



## **Board Member Job Description**

### **Mission:**

To help low income families and seniors access healthy food in order to thrive. We vision a future in which every child and adult can access healthy food and produce they need to live healthy lives, regardless of their income level.

### **Who we are:**

Garden of Health Food Bank got its start in 2015. We envision a future in which every child and adult can access healthy food and produce they need to live healthy lives, regardless of their income level. We support over 30 organizations from food pantries, community meals, backpack programs and dropping off directly to low income seniors. We also teach families how to grow their own organic produce along with growing food on our own farm. Everything the families grow, they keep as extra food for their families. In 2019 we distributed over 85,000 pounds of produce and in 2020 over 200,000 pounds. We work with local greenhouses, farmers, our own garden and wholesale distributors to procure food and distribute with our volunteer drivers and delivery vans.

### **Board of Directors:**

Are you someone who believes that everyone should have access to healthy food? As a member of the Board of Directors your participation and leadership is crucial for us to fulfill our mission. The Board supports the work of the organization and provides mission based leadership and strategic governance. The board works closely with the CEO to ensure the long-term stability and effectiveness of the organization. The organization's day-to-day operations is led by the CEO.

### **Outline of Responsibilities:**

#### **Leadership, Governance and Oversight:**

- Serving as a trusted advisor to the CEO as they develop and implement the strategic plan of Garden of Health Food Bank
- Being an informed advocate for the organization by serving as an ambassador through leadership, networking, and fundraising
- Sharing time, skills, knowledge and experience
- Staying informed and responding to emails in a timely manner
- Assisting in identifying and recruiting potential board members
- Serving on at least one committee
- Attending at least 10 board meetings a year
- Board meets monthly
- Approving Garden of Health Food Bank's Financials, Tax Returns, Annual Budget
- Ensuring that the organization is meeting all legal and fiduciary responsibilities

#### **Fundraising:**

- Each board member serves on one fundraising committee
- 100% of board members make personal annual gifts to the organization that is one of their top 3 donations. It is essential for grants and community donations for the organization to be able to say that 100% of the board donates



- Playing an active role securing the funds needed for Garden of Health to fulfill our mission

**Board Terms/Participation:**

- Board terms are 3 years and are eligible for re-election of a second term
- Board meetings are held the second Thursday of each month at 7 pm. Currently board meetings are virtual.
- Board members are expected to leverage personal relationships and connections to help the staff identify and solicit potential funders
- Bonus if board members have experience with fundraising, grant writing, strategic planning, farming, marketing
- Board members will excuse themselves from discussions and votes where there is or is a potential conflict of interest which will be discussed at a board meeting
- Board members must sign annually the Obligations and Responsibilities document and the Confidentiality Agreement
- Board members will be familiar with the Bylaws as well as other organization policies and procedures

**Qualifications Desired:**

- A passion for our mission and vision
- Networking skills and willingness to network for the organization
- Personal qualities of integrity and accountability

**Other skills we are looking for help with as we grow:**

- Warehouse management
- Transportation management (distribution to our partners)
- Finance, accounting, and/or grant writing
- Inventory management

Process for becoming a board member is an initial interview by the Nominating Committee and then an invitation to a board meeting where board members can ask any questions they might have, ending in a vote at the end of the board meeting.

**Diversity, Equity & Inclusion:**

Garden of Health Food Bank is committed to a diverse, inclusive, and equitable environment where all board members, staff, volunteers, faculty, students/families feel respected and valued regardless of gender, age, race, ethnicity, national origin, sexual orientation or identity, disability, education, or any other bias. Individuals of all backgrounds and experience levels are encouraged to apply.

Contact:

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