



## **FARMERS MARKET COALITION BOARD MEMBER JOB DESCRIPTION**

The Farmers Market Coalition seeks Board members who internalize the core values of the organization and who have a demonstrated commitment to strengthening farmers markets in the United States.

The Board of Directors is made of a diverse group representing farmers market managers, state and regional associations of markets, farmers, and representatives from industries and agencies with close ties to farmers markets (such as health and nutrition, community planning, farmland protection, economic development, and academia). The Board of Directors shall consist of 9-17 members elected from the general membership. Directors are elected to three-year terms.

### **The Board's Purpose:**

The Board of Directors is legally responsible for all activities of the Farmers Market Coalition. The board has responsibility for setting policy, approving and monitoring the organization's budget, and determining the Coalition's goals and strategic direction.

### **Minimum Requirements:**

- Commitment to the nonprofit's mission to strengthen farmers markets for the benefit of farmers, consumers and communities.
- Specific professional experience and knowledge in the field of farmers markets.
- Ability to attend six board meetings annually and devote a minimum of 50 hours per year (both in and out of meetings) to service on the board. Board meetings are conducted via conference call every other month, with at least one face-to-face meeting each year.
- Commitment to serve on at least one committee, in keeping with any special skills or interests.
- Ability to serve a complete three-year term, barring unforeseen circumstances.

### **Key Responsibilities:**

- Establish and review major policies that govern daily operations and ensure that the organization is compliant with its mission, by-laws, and most recent strategic plan.
- Set financial policy, develop and approve budgets, monitor financial outcomes and help ensure organizational sustainability.
- Plan, review and evaluate the organization and its services to the farmers market community.
- Select, support, and evaluate executive staff to ensure effective implementation of organizational objectives.
- Represent the organization and its services to the Coalition's membership and to the broader farmers market community.
- Participate in the active recruitment, selection and orientation of new board members
- Help to identify and cultivate new leaders on the board; encourage and participate in continuing education opportunities



## **Board Member Codes of Conduct**

The Board of FMC fulfills three important roles in the governance of the organization. First, the board serves as the primary linkage to the membership. Second, the board must provide explicit governing policies for the FMC. Finally, the board maintains the responsibility to ensure management's fidelity to the board policies.

Accordingly, individual board members must maintain the following standards:

- Participate in meetings – Directors must make a commitment to attend meetings of the board. Any three unexcused absences from regularly scheduled board meetings during any 12-month period may be grounds for the director's removal from the board. To be counted as an excused absence, the director must notify the chair in advance of the meeting, and shall provide reasonable justification for the anticipated absence
- Serve on committees, as assigned – Each director must be willing to serve on committees as assigned by the President, and to participate in the work of those committees.
- Be informed about the decisions to be made – Directors are expected to seek and study the information needed to make a reasoned decision on all business brought before the board.
- Fully disclose any conflicting interest position – Directors having any interest that poses any potential or perceived conflict with the interest of the organization must disclose that conflict to the board, and abide by any decision of the board in dealing with the situation
- Inform board of potential corporate opportunity – Directors are expected to inform the board of any potential business transactions or interests that may be of interest to the organization.
- Uphold confidentiality – A director should not, in the regular course of business, disclose information about the corporation's legitimate activities unless they are already known by the public or are of public record.
- Adhere to the bylaws of the organization – Directors are expected to understand the bylaws and articles governing the organization, and to abide by the provisions within those documents.



- Understand the Board's role in personnel situations – The Board hires the Executive staff, who is then responsible for all other staffing positions. The Executive staff is accountable to the Board for performance, and must therefore be provided with the authority to hire and fire staff, as he/she feels warranted.