



## Board Member Position Description

The Board provides strategic direction for North Dakota's Gateway to Science in the implementation of goals and attaining its long-term success.

### Duties & Responsibilities of Board Members:

1. **General:** Participate in the development of overall goals and objectives for North Dakota's Gateway to Science. Review and approve the programs and policies of the Science Center. Be familiar with the needs and issues concerning our members and visitors.
2. **Policy Setting:** Review and approve systems and policies of the agency and special activities undertaken in the name of the Science Center by Board committees, staff and volunteers.
3. **Fiscal:** With all other Board members, be aware of fiscal and legal aspects of the organization. Plan and review the budget. Evaluate/approve all fiscal policies
4. **Fundraising:** With all of the Board members, be responsible for seeing that funds are raised to support the programs of the organization. Work with various Board-sanctioned committees to maintain funding of the Science Center.
5. **Personnel:** Through the Executive Committee, be involved in the hiring, supporting and evaluation the Executive Director and setting salary ranges for all other staff positions.
6. **Public Relations:** Aid in the growth of the Science Center's volunteer and community support. Plan for the expansion of community awareness of North Dakota's Gateway to Science. Provide feedback on community opinions of Science Center and the changing needs of members and visitors.

**Time Required:** Able to contribute a range of 1 to 4 hours per month for Board activities, including Board meetings and committee assignments. Board meetings are held monthly at the Science Center, at Noon, the 1<sup>st</sup> Thursday of every month, and generally last approximately one hour. Able to serve on at least one standing committee, and meet during the third week of the month, or as needed. Board members are encouraged to take part/attend at least one NDGTS event during the year.

### Standing Committees:

**Executive** – Comprised of board officers plus the potential of additional community members. Responsibilities include governance and health of the board, board member recruitment, personnel policy issues, budgeting, and other financial concerns.

**Development** – Comprised of board members plus additional community members. Responsible for oversight of giving programs and opportunities to build partnerships and further develop NDGTS.

**Operations & Maintenance** – Comprised of board members plus additional community members. Advisory committee regarding long-term planning for facility operations and maintenance, and outside rental events.

**Programming** – Comprised of board members plus additional community members. Advisory committee regarding exhibits and programs.

**Nominations** – Comprised of executive committee members and chairpersons of all other standing committees. Responsible for filling open officer and board member positions.

**Qualifications:** Each Board member is expected to be enthusiastic about North Dakota's Gateway to Science program, knowledgeable about the mission and goals of the Science Center, and have the time necessary to participate fully. Attending at least 50% of board and committee meetings is required.

**Orientation:** Upon acceptance as a full voting member of the Board, a brief orientation and training session will be scheduled for the new members which includes background, programs and operations, overall policies of the organization, and the duties and responsibilities of Board members.

**Financial Commitment:** Each Board member must be a member of North Dakota's Gateway to Science. Additional financial support is appreciated and encouraged through personal contributions and/or influence within each

Board member's circle of friends, family and colleagues. Board members are encouraged to consider North Dakota's Gateway to Science as one of their major charitable organizations for donations.

**Term of Office:** There are no set terms for board membership. However, continued membership will be reviewed by the Board through the annual board member self-assessment process.

## **Code of Conduct & Ethics Policy for Board Members**

*Members of the Board of Directors of North Dakota's Gateway to Science (NDGTS) are committed to observing and promoting the highest standards of ethical conduct in the performance of their responsibilities on the Board they have been elected to and serve on. Board members pledge to accept this code as a minimum guideline for ethical conduct while serving as a Director of the Board. Upon election to the Board of Directors of NDGTS, all Directors shall:*

### Accountability

1. Faithfully abide by the Articles of Incorporation, by-laws and policies of NDGTS.
2. Exercise reasonable care, good faith, and due diligence in organizational affairs, especially regarding submitted minutes and reports.
3. Fully disclose, at the earliest opportunity, information that may result in a perceived or actual conflict of interest.
4. Fully disclose, at the earliest opportunity, information that would have significance in board decision-making.
5. Remain reasonably knowledgeable of NDGTS programs and events, and participate or volunteer when possible.

### Professional Excellence

6. Maintain a professional level of courtesy, respect, and objectivity in all NDGTS activities.
7. Maintain a professional standard and continually demonstrate behavior that well-represents, and is in line with, the mission of NDGTS in both professional and private life.
8. Strive to uphold those practices and assist other NDGTS members of the Board in upholding the highest standards of conduct.

### Personal Gain

9. Exercise the powers invested for the good of all members of the organization rather than for his or her personal benefit, or that of the outside organization that they represent.
10. Not be compensated for any service to the Board or NDGTS that they provide.
11. Not receive any preferential treatment regarding NDGTS policies, procedures, or financial obligations.
12. Not utilize knowledge known through Board service to promote oneself or interests.

### Equal Opportunity

13. Ensure the right of all Board members, staff, volunteers, and others to appropriate and effective services without discrimination on the basis of geography, gender, sexual orientation, national origin, race, religion, age, political affiliation or disability, in accordance with all applicable legal and regulatory requirements.

### Confidential Information

14. Respect the confidentiality of sensitive information known due to Board service.

### Collaboration and Cooperation

15. Respect the diversity of opinions as expressed or acted upon by the NDGTS Board, committees and membership, and formally register dissent as appropriate.
16. Promote collaboration, cooperation, and partnership among NDGTS stakeholders.