

2026 Nomination Form for Board Election – Blaine Birch Bay Seniors Assoc.

Please submit your nomination form no later than **Aug. 8, 2026** by emailing the Nomination Committee at board@bbbseniors.org OR place in a *sealed envelope* addressed to the **Nomination Committee** and turn in to the Office at the Senior Center.

I am interested in volunteering for a Board position for the Blaine Birch Bay Seniors Assoc. Board.

Name: _____

Phone: _____ Email: _____

Member of the Blaine Birch Bay Senior Association in March 2026 ☐ Yes ☐ No

Professional, personal or volunteer activities which you believe make you a good candidate to serve on the Board

Please share what you want the membership to know about your vision as a board member

How do you see the Blaine Birch Bay Seniors Assoc. serving the senior community in the future?

On page 4 of this Nomination Form, please write a paragraph about yourself as if writing to the membership. This should be a more personal note, allowing members to get to know you and you're your feel about our senior community and the Center, specifically. This will be included in the information packet that will be made available with the ballot.

I have read and fully understand the Functions & Responsibilities of a Board of Directors, and agree to carry out the responsibilities, if elected to serve. I have also read and agree to the Board Member Code of Ethics and Statement of Agreement. I authorize a background check to be performed. I understand the results of which may determine my eligibility to serve on the Board. .

Signed _____ Date _____

Thank you for your continued support of the Blaine Senior Center Non-Profit.

You will be contacted by the Nomination Committee by Aug. 11.

Questions or concerns? Please contact the Nomination Committee at 360-441-2868 (leave message)

FUNCTIONS & RESPONSIBILITIES OF A BOARD OF DIRECTORS

1. Determine, interpret, and advance the unique mission of the organization among members and the general public. The Board must ensure that the organization has a written mission statement and that this document is used in determining the strategic plan of the organization. The Board needs to review the mission statement periodically to ensure it reflects current goals, programs, and member needs.
2. Ensure effective organizational planning. The Board should be involved in creating a strategic organizational plan (long and short term goals and objectives) and determine priorities, timelines, and cost estimates for items in the plan.
3. Make a personal commitment. Commit to investing personal energy, skills, and resources toward helping the organization reach its goals and objectives. Have an understanding of the purpose, policies, and programs of the organization.
4. Enhance the organization's public image. The Board and its members can be effective spokespeople for the organization and should be part of an effective public relations campaign. They should be active in community groups and communicate with professional, community, and/or government leaders.
5. Support and engage in fundraising. Board Members can open doors, influence donors, and guide the fundraising effort.
6. Oversee organization resources. The Board must have a clear understanding of the organization's financial position. The Board must be involved in developing the annual budget which determines program, investment, and other association priorities. The Board must then monitor expenditures and income through monthly financial reports. Using an outside bookkeeper/auditor will ensure that an effective internal control system is in place and that the Board is notified of any specific findings, concerns, or recommendations.
7. Engage in the recruitment of Board Members. Participate energetically in recruiting new Board Members who will fill identified gaps in skill sets or other desired qualities.
8. Board meeting homework. Do your homework before Board meetings--read the relevant Minutes and committee reports and ensure necessary items are placed on the agenda.
 - *Note: All Board reports, agendas, meeting announcements, and other documents are sent through e-mail. A Board Member must have daily access to his/her e-mail to stay informed.*
9. Board performance should be assessed every year--how well is the Board functioning vis-à-vis the above responsibilities and how can it be improved?
10. Sign and comply with a conflict-of-interest policy.

BOARD MEMBER CODE OF ETHICS

As Board Members, we consider ourselves trustees of this organization and will do our best to protect, conserve, and advance its mission. As Board Members, we are motivated by a desire to serve our members, their needs and provide them the best opportunities possible through our organization.

As Board Members, we function as a policy-making body. Our responsibility is to assure that the organization is run properly. As members of the Board, we are aware of the proper duties and functions of Board Members. We have three fundamental duties:

The Duty of Care, which is being attentive, diligent, and thoughtful in considering and acting on a policy, course of action, or other decisions.

The Duty of Loyalty, which means I act in good faith to advance the interests of the organization and avoid personal interests that conflict with the organization's interests.

The Duty of Obedience, which requires obedience to the requirements of applicable laws, rules, and regulations, as well as honoring the terms and conditions of the organization's mission, bylaws, policies, and other standards of participation.

Individual Board Members hold an office of shared power and responsibility and recognize that Board business is transacted only with the rest of the Board. Individual Board Members exercise authority only as they vote to take action at a Board meeting.

STATEMENT OF AGREEMENT *All Elected Board Members Are Required to Sign this Agreement*

As a Board Member of the Blaine Senior Center Non-Profit, I understand that my duties and responsibilities include the following:

- I am fiscally responsible, with the other Board Members, for this organization. I must know what our budget is, and to be active in planning that budget, and help with the fundraising to meet that budget.
- I am legally responsible, along with the other Board Members, for this organization. I am responsible to know and approve all policies and programs, and assist in the implementation thereof. Also, I will be willing to contribute my expertise in other areas (e.g. marketing, lobbying, accounting, legal, etc.) to further the aims of the organization and provide input into the strategic plan and monitor the organization's progress towards achieving established goals. I know that if I fail in my tasks, and if the organization becomes the subject of a suit from a private person or the federal or state government, I may be held personally liable for the debts incurred. I will accept the Board Liability Insurance as the sole source of indemnification.
- I am morally responsible for the health and well-being of this organization. I have a Duty of Care, a Duty of Loyalty, and a Duty of Obedience that I will uphold. As a member of the Board, I have pledged myself to help realize the vision, which is: "Blaine Senior Center Non-Profit shall serve the senior community working with mutual respect to provide support and assistance to Seniors in our community"
- I understand that individual agendas - must be subordinate to the overall aims of the organization. Acting out of self-interest or being single-minded about the implementation of a specific idea or program is discouraged. Board Members are expected to be collaborative and work toward the goals of the Board as a whole.
- As a Board Member, I agree that I may need to spend, at a minimum, an average of 6-8 hours per month on Board business. This is in addition to the required number of hours spent at Board meetings. I will attend all Board meetings held (to be determined by Board) times a year and be available for a phone consultation. I agree to be an active member of committees to which I am assigned to further the goals of the Blaine Senior Center Non-Profit. I understand that no quotas have been set, that no rigid standards of measurement and achievement have been formed.

Every Board Member is making a "statement of good faith" about every other Board Member. We trust each other to carry out the above agreements to the best of our ability, each in our way, with the knowledge, approval, and support of all.

I know that if I fail to act in good faith, I must resign, or someone from the Board may ask me to resign.

The failure by an individual Director to attend two consecutive meetings of the Board of Directors without reasonable excuse may serve as a basis for the removal of that individual from the Board. The

determination of whether an individual should be removed for non-attendance shall include consideration of contributions that the individual has made to the organization in his or her capacity as a Director, in addition to attendance at Board meetings.

When the Board of Directors determines that an individual should be removed, that individual shall be provided with notice of the intention to remove and shall have the opportunity to respond and object to such removal before the full Board within 10 days of receipt of the notice.

In its turn, Blaine Senior Center Non-Profit is responsible to me in several ways:

I will be sent, without request, quarterly financial reports that allow me to meet the prudent person section of the law.

I can ask the Board to discuss the program and policy, goals, and objectives. My request can be put on a Board meeting or Executive Committee meeting agenda.

Board Members will respond straightforwardly and thoroughly to any questions I have that I feel are necessary to carry out my fiscal, legal, or moral responsibilities to this organization.

Signed _____ Date _____

Print Name _____

Your Bio, "Letter to the Members"– _____

TO BE COMPLETED by Blaine Birch Bay Seniors Association Nomination Committee

Background check completed _____ Yes No date _____

Elected on _____ to the Board of Directors, Blaine Senior Center Non-Profit