



## **IZAAK WALTON LEAGUE OF AMERICA DUTIES AND RESPONSIBILITIES OF NATIONAL DIRECTORS**

(Includes Past National Presidents and National Officers)

Membership on the National Board of Directors of the Izaak Walton League of America (the “National Board”) is more than an honor. In accepting the nomination and election by your Division and/or the League’s members, you also accept certain responsibilities. Some of the responsibilities are clearly spelled out in the National Constitution and Bylaws.

The League has three levels: chapter, division, and national, each with the same basic purpose. Each level has additional rules but none may take the place of, or contradict, the national Articles of Incorporation and Bylaws.

Your obligations and responsibilities are to ensure that the chapters, the divisions, and the national organization combine their efforts to carry out the mission of the League as a whole.

### **EXPLICIT DUTIES AND RESPONSIBILITIES**

#### **Local and State Level:**

1. Each national director serves as an essential link between the national organization, the divisions and chapters. National directors shall serve as a vital communication link at all three levels of the League. In divisions that are represented by two or more national directors, the division president shall outline a geographical area and assign specific chapters to each national director. The national director shall be the liaison between his/her assigned chapters and the division and national organization. The division president shall communicate all chapter assignments of national directors to national.
2. Directors are to:
  - A. Attend all state division meetings and all National Board meetings. If unable to attend a National Board meeting, the national director should contact the state division president and secretary, in writing, and give valid reason. The division president may then select a substitute for that meeting.
  - B. Keep division president and officers informed of chapter developments.
  - C. Report new national developments to the division officers, as well as to members attending state division meetings.
  - D. Contact and perform outreach to assigned chapters through various communication means several times a year. Directors are encouraged to personally visit assigned chapters at least once a year. Directors are encouraged to periodically report their chapter visits and communications to the national president, with a copy to their division president, in order to keep national and divisions apprised as to what activities are occurring at chapters.
  - E. Be willing to assist chapter officers in operations, and in furthering the League’s conservation goals, including assisting with the following:
    - Support and explain current major League initiatives;
    - Assist chapters and divisions in orientation and reporting of new officers;
    - Encourage and assist chapters to promote membership growth and retention;
    - suggest conservation or chapter projects or activities;
    - Encourage chapter to promote and conduct conservation education projects in their communities and be a resource that provides assistance in identifying potential conservation education projects (i.e., sharing ideas);

- Communicate information to the chapter concerning issues that national and/or division levels are working on;
  - Promote legislative action, conservation issues, and League projects such as Save Our Streams;
  - Encourage publicity of chapter and conservation activities and provide assistance and access to League resources (e.g. press release templates, media contacts, etc.);
  - Encourage leadership development and volunteer engagement within the chapter;
  - Communicate conservation issues of importance to the League; and
  - Explain and provide guidance on governing rules and by-laws of the division or national organization.
- F. Present Tobin Awards at a chapter meeting or a chapter function. Encourage chapters to nominate top performing members to the national office for the Tobin Awards.

National Level:

1. In addition to supporting chapters and divisions, national directors are expected to take steps and actions to further and promote the League's mission at the national level. Examples of national directors' assistance to further the League's mission includes, but is not limited to:
  - Support national initiatives and communicate with membership concerning the national initiatives;
  - Develop relationships with potential donors and funders and assist in making introductions to national staff and development team;
  - Promote member engagement to achieve the League's goals;
  - Encourage leadership development through identifying and mentoring new leaders, both at the local and national level;
  - Support chapters and divisions by informing national of potential concerns or challenges facing the chapter or division; and
  - Identify opportunities to develop new chapters, and provide assistance in formation of new chapters.
2. Directors are also expected to:
  - A. Be an ambassador for the League.
  - B. Keep informed on established national policy and suggest appropriate action items to further established national policy.
  - C. Suggest projects or positions to be taken by the national organization.
  - D. Maintain a liaison with the national organization on conservation matters.
  - E. Follow up promptly when action is requested by National Officers.
  - F. Serve diligently on national committees when appointed.
  - G. Promote harmony and unity within the assigned areas of responsibility.
  - H. Support annual appeals via personal donation of an unrestricted contribution to national at a level the director can afford; each director's financial capacity to contribute will be respected.
  - I. Annually report donated travel and volunteer hours.
  - J. Have internet access and in that capacity be available to participate in all board communications and to promote all electronic functions of the League.

Other Members of the National Board of Directors:

This category includes past national presidents and national officers. They follow the same guidelines as the national directors elected by state divisions regarding meeting attendance and acting as liaison between national, state, and local events of the League. They may be called upon by the Executive Board or division president for any other duties described for the National Directors.

## **GOVERNING RULES**

Rules governing the national directors are covered in Article X of the national Bylaws. Special attention is called to the following:

1. There are two yearly meetings of the National Board – one at the National Convention in July and one at the Mid-Winter Board Meeting to be held at a location selected by the site committee.
2. Per the national Bylaws, if a director fails to attend any two consecutive National Board or two consecutive State Division meetings, without good and reasonable cause, or is not fulfilling the duties as described herein, it is the duty of the Executive Board to declare such member's position on the National Board vacant. The vacancy will then be filled via the division president via its established process.
3. Directors elect members of the Executive Board within 24 hours after election of the national officers at the National Convention.

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