.
  - Information should include general topics covered along with any motions made.
  - Make a note of any commitments, special event dates, and/or deadlines by highlighting those in yellow.
- Participate in group discussions.

### After Meetings:

- Finish and send the minutes electronically to the board members within two weeks for review and comment. Include in the email a reminder to pay attention to the items in yellow for next meeting. Give out a date for comments to be returned by.
- Collect comments and edit as needed.

### Miscellaneous:

- AEC Minutes – These minutes are taken during the Annual Business Luncheon at the Annual Education Conference each year.
  - Send the minutes from the previous year electronically to the board members at least two weeks in advance of the AEC for review and reference.
  - During the meeting give a **brief** review of the AEC minutes from the last year and record the minutes for the current year (be brief).
    - Board makes motion to accept the minutes.
  - Send the minutes from the current year electronically to the board members within two weeks of the conclusion of the AEC for review and reference.
- Contribute an article or committee update to each issue of the Point Source newsletter.

## **Southeast Representative**

**This is a 2-year term - Elected**

The Southeast Region encompasses the area east of the Continental Divide and South of Interstate 70 excluding the metro counties of Adams, Arapahoe, Boulder, Broomfield, Clear Creek, Denver, Douglas, Gilpin and Jefferson. Southeast counties include El Paso, Teller, Pueblo, Elbert, Custer, Kit Carson, Lincoln, Cheyenne, Crowley, Kiowa, Otero, Bent, Prowers, Huerfano, Castillo, Las Animas, and Baca.

### **Representation of the membership includes the following:**

- Request a list from the Membership committee to identify members in your region. This can be done after the membership renewal process is complete.
- Recruit members from your region, when possible.
- Provide updates to the regional membership on CEHA events and actions.
- Provide updates at the CEHA board meetings regarding Southeast jurisdictional updates, events and actions
- Coordinate at least (1) one-day training or networking event within the Southeast Region while serving this position's term. This can be done with support and ideas from CEHA and local environmental health agencies.
- Contribute an article or committee update to each issue of the Point Source newsletter.

## **Northeast Representative**

**This is a 2-year term - Elected**

The Northeast Region encompasses Larimer, Logan, Morgan, Phillips, Sedgwick, Washington, Weld, and Yuma counties.

### **Representation of the membership includes the following:**

- Request a list from the Membership committee to identify members in your region. This can be done after the membership renewal process is complete.
- Recruit members from your region, when possible.
- Provide updates to the regional membership on CEHA events and actions.
- Provide updates at the CEHA board meetings regarding Northeast jurisdictional updates, events and actions
- Coordinate at least (1) one-day training or networking event within the Northeast Region while serving this position's term. This can be done with support and ideas from CEHA and local environmental health agencies.
- Contribute an article or committee update to each issue of the Point Source newsletter.

## **Western Slope Representative**

**This is a 2-year term - Elected**

The Western Slope Region encompasses Moffat, Routt, Jackson, Grand, Rio Blanco, Garfield, Eagle, Summit, Mesa, Pitkin, Lake, Park, Delta, Gunnison, Chaffee, Montrose, Ouray, San Miguel, Saguache, Hinsdale, San Juan, Dolores, Montezuma, La Plata, Archuleta, Mineral, Rio Grande, Alamosa, and Conejos counties.

**Representation of the membership includes the following:**

- Request a list from the Membership committee to identify members in your region. This can be done after the membership renewal process is complete.
- Recruit members from your region, when possible.
- Provide updates to the regional membership on CEHA events and actions. This can be done as part of the agenda through the Western Colorado Association of Environmental Health Officials (WCAEHO). WCAEHO is an organization that meets quarterly, separately from CEHA. Generally, members of WCAEHO are already CEHA members, may be considering membership, or have an interest in what is happening in the field of Environmental and Public Health.
- Provide updates at the CEHA board meetings regarding Western Slope jurisdictional updates, events and actions
- Coordinate at least (1) one-day training or networking event within the Western Slope Region while serving this position's term. This can be done with support and ideas from CEHA, WCAEHO and local environmental health agencies.
- Contribute an article or committee update to each issue of the Point Source newsletter.

## **Metro Region Representative**

**This is a 2-year term - Elected**

The Metro Region encompasses Adams, Arapahoe, Boulder, Broomfield, Clear Creek, Denver, Douglas, Gilpin and Jefferson counties.

**Representation of the membership includes the following:**

- Request a list from the Membership committee to identify members in your region. This can be done after the membership renewal process is complete.
- Recruit members from your region, when possible.
- Provide updates to the regional membership on CEHA events and actions.
- Provide updates at the CEHA board meetings regarding Metro Region jurisdictional updates, events and actions.



## **BOARD RESPONSIBILITIES**

- Coordinate at least (1) one-day training or networking event within the Metro Region while serving this position's term. This can be done with support and ideas from CEHA and local environmental health agencies.
- Contribute an article or committee update to each issue of the Point Source newsletter.

### **Directors of Environmental Health Representative**

**This is a 1-year term**

The Colorado Directors of Environmental Health shall appoint/elect a representative to the CEHA board. The term served shall be for one year, from this group's last meeting of the year through the following year's last meeting (approximately November through October).

**Representation of the membership of the Colorado Directors of Environmental Health (CDEH) includes the following:**

- Provide updates to the CDEH membership on CEHA events and actions. This can be done as part of the agenda through the Colorado Directors of Environmental Health. CDEH is an organization that meets quarterly.
- Provide updates at the CEHA quarterly board meetings regarding updates, events and actions of the Colorado Directors of Environmental Health (CDEH meeting highlights).
- Provides CEHA with CDEH goals and objectives that they would like CEHA to address for their departments in the way of training, resources, and support for environmental health specialists.
- Serve as the chair of the Legislative Committee

### **Industry Representative**

**This is a 2-year term.**

The Industry representative shall be responsible for bridging the gap between environmental health professionals and the expansive industries they serve. They are directly responsible for promoting the organization through participation and promotion, including assisting in the development of a marketing strategy for CEHA and its Sustaining Membership. This position also includes organizing and coordinating the exhibition and sponsorships for the A.E.C.

**Representation of the membership of the Industry Representative includes the following:**

- Provide updates on the industry and marketing efforts at the quarterly board meetings.
- Organization and coordination of the annual A.E.C. Exhibition.

## **BOARD RESPONSIBILITIES**

- Attendance at 50% of the A.E.C. Planning Committee meetings (via conference call or in person) to assist in the coordination of the exhibition and sponsorships.
- Providing a brief marketing strategy for the organization and the A.E.C.
- Serve as the chair of the Sustaining Membership Committee.

### **Student Representatives**

**This is a 2-year term – appointed by the Board**

Two reps each year – Representative(s) from Colorado School of Public Health, Colorado State University or other accredited institution.

Ex-Officio position

#### **Duties & Responsibilities:**

- Mentoring with President Elect (one-on-one meeting to set goals for the term).
- Participation in CEHA Board meetings and AEC.
- Coordinate student participation at AEC.
- Recruit student members.
- Assist in or chair a CEHA committee(s).
- Provide updates regarding student activities/events from student organizations.
- Provide support and resources for student organizations in the state.
- Coordinate at least (1) one-day training for students concerning professional development and a networking event in the representative's local area.
  - Professional development event could include a resume review with CEHA members, panel discussion with members, or field training (what an entry-level EH specialist does).
  - Networking event can be through collaboration (encouraged) with other state organizations (CPHA, COSOPHE, etc. Contact the Alliance for organizations contact info).
- Contribute an article or solicit an article from a student for each issue of the Point Source newsletter.
- The individual (s) in this position will receive a paid registration to the Annual Education Conference with regular participation in board meetings .

### **AEC Committee Chair Representative**

**This is a 1-year term – appointed by the Board**

**BOARD RESPONSIBILITIES**

AEC Committee Chair Rep shall be the Chair of the Annual Education Committee or a designate from that committee.

## Committee Position Duties

**\*ALL COMMITTEE CHAIR POSITIONS ARE APPOINTED POSITIONS BY THE BOARD**

### **Nomination Committee**

The role of the Nomination Committee is to coordinate the annual awards and board position nominations.

#### **Duties & Responsibilities:**

- Provides articles in the Point Source Newsletter advertising open board positions and soliciting nominations for the three annual CEHA awards: Environmental Achievement, Environmental Achievement for Industry, and Milton M. Miller.
- Creates the nomination ballots for open board positions to be presented to the board of directors at their August board meeting.
- Compiles all submissions of awards nominations to be presented to the board at the August meeting.
- Orders all award plaques.
  - Includes plaques for life time memberships, the three annual awards, updating the traveling trophy for the Milton M. Miller award, and any other special awards being presented for the current year.
  - Currently awards are ordered through:  
Winners Circle  
Steve Croom  
8400 E Iliff Ave  
Denver, CO  
(303) 671-8488  
steve@vachieve.com
- Presents with the President, the annual awards at the AEC banquet.
  - Includes preparing and delivering the narrative for each award.

## Membership Committee

### Duties & Responsibilities:

- Maintaining the membership database, with the assistance of the IMI.
- Recruitment of new and inactive members throughout Colorado.
- Handle any administrative duties and correspondence regarding CEHA membership.
- Solicit companies, organizations and affiliates for their participation in CEHA.
- Provide support to current and prospective Sustaining Members including developing a contact letter, solicitation letter, and thank you letter.
- Maintain relationships with current Sustaining Members.
- Work with planning committee members and Membership Chair to determine prospective Sustaining Members.

CEHA is currently working with the IMI who handles all of the administrative duties as well as maintaining the CEHA membership database. The IMI representative will work with the Membership Committee Chair to obtain membership numbers, assist with recruitment, and generate correspondence and routine administrative needs.

CEHA's current IMI contact is: Amanda Rewards

The Membership Committee must provide a report at each CEHA meeting. This includes updates on membership numbers as well as discussion with the Board on other membership-related issues.

## Scholarships & Grants Committee

### Duties & Responsibilities:

- Promote the availability of scholarships and grant funding from the CEHA managed Scholarships (Tom Douville, CEHA- RIHEL, and supplemental). Solicit applications for each of these scholarships and prepare all applications for Board review and make recommendations to the Board.
- Seek and evaluate other funding, fundraising or grant opportunities that may be useful in supporting the mission of CEHA.
  - **The Tom Douville Scholarship** is available to students who show strong leadership skills and interest in environmental health. The applicants must be completing or "have completed" an internship with a Colorado health department in the Environmental Health Division within one year of the

## BOARD RESPONSIBILITIES

- application and be enrolled in an Environmental Health Science or related program at a Colorado college or University.
- **The CEHA- RIHEL Scholarship** is available to environmental public health professionals accepted into the RIHEL program. The objectives of the Leadership Training Program are to augment the leadership skills of the Fellows and to build an interdisciplinary team of leaders committed to the improvement of health.
  - **The CEHA Scholarship Endowment** was created in 1986. Students self-nominate through CSU Scholarship Application. A Scholarship and awards committee selects the successful candidate from the pool of applicants. Selection is based on student's good standing in the Environmental Health program; participation in student, state, or national Environmental Health organizations; and financial need. Applicants must be an undergraduate Junior or Senior, or a graduate student.
  - **Colorado Public Health Mentoring Program**
  - **Supplemental Funds** are available to Environmental Public Health student and/or professionals to assist in attending conferences (e.g. NEHA or CEHA), completing internships or externships, with continuing education activities (research) or for similar needs.
  - **State Science Fair** – coordinate judging and providing the awards to the two selected winners of the CEHA Special Award at Colorado State Science Fair. Attend the College of Veterinary Medicine and Biomedical Sciences Annual Scholarship and Awards Banquet and present the scholarship award to the selected student. This occurs each April in Fort Collins.
    - Since 2003, CEHA has awarded one Junior Division and one Senior Division science fair participant with an outstanding science project in the field of Environmental Health Science, exemplifying the objectives of the Association, at the [Annual Colorado Science and Engineering Fair](#).
    - The awards, along with scholarship checks are presented to the outstanding Junior Division winner and the outstanding Senior Division winner. Also, the Senior Division winner receives an **all expenses paid invitation** to the [Annual Educational Conference](#) to exhibit their project. The Colorado Science and Engineering Fair is held at Colorado State University in Fort Collins each April.

## Website-Publications Committee

### Duties & Responsibilities:

The committee is responsible for overseeing the publication website. This includes:

- Scanning the site from time to time to get familiar with the site.
- Identify any problems or missing content from the site.
- Bring requests or comments regarding the site back to the Webmaster.

Coordinate with the Graphics contact to publish the Point Source newsletter (Winter, Spring, and Summer or Quarterly).

- Manage the recruitment and editing of articles.
- Draft content and Edit proof.
- Get updated membership listings from Member Committee Chair or the designated representative.
- Work with the Education Chair to coordinate the creation and/or printing of brochures and binder inserts for the Annual Education Conference.
- Work with planners of one-day trainings at their request to assist with brochures and other printed materials for training.

CEHA has a Webmaster that handles all of the technical issues and site updates

The Committee must provide a report at each CEHA meeting. This could include comments or updates from the Webmaster as well as discussion with the Board on other web related issues.

## **Education Committee**

### **Duties & Responsibilities:**

- Responsible for planning and executing the CEHA Annual Education Conference and Exhibition. This includes:
  - Venue and hotel contract.
  - Securing presenters and sponsors.
  - Planning networking events.
  - Handling conference registrations.
  - Developing marketing and conference materials.
  - Day of logistics.
  - Working with the Treasurer and the CEHA Board to establish the AEC budget and registration fees.

The Education Chair and/or Co-chair coordinate the AEC planning committee and ensure planning activities are on schedule and within the budget. The CEHA AEC Handbook provides reference to the specifics of the above noted.

The Education Committee must provide a report at each CEHA Board meeting. This could include comments, updates or requests from the AEC planning committee as well as discussion with the Board on other conference related issues.



## **Legislative Committee**

### **Duties & Responsibilities:**

- Keep the Board and membership aware of environmental health related legislative agenda items that have recently passed, are in process and those that are being considered for future introduction.

The Legislative Chair should participate in the legislative conference calls, sponsored by the IMI, during the current legislative session.

The Legislative Committee must provide a report at each CEHA Board meeting.