Board Member Job Description

The Neighborhood Farmers Markets (NFM) is on a mission to support and strengthen Washington’s small family farm businesses by creating and operating vibrant, successful neighborhood farmers markets, and our Board of Directors plays an important role.

Board Responsibilities
The NFM Board of Directors provides mission-based leadership and strategic governance and sets policies to ensure the organization is run effectively, legally, and ethically. The Executive Director is responsible for recommending and implementing policies and programs, managing the organization and staff, and steering short-term goals. The NFM Board has a fiduciary responsibility and approves long-range goals for its growth and expansion, approves the annual budget, evaluates the Executive Director, ensures adequate funds to support programs, and ensures that funds are spent responsibly.

Time Commitment
Members are elected for up to 3 consecutive 2-year terms. Each member should be prepared to invest an average of 2 to 6 hours per month, which typically includes:

- 1-2 hours to prepare for and attend Board meetings (6 per year)
- 1-3 hours for committee work or meetings (per committee)
- 1 hour to review and respond to updates from within the organization

Board Members should be willing and able to:

- Commit to a 2-year board term with the intention to stay for 6 years
- Attend all board meetings, plus events throughout the year, such as the board retreat and fundraising events.
- Review the agenda and all supporting materials prior to meetings.
- Be informed about the NFM mission, policies, and programs.
- Make NFM part of their giving plan or secure support for the organization that reflects that priority.
- Actively serve on one of the committees such as Vendor (limited to farmers), Marketing & Development, or Executive.
- Participate in annual recruiting efforts to ensure the future leadership of NFM.
- Approve the annual budget and assess the financial health and performance of the organization.
• Evaluate the success of NFM in meeting its mission.
• Serve as a link between the NFM and the community by representing the organization and its
  mission in a positive way.
• Follow conflict of interest, ethics, and confidentiality guidelines.
• Farmer Board Representatives additionally approve all requests to the Good Farmer Fund and
  Market policies.

**Philanthropic Commitment:**
We believe the source of our commitment begins within those who are closest to the work, including
the staff and board. In order to credibly solicit contributions from foundations or individuals, NFM
expects board members to make a personal contribution to the organization and recognizes a wide
range of opportunities to do so. Examples of contributions that are meaningful to the organization
include 1) contributing to board matching pledges during our annual giving campaigns 2) procuring and
donating a strong auction item for the Incredible Feast (on hold during COVID) 3) a financial gift that is
personally significant. Board members are also expected to cultivate support through their networks
such as participation in community events, shopping at the markets, or recommending potential
sponsors or donors.

**Benefits:**
The NFM Board of Directors offers leadership and professional growth opportunities. New board
members participate in an onboarding process that includes training sessions on nonprofit board
operations, NFM operations and programs, finances and financial statements, and the organization’s
culture of commitment to local farmers, community health, and local economies.