



Cape Fear Resource Conservation & Development **BOARD MEMBER GUIDELINES**

MISSION

The mission of Cape Fear Resource Conservation & Development, Inc. is to work cooperatively with individuals and groups to improve social, economic and environmental conditions, thereby enhancing the quality of life in Bladen, Brunswick, Columbus, New Hanover and Pender counties.

BOARD GOVERNANCE

As a 501(c)(3) nonprofit corporation, Cape Fear RC&D is governed by a volunteer Council comprised of 13 to 17 members. Up to eleven (11) members are appointed by the Council to serve a four-year term. Six (6) members, including those representing their respective Board of County Commissioners, are ex-officio and have no terms. The Council seeks individuals with expertise or experience in business/finance, nonprofit management, education, agriculture, economic development, fundraising, public relations, government, health, social work, environment, conservation or other areas from which the Council believes to be beneficial to the successful operation of the Council. In addition, the Council seeks a balance of diversity including race, gender, ethnicity, and geographic representation in the appointment of Council members.

Membership on the Council is **NOT** honorary. Cape Fear RC&D is continually seeking dedicated individuals who are willing to accept the duties and responsibilities of Council membership.

CONFLICTS OF INTEREST

Council members agree to abide by the Conflict of Interest statement found in Article VII, Section 3 of the Bylaws which states, "No member of the Council shall be an interest, directly or indirectly, in any contract related to the operation of the Corporation or any contract furnishing goods or services to the Corporation, unless such contract is authorized by a majority vote of the Council at any regular or special meeting. At the meeting at which such a contract is to be considered, the nature of the conflict of interest shall be fully disclosed to all members of the Council present. The interested party or parties shall abstain from deliberation and voting on the matter."

DUTIES & RESPONSIBILITIES

- a. Regularly attend Council meetings and actively participate in decision-making
- b. Exercise fiduciary responsibility by reviewing and questioning, if necessary, all minutes, financial reports and other information provided to the Council
- c. Actively participate in committees – standing, project, special – and other related activities
- d. Adhere to the Bylaws and established policies including avoiding conflicts of interest
- e. Protect the confidentiality of Council business, particularly personnel matters
- f. Seek to develop a team relationship with Council and staff members
- g. Respect and follow to the "majority rule" of governance — support decisions made by the entire Council
- h. Advise the staff and officers on areas of improvement and suggestions for further development of Cape Fear RC&D
- i. Seek and accept opportunities for training and development as a Council member that will enhance involvement
- j. Actively and passionately promote Cape Fear RC&D in a positive manner.

FOR MORE INFORMATION

For more information, please visit our website at www.capefearrcd.org or call our office at (910) 763-6611.



Cape Fear Resource Conservation & Development

BOARD MEMBER NOMINATION FORM

Name _____

Title _____

Company/Organization _____

Mailing Address _____

City _____ State _____ Zip _____

Home Phone _____ Work Phone _____

County of Residence _____

Education Level _____

Skills Sets or Area of Expertise *(please check all that apply)*

- | | |
|---|---|
| <input type="checkbox"/> business/finance | <input type="checkbox"/> government |
| <input type="checkbox"/> nonprofit management | <input type="checkbox"/> health |
| <input type="checkbox"/> education | <input type="checkbox"/> social work |
| <input type="checkbox"/> agriculture | <input type="checkbox"/> environment |
| <input type="checkbox"/> economic development | <input type="checkbox"/> conservation |
| <input type="checkbox"/> fundraising | <input type="checkbox"/> other <i>(please specify</i> |
| <input type="checkbox"/> public relations/media | _____) |

Personal Interests, Hobbies _____

Is there a particular RC&D project or activity that is of interest to the Board member? If so, please list _____

Other Civic, Professional Memberships/Affiliations, or Volunteer Service Experience

Other comments or suggestions _____

Name of Nominator _____ Date _____

Phone _____ Email _____

Have you discussed this nomination with the nominee? Yes No

If yes, is the nominee willing to serve, if elected? Yes No

Please return this completed form to Cape Fear Resource Conservation & Development, Inc.

201 North Front Street, Suite 612 • Wilmington, NC 28401

Fax to (910) 763-8989 or E-mail to info@capefearcd.org