



HEALTHY FOODS LOCAL FARMERS

## Mill City Farmers Market Charitable Fund General Board Responsibilities

Directors act as voting members of the Board with full authority and responsibility, as a group, for organizational leadership, fiscal oversight, strategic planning, shareholder communication, and supervision of the Executive Director. They hold a fiduciary duty to the Organization and are expected to use the mission and vision to guide decision-making.

Expectations: Directors will

- Fully understand the roles and responsibilities of the Board of Directors, as outlined below.
- Fully understand and be able to communicate the strategic plan, mission and core values of the organization
- Prepare for, attend, and actively participate in all meetings of the Board of Directors.
- Serve on Board committees and subcommittees as appointed or elected.

Key responsibilities:

### 1. Support and Assess the Organization's Mission and Purpose

The Board has determined that Mill City Farmers Market Charitable Fund supports a healthier community through partnerships, educational programming, and support for organic farmers and local food producers. Its' vision is to grow a just, local, sustainable food system by sharing resources and collaborating with others for the health of our community. The board continuously reviews these purposes—with at minimum a formal review during annual strategic planning—to assure that they address current community needs.

### 2. Select and Supervise the Executive Director (ED)

In partnership with the Market board, the CF Board supports, and supervises the organization's executive director ensuring the professional support the ED needs to further the goals of the organization.

### 3. Ensure Effective Organizational Planning

As stewards of the organization, the board leads the staff and communities served in periodic strategic planning, from which programs are developed.

### 4. Ensure Adequate Resources

The board ensures adequate resources for the organization to fulfill its mission. The board works in partnership with the ED and development staff to raise funds from philanthropic, individual, business, and community donors, and to develop earned revenue streams.

### 5. Manage Resources Effectively

The board, in order to remain accountable to its donors, the public, and to safeguard its tax-exempt status, assists in developing the annual budget and ensuring that proper financial controls are in place to safeguard against misappropriation of assets.

6. Determine and Monitor the Organization's Programs and Services

The board determines which programs are the most consistent with an organization's mission, monitors their effectiveness, and provides staff with objective evaluation of programs.

7. Enhance the Organization's Public Image

The board, individually and as a whole, clearly articulates the organization's mission, accomplishments, and goals to the public.

8. Assess Its Own Performance

The board creates annual performance benchmarks for its work and evaluates its achievements and performance on a monthly basis.

9. 100% Board Participation

Board Members will personally support the Charitable Fund by becoming a Friend of the Market and/or making a financial contribution in an amount that is personally meaningful.

Time Commitment:

The Board of Directors typically meets six times a year.

The time commitment is approximately 1 to 4 hours per month, depending on the time of year.

Term Limits:

A board term is three years.