



Board of Directors *Job Description*

Updated: 06/2019

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. Through contact with River Bend Nature Center, we envision that people will develop understanding of natural systems and our connections within them and be inspired to conserve and be stewards of the natural world.

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 and vision. 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 or task force. Committee topics include: Charitable Gambling, Finance / Development, Executive/Personnel, Governance, Land & Facilities, 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.**



River Bend

NATURE CENTER

1000 Rustad Rd • PO Box 186
Faribault, Minnesota 55021
507.332.7151 • www.rbnc.org

Meetings

- Third Monday of the month from 4:30-6:30 PM

I have read this 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 _____



Board of Directors Candidate Application

Name _____ Date _____

Residence

Address _____

Phone _____ E-mail _____

Cell Phone _____

Employer

Name _____

Your title _____

Address _____

Phone _____ E-mail _____

Type of business or organization _____

Primary service(s) and area/population served _____

Preferred method of contact () Work () Residence () Cell

Relevant Education/Training/Certificates (attach a resume if relevant)

What skills, qualities, and resources/connections are you willing to bring to our board?

Please indicate your experience in the following areas.

Administration/Management	_____
Education	_____
Financial oversight	_____
Fundraising/Grant writing	_____
Human resources	_____
Information technology	_____
Investment Management	_____
Law	_____
Leadership skills/motivator	_____
Marketing/public relations	_____
Physical Plant (architect, engineer)	_____
Policy development	_____



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Program/event planning _____
Program evaluation _____
Strategic planning _____
Understanding of community needs _____
Other _____
Other _____
Other _____

Access to financial resources (self, foundations, corporate support) _____
Availability for active participation (solicitation visits, grant writing) _____

Please list boards and committees that you serve on, or have served on.

Organization	Role/Title	Dates of Service
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_____	_____	_____
_____	_____	_____
_____	_____	_____

How do you feel River Bend Nature Center would benefit from your involvement on the Board?
(areas of expertise/contribution you feel you can make)

Summarize your experience and/or interest in River Bend Nature Center.

Please list any groups, organizations or businesses that you could serve as a liaison to on behalf of River Bend Nature Center.

Please tell us anything else you'd like to share.

Add any additional sheets as needed. Please send applications to Breanna Wheeler, Executive Director at rbncinfo@rbnc.org or PO Box 186, Faribault, MN 55021. Applications must be received by Monday, July 13, 2020. Thank you for applying!