

Board of Directors Job Description

Updated: 12/2016

Purpose

The mission of the River Bend Nature Center is to help people discover, enjoy, understand and preserve the incredible natural world that surrounds us.

The purpose of the River Bend Nature Center's volunteer Board of Directors is to secure and enhance the organization's ability to pursue its mission. The board accomplishes this through deliberate and thoughtful management in the areas of strategic planning, financial management, fundraising, public relations, policy development, and volunteer leadership.

Commitment / Term

Serving as a Director requires about 5-10 hours a month. Board members may serve up to two three (3) year terms at the invitation of River Bend Nature Center's membership as voted upon at the annual meeting. Special terms may be granted upon invitation of the membership.

Directors must be active, informed, and engaged as they are considered fiduciaries, a term used for individuals who are in a position involving trust. Directors are subject to the fiduciary duties of care, loyalty, and obedience to the law. See Office of Minnesota Attorney General, Guide for Board Members: Fiduciary Duties of Directors of Charitable Organizations for more detailed information.

Requirements & Responsibilities

- Regular, active participation in Board of Directors meetings, Annual Meeting, and public events.
- Share expertise and work cooperatively with other board members and staff.
- Address issues openly, honestly and respectfully during board meetings and support publicly those policies adopted by the board.
- Participate in at least one board committee. Committees include: Charitable Gambling, Development/Fundraising, Executive/Personnel, Finance, Governance, Land & Facilities, Membership, and Program/Events. Task forces include Ramble, Strategic Planning, and other as needed.
- Advocate for the importance of River Bend's mission and environmental education in regional communities by participating in fundraising, attending RBNC programs, and contributing financially and/or through volunteer service to River Bend Nature Center.
- Articulate current accomplishments and long-term goals of RBNC, including sustainability, to the public.
- Understand a board member's fiduciary role and legal responsibilities to conduct the affairs of RBNC in a manner consistent with best practices as well as the importance of working within the bylaws of the organization.
- Identify those interests that Board members' employers, family and/or self has in issues under consideration by the Board, and to abstain from voting on any such measures so as to avoid actual or perceived conflict of interest.
- Contribute a financial donation to RBNC on a yearly basis. Assist with generating contributions.
- Maintain a current River Bend Nature Center membership.

Meetings

- Third Monday of the month from 6-8 PM

I have read this officer job description and fully understand the requirements set forth herein. I hereby accept the Board of Directors position for River Bend Nature Center, and agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my ability.

Signed _____ Date _____

