



# BOARD OF DIRECTORS

Recruitment Packet and Job Description

2024

Dear Prospective Board Member,

I'm so glad you are considering joining Indiana Phenology. We are a 501(c)(3) non-profit organization poised for growth. We are seeking passionate and dedicated leaders who will use their skills and network to help us achieve amazing things for Indiana's future.

#### HISTORY

Phenology is the scientific study of the timing of the life cycle phases of plants and animals and the conditions under which they begin and end. When I moved here from Utah thirteen years ago, I found myself in an unfamiliar climate surrounded by trees, wildflowers, and animals I could not name. I didn't know which months were the rainiest or when to start my garden. I was no longer intimately familiar with the patterns and sequence of the phenology of the plants around me. I made it my personal mission to learn all I could about the landscape around me and along the way I founded Indiana Phenology so that others could join me on this quest of learning.

#### MISSION

To increase environmental awareness and knowledge by engaging Hoosiers of all ages in phenology data collection to support science-based environmental policy and stewardship.

We accomplish this mission by empowering Hoosiers of all ages to participate in citizen science, facilitating engaging environmental education opportunities, and increasing the depth and breadth of open phenological data from Indiana.

#### PURPOSE

To help communities and individuals develop a deep connection to the land in which they live. We believe in the importance of environmental stewardship, natural exploration, open data, and lifelong learning.

#### VISION

Hoosiers in all 92 counties engaged in observing and recording the seasonal cycles of the plants and animals in their communities, at schools, in parks, and in backyards.

#### GROWTH

We are deepening our roots by continually evaluating and improving our processes and our organizational foundation. We are spreading our branches by seeking community partners and volunteers to grow our network of citizen science observers.

With the help of everyday Hoosiers, Indiana Phenology will expand and realize our vision. Whether you are a teacher, gardener, nature lover, scientist, business professional, or community leader, I would be pleased to work with you on the board of Indiana Phenology as we engage people of all ages in citizen science.

With warm regards,



Amanda Wanlass  
Executive Director & Founder

# Programs at a Glance

## BACKYARD OBSERVERS

Citizen science volunteers dedicate a minimum of ten minutes a week to observe and record the phenophases of plants and animals. The many benefits of becoming an observer include: having fun outdoors, a deeper connection with nature, building relationships with family, learning about phenology, and contributing to scientific discovery in the local community!

## SCHOOLYARD PHENOLOGY

Working with teachers and administrators, Indiana Phenology facilitates opportunities for students to participate in experiential STEM activities through outdoor phenology observation on school grounds. Younger students learn observation, analysis, and decision-making skills while monitoring the stages of plant and animal life. Students in middle and high school are encouraged to identify and answer local scientific research questions, building critical thinking skills and confidence.

## PHENOLOGY TRAILS

Phenology Trails provide an opportunity for Hoosiers of all ages to play an active role as stewards of their communities. They offer a place for citizen science volunteers to work together in monitoring selected plants in a public space. Their observations provide valuable insight for decision-makers on the impacts invasive species, climate change, and human activities have on growth patterns, reproduction, and resource availability.

## OTHER PROGRAMMING

We provide training and educational opportunities to Backyard Observers, participants at partnering sites, and classroom teachers across Indiana. We also create and share educational resources online and publish a monthly newsletter sharing phenology data collected by our observers.

Indiana Phenology offers multiple internship opportunities throughout the year for college students of various disciplines including communications, education, tourism, biology, and agricultural science. In addition, we regularly collaborate with course instructors to provide service learning opportunities for college students.

# Strategic Goals for 2024

1. Increase revenue to sustainably fund our programming and continued growth.
2. Improve the visibility of the organization and its programs.
3. Consistently deliver quality environmental education programming.
4. Improve access to and use of phenology records in Indiana.
5. Focus on internal growth to support our planned external growth.

# Job Description

The Board of Directors provides leadership and oversight to ensure Indiana Phenology is a well-run, mission-driven organization. The board is legally responsible for the financial health and sound management of the organization. The board focuses on the big picture, establishing priorities, and acting to further the organization's mission, vision and values. Board members promote our programs, use their connections to gain access to potential donors, actively participate in fundraising campaigns and use their own personal talents in support of the organization.

## RESPONSIBILITIES

### Organization

- Assure Indiana Phenology follows all applicable laws and regulations.
- Monitor organization's adherence to its mission, vision and values.
- Implement governance best practices to ensure accountability, reduce risk and provide sound management.
- Support, advise, and collaborate with the Executive Director to create a strategic plan, set short- and long-term goals, and implement policies that advance the mission of the organization.
- Annually evaluate the performance of the Board and its Members, support and leadership staff, and all programs.

### Board Participation

- Attend board meetings and board activities.
- Actively contribute to the work of the board by annually spearheading at least one project or committee.
- Utilize network, experience and knowledge to further the mission of the organization.

### Community Outreach

- Informally promote the organization by speaking about your involvement with Indiana Phenology with potential donors, volunteers and others, as often as possible.
- Formally represent and promote the organization within the community.

### Fund Development

- Make an annual personal financial contribution to the organization.
- Identify potential funding sources and serve as an ambassador in securing funding.
- Lead, support and participate in fundraising projects.

### Financial Oversight

- Set and approve the annual budget.
- Review and understand financial statements submitted to the board.
- Know and act according to the organization's bylaws and operating procedures.
- Disclose all potential conflicts of interest in advance to the board of directors.
- Serve in a manner that promotes the best interests of the organization.

## WHO WE ARE LOOKING FOR

Do you enjoy watching the seasons change and have a desire to support others that study plant life cycles? We welcome both seasoned and newbie Board Members to apply. If you are passionate about phenology, climate change, STEM education, conservation, outdoor recreation, or community programs and are willing to take an active role, we want to hear from you!

## SPECIAL CONSIDERATION FOR

- Fundraising, public relations, or nonprofit management experience
- Government, business, or community leadership experience
- Teachers, Professors, and other educators
- Life Scientists, Master Naturalists, or Master Gardeners

## PERSONAL QUALIFICATIONS

### **Committed to our mission**

You understand the value of citizen science in observing and documenting seasonal phenological changes of Indiana plants.

### **Value environmental education**

You care about fostering environmental stewardship, improving scientific literacy, and delivering environmental education.

### **Inspired by wonder, driven by curiosity**

You are inspired by the beauty of the world and want to increase our understanding of Indiana plants through careful observation.

### **Growth and learning focused**

You believe there is always something more to learn. You understand that dedication and diligent work lead to improvement. You are willing to put in the effort to improve yourself, the board, and the organization.

### **Collaborative**

You enjoy working with others to accomplish great things.

### **Willing to share**

You bring enthusiasm, skills, knowledge, or other resources to the board.

### **Ready to act**

You are willing and able to fulfill the board member responsibilities.

## TIME COMMITMENT

Our Board is a working board so directors should plan to spend at least 15 hours per month supporting Indiana Phenology, including participating in quarterly board meetings. Participation via remote means is permissible.

## HOW TO APPLY

Interested candidates are invited to submit a cover letter along with their resume or CV to the Executive Director, Amanda Wanlass, via email at [awanlass@indianaphenology.org](mailto:awanlass@indianaphenology.org).



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