



## Seed to Table Oregon

## Board Job Description

**Board Job Summary:** Seed to Table Oregon Board members are the fiduciaries who will steer the organization towards a sustainable future by adopting sound, ethical, and legal governance and financial management policies, as well as by making sure the nonprofit has adequate resources to advance its mission. Seed to Table Oregon Board members understand that they are the stewards of the organization and accept the legal and fiscal responsibilities for the governance of the organization in accordance with Seed to Table Oregon by-laws and policies.

### ***Activities and Responsibilities:***

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1. Understand and assist in developing the mission/vision of Seed to Table Oregon and relate it to others in a positive way.
  2. Attend all board meetings, unless excused by the President; attend assigned committee, task-force/team meetings, as well as training sessions and functions such as special events.
  3. Annually review the performance of the board (including its composition, organization, and responsibilities) and take steps to improve its performance.
  4. Participate in the recruitment of new board members.
  5. Review the agenda and supporting material in advance of all meetings.
  6. Ask questions at meetings. Ask for additional information if needed.
  7. Take responsibility and follow through on a given assignment.
  8. Assist the board in carrying out its fiduciary responsibilities, such as reviewing the organization's financial statements (and asking questions or requesting training if you don't understand them!) and ensuring that Seed to Table Oregon has adequate and well-managed resources. One of the board's foremost responsibilities is to secure adequate resources for the organization to fulfill its mission.
  9. Cooperatively develop an annual work plan and a strategic plan.
  10. Determine, monitor and strengthen Seed to Table Oregon's programs and services.
  11. Participate in selecting, supporting and evaluating the Executive Director.
  12. Approve appropriate compensation and benefit policies and practices.
  13. Ensure legal and ethical integrity. Follow conflict of interest and confidentiality policies.
  14. Refrain from making special requests of the staff.
  15. Participate in fundraising and make a personally significant financial contribution.
  16. Keep up-to-date on developments in the field.
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**HELPFUL PERSONAL CHARACTERISTICS**

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**Ability to:** listen, analyze, think clearly and creatively, work well with individuals and groups

**Willingness to develop certain skills if you do not already possess them, such as to:**

- cultivate and recruit board members and other volunteers; cultivate and solicit funds; read and understand financial statements; learn more about Seed to Table Oregon's programs and other program models.

**Possess:**

- honesty, sensitivity to and tolerance of differing views; a friendly and patient approach; community-building skills; personal integrity; a developed sense of values; concern for Seed to Table Oregon's development; a sense of humor!

**Time Commitment:**

*Term of Office: **Two years***

*Founding Board Monthly Commitment: **6-8 hours***

Board Volunteer \_\_\_\_\_ Date \_\_\_\_\_

