



PO Box 24364, Santa Fe, NM 87502, 575-224-2630

**NEW MEXICO RECYCLING COALITION
BOARD MEMBER
Volunteer Job Description 2019**

OBJECTIVES

The Board of Directors sets policy, recommends specific programs for committees, provides financial oversight and actively participates in the implementation of various programs and projects to achieve the NMRC mission.

MISSION

The NMRC mission is to inspire New Mexicans to reduce, reuse and recycle.

MAJOR RESPONSIBILITIES

- Attend six annual meetings, scheduled every other month. Mandatory attendance at planning retreat November 7-8, 2019 at Sevilleta National Refuge Retreat Center near Socorro. Only two meetings a year may be missed. There is a teleconference option for occasional use, with exception at the retreat.
- Participate in at least one committee and assist with responsibilities of that committee.
- Be active in regard to our strategic goal(s) for the year
- Be active in fundraising as needed
- Recruit two new members annually and additional volunteers
- Represent the NMRC at special events as requested by the Board of Directors/Staff

PROJECTS, COMMITTEES, TASK FORCES AND COUNCILS

Board Members are asked to participate in at least one of the official board committees as well as participate in relevant task forces and local stakeholder meetings hosted by NMRC. Each committee will select a board member to chair the committee, with the responsibility of the chair to call interim meetings of the committee, research agenda items and subjects as needed and present committee recommendations to the board for approval.

Each of the following projects provides an opportunity to be involved:

- Training Committee (Certification classes, conference, annual meeting)
- Policy Committee (development of policy positions, researching existing and potential legislation, providing input)
- Economic Development Committee/Recycling Market Development
- Technical Assistance (Access to Recycling) and the New Mexico Organics Recycling Organization (NMORO) Committee
- Marketing/Public Relations/Fundraising Committee

QUALIFICATIONS

Genuine interest in recycling/waste reduction issues. Some previous experience with other boards, management or finances is extremely beneficial. Desire to commit as a volunteer to the NMRC. Voting member of NMRC.

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TRAINING AND PREPARATION

New Board members will receive orientation documents and/or training.

TIME AND PLACE

Board meetings are generally every other month, starting in January. Board meeting dates are set at the retreat. Meeting locations are spread around the state to represent where board members reside. We will try to provide a call-in option for those who must drive long distances when possible.

LENGTH OF COMMITMENT - Two year term, with possibility of two renewals.