



Shoreline Farmers Market Board Member Job Description

The Shoreline Farmers Market (SFM) supports local and sustainable agriculture and small business, community building, food equity programs, and economic development efforts in the City of Shoreline. SFM board members are expected to play very significant roles providing on-going guidance and expertise that will contribute to a thriving organizational culture, strategic focus, effective program delivery, and financial sustainability, as well as serving as SFM ambassadors and advocates. Board members can expect to spend about 8 hours per month volunteering on SFM-related activities.

Expectations of the Board as a Whole

As the highest leadership body of the organization and to satisfy its fiduciary duties, the board is responsible for:

- determining the mission and purposes of the organization
- selecting, setting compensation for, and evaluating the performance of the market manager
- strategic and organizational planning
- ensuring strong fiduciary oversight and financial management
- fundraising and resource development
- approving and monitoring the organization's programs and services
- enhancing the organization's public image
- advocating for the organization
- assessing its own performance as the governing body of the organization

Expectations of Individual Board Members

Each individual board member is expected to:

- know the organization's mission, policies, programs, and needs
- faithfully read and understand the organization's financial statements
- serve as active advocates and ambassadors for the organization and fully engage in identifying and securing the financial resources and partnerships necessary for the organization to advance its mission
- leverage connections, networks, and resources to develop collective action to fully achieve the organization's mission

- give a meaningful personal financial donation
- help identify personal connections that can benefit the organization's fundraising and reputational standing, and can influence public policy
- prepare for, attend, and conscientiously participate in board meetings
- participate fully in one or more committees
- spend approximately 8 hours per month on SFM-related volunteer activities

Further, board members are expected to

- follow the organization's bylaws, policies, and board resolutions
- sign an annual conflict-of-interest disclosure and update it during the year if necessary, as well as disclose potential conflicts before meetings and actual conflicts during meetings
- maintain confidentiality about all internal matters of the organization