



## Board Member Description

### Basic Board of Directors Make-Up and Commitment:

- Approximately 4 hours per month during the growing season, fewer hours in the winter
- Must be at least 18 years of age
- Must be a patron at the Red Lodge Farmers Market
- Ideally, two board members are Red Lodge Farmers Market vendors
- Two year terms, starting and ending in April (staggered so half of the board is elected each year)

### Overall Responsibilities of the Farmers Market Board of Directors:

- Approve the organization's mission and review management's performance in achieving it
- Assist in the responsibilities of strategic and long range planning
- Responsible for the fiscal and legal aspects of the organization
  - Annually review and approve the organization's funding plans, financial goals, and budget
  - Quarterly (or monthly) review and approval of financial reports & cash flow
  - Annually review and approve the organization's legal documents and reports
- Review and approve market policies as established by the market manager; establish and follow internal organization policies (e.g. conflict of interest policy, confidentiality policy, etc.)
- Attend and participate in regular board meetings (quarterly to monthly, depending on season); no more than 10 per year
- Serve on ad hoc committees as needed and as time allows
- Assist with market promotion and public support as needed (e.g. events, letters to the editor, etc.)
- Make a personal donation of an amount that is meaningful to your household (100% board members as donors is important for grant seeking and to demonstrate that our board is confident in our mission and our organization, in-kind volunteering is acceptable to meet this commitment)
- Assist with achieving fundraising goals

### Organization:

- Approve appropriate compensation and benefit policies and practices
- Conduct annual performance review for the Market Manager
- Prepare for management succession, as needed
- Confirm that the organizational strength and staff / volunteer base can substantiate long-range goals, as outlined in the strategic plan
- Annually propose a slate of prospective board members to fill board vacancies as needed
- Annually review the performance of the board, (including its composition, organization, and responsibilities), and take steps to improve its performance

### Operations:

- Review results achieved by management compared with the organization's mission and goals
- Provide candid and constructive criticism, advice, and comments
- Approve major actions of the organization such as capital expenditures on all projects over authorized limits and major changes in programs and services

### Finances:

- Ensure the board and its committees are adequately informed of the financial condition of the organization and its operations through reports or any appropriate method
- Ensure that published reports properly reflect the operating results and financial condition of Red Lodge Farmers Market
- Review and approve fundraising plan and participate in fundraising efforts as outlined in that plan



### Board Member Reciprocal Agreement (initial)

What Board Members Provide RLFM	What Board Members Can Expect from RLFM
____ I will give my best effort to “hit the ground running” when beginning my service with the board	____ RLFM will provide me with a full orientation, including background information on the mission and past, current, and future efforts to achieve it
____ I will learn about the organization’s mission and programs, and be able to describe them accurately	____ RLFM will provide me with relevant materials and education
____ I understand that the board meets up to ten times per year, including a mandatory in person Spring Vendor Meeting. I will do my best to attend each meeting, with the understanding that absence from half of the meetings over the course of one year will be cause for removal from the board	____ RLFM commits to board meetings that make good use of my time, are productive, and focus on decision-making. Agendas will be distributed at least one week in advance. If I wish to add items to the agenda, I can contact the Board Chair at least one week in advance
____ I will provide oversight to ensure RLFM is fiscally and legally healthy	____ RLFM commits to providing monthly financial, legal, and program related reports for my review
____ I accept the ethical responsibility for the organization and hold fellow board members and the Market Manager to professional standards of conduct	____ RLFM will provide me with relevant training, as necessary
____ I will serve as an ambassador to the community to educate others about RLFM’s mission. I commit to attending RLFM events, as I am able	____ RLFM will provide materials & training to do this job effectively. I will have opportunities to attend RLFM events as a participant. RLFM will recognize the board formally at events & community gatherings
____ I commit to increasing my skills as a board member	____ RLFM will provide me with appropriate training and support
____ I will participate in fundraising to ensure that RLFM has the resources it needs to meet its mission. I commit to making a personal donation	____ RLFM will offer me options from a range of fundraising activities, and I will receive relevant training and support to help me fulfill my obligations.
____ I will evaluate the performance of the Market Manager each year I serve on the board	____ This evaluation will be based on goals developed jointly between the board and the Market Manager

I have read the board member description and agree to fulfill my role as a Red Lodge Farmers Market Board Member, should I be elected:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_