

**CASS COUNTY  
NORTH DAKOTA  
HISTORICAL SOCIETY**

**BOARD NOMINATION  
PACKET**  
Revised 2018

**Cass County Historical Society  
(Bonanzaville)  
Board Nomination Form**

**Candidate Information**

Name \_\_\_\_\_

Home address \_\_\_\_\_ City/St/Zip \_\_\_\_\_

E-mail address \_\_\_\_\_ Cell Phone \_\_\_\_\_

Employed by: \_\_\_\_\_ Position: \_\_\_\_\_

Education: \_\_\_\_\_

Previous Boards or Committees: \_\_\_\_\_

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Please rank 1 (most) to 4 (least) likely your skills and experience could be used to assist CCHS.

- |                          |                                   |  |
|--------------------------|-----------------------------------|--|
| <input type="checkbox"/> | <b>Buildings/<br/>and Grounds</b> | Help develop and maintain a plan to improve and maintain the condition of the museum and village.  |
| <input type="checkbox"/> | <b>Promotions/<br/>Marketing</b>  | Develop and maintain a marketing plan which includes advertising, event creation and promoting the museum and village.                             |
| <input type="checkbox"/> | <b>Fundraising</b>                | Develop ideas and assist in the implementation of plans for fundraising. Provide relationships/connections that will result in the growth of CCHS. |
| <input type="checkbox"/> | <b>Collections</b>                | Have an appreciation and deep understanding of artifacts and museum collections or the development and history of the Red River Valley.            |

By submitting this form I certify that I have read the enclosed information and would like to be considered as a potential Cass County Historical Society board member nominee. That as a Board Member, I understand that I must maintain my membership during my Term.

**Return document to:** [bjansen@bonanzaville.com](mailto:bjansen@bonanzaville.com)

**or mail form back to: Beth Jansen at Bonanzaville,  
1351 West Main Ave, West Fargo, ND 58078**

## **Purpose**

The role of the board is to assure that the organization is accomplishing its mission by developing policies that guide the operation of organization and by monitoring the finances of the organization. Board members also contribute to the organization accomplishing its purpose by being advocates for the organization, including soliciting financial support. A board member may also serve as a volunteer and in this role they report to the staff of the organization.

## **Membership of the Board**

The purpose of a board member is to serve the Board as a voting member. Elected Terms are for a three (3) year period. The Board is composed of members who bring diversity of skills and background to the organization, including but not limited to, ability to raise funds, contacts in the community, expertise, and demonstrated leadership in the skills needed to assist the Board in meeting its goals. The Board focus is on governance of the organization, and it is accomplished through policies. Individual board members are not authorized to make a commitment on behalf of the Board or the organization.

## **Board Member Code of Conduct**

By accepting board membership, a board member is committing to honor the following code of conduct:

- As a board member, I shall do my utmost to ensure that the Cass County North Dakota Historical Society DBA Bonanzaville USA performs its mission and achieves its goals.
- Act with honesty and integrity
- Support in a positive manner all actions taken by the board of directors even when I am in a minority position on such actions. I recognize that decisions of the board can be made only by a majority vote at a board meeting and respect the majority decisions of the board, while retaining the right to seek changes through ethical and constructive channels.
- Keep confidential information confidential.
- Exercise my authority as a board member only when acting in a meeting with the full board or as I am delegated by the board.
- Work with and respect the opinions of my peers who serve this board and leave my personal prejudices out of all board discussions.
- Always act for the good of the organization and represent the interests of all people served by the organization.
- Represent this organization in a positive and supportive manner at all times.
- Observe the parliamentary procedures and display courteous conduct in all board and committee meetings.
- Refrain from intruding on administrative issues that are the responsibility of management, except to monitor the results of the organization.
- Accept my responsibility for providing oversight of the financial condition of the organization.
- Avoid acting in a way that represents a conflict of interest between my position as a board member and my personal or professional life, even if those actions appear to provide a benefit for the organization. This includes using my position for the advantage of my friends and business associates. If such a conflict does arise; I will declare that conflict before the board and refrain from voting on matters in which I have conflict.

## 10 Basic Responsibilities of a Nonprofit Board<sup>1</sup>

1. Determine the organization's mission and purpose, and advocate for them. The board ensures the agency's mission is clearly stated. The board publicly advocates on behalf of the mission and during board activities.
2. Select the chief executive. The board defines the chief executive's responsibilities and searches carefully for the most qualified individual to fill this position.
3. Support and evaluate the chief executive. While maintaining independent oversight, the board provides the chief executive with all of the support needed to successfully fulfill the agency's goals.
4. Ensure effective planning. The board initiates and participates in the strategic planning process, supports the plan's implementation and evaluates the implementation outcomes.
5. Monitor and strengthen programs and services. The board continually examines the agency's services and programs to verify that goals are consistent with the agency's mission and to oversee whether services and programs are accomplishing their intended outcomes.
6. Ensure adequate financial resources. The board has final responsibility for the agency's financial well-being and for ensuring the agency has sufficient resources to deliver its services and programs.
7. Protect assets, and provide proper financial oversight. The agency's annual budgets and financial statements are monitored and approved by the board. The board makes sure proper and rigorous financial controls are in place and are operating as intended.
8. Build a competent board. The board agrees on job descriptions for its members and creates a sustainable system to ensure the continual selection, training, engagement and evaluation of board members.
9. Ensure legal and ethical integrity. The board oversees all aspects of agency adherence to legal standards and ethical expectations, including the actions of its own members.
10. Enhance the organization's public standing. Board members proudly, actively and accurately articulate the agency's mission, vision, activities and outcomes to the public.

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<sup>1</sup>  
Note. From Ten Basic Responsibilities of Nonprofit Boards, Third Edition, by R.T. Ingram (ISBN: 1-58686-148-4). Copyright 2015 by BoardSource.