



## 2023 Board of Directors Role Description

### Our Mission:

The Northeast Farmers Market (NEFM) adds to the livability of the neighborhood by providing a welcoming and accessible community market and gathering place. We contribute to the success of local growers and producers and foster sustainability in the Northeast community.

### Board Membership and Committees:

The NEFM Board of Directors is a working board of committed volunteers who contribute their time at board and committee meetings, handle organization administration, and volunteer in support of operations at the market and special events.

The NEFM board consists of 11 directors who serve 2-year terms, January through December. Each board member selects one of the annual fundraising events listed below to co-lead on planning and logistics. Our sponsorship list is also divided between board members to take responsibility for contacting a set of businesses and other entities to solicit market sponsorship and build support and fundraising relationships.

The time commitment is typically around 10 hours per month, including a 2-hour monthly meeting, co-leading at least one fundraising event committee, staffing special events, and staffing the board table at the market. In-season, the market is open Saturdays from 9am-1pm in the University Ave and 7<sup>th</sup> Ave NE parking lot of St Boniface Church. We also have a monthly winter market that runs from November through April.

Please note the NEFM is organized as a 501(c) 4 nonprofit social organization, which serves the local community. Board membership is voluntary and there is no compensation for board duties, but reimbursement will be provided for expenses such as transportation or childcare needed to facilitate board membership. Executive officers including the board president, secretary, and treasurer is also eligible for compensation of additional time requirements.

### Regular expectations and duties:

1. Attendance at monthly board meetings, plus online communication between meetings.
2. Participating in fundraising and strategic planning efforts.
3. Partnering with 1-2 board members to lead planning of one of the annual fundraising events (several meetings per year plus individual time to complete tasks.)
4. Selecting 10-12 local businesses and other organization from our sponsorship list to establish contact with to solicit market sponsors and other fundraising opportunities.
5. Staying informed about committee activities, preparing for meetings, and reviewing meeting minutes.
6. Staffing the board table at the market (3-4 times per year for 2-3 hours, in addition to fundraising events).
7. Building collegial working relationships with board members, market staff and vendors.
8. Utilizing skills, relationships and knowledge for the advancement of the Northeast Farmers Market.



## 2023 Board of Directors Application

Please complete the information below regarding your interest in and skills to serve on the Northeast Farmers Market (NEFM) Board. Please attach a copy of your resume to this application. Thank you for your interest in the Northeast Farmers Market.

### Contact Information

Name	
Street Address	
City, State, Zip Code	
Phone	
E-Mail Address	

### 1. Why are you interested in serving on the board of the Northeast Farmers Market?

### 2. The following are some of the many skills we need to run an effective board. Please place an X in front of your 3-5 strongest skills:

- |   |  |
|---|--|
| <input type="checkbox"/> Marketing        | <input type="checkbox"/> Photography                               |
| <input type="checkbox"/> Event Management | <input type="checkbox"/> Human Resources                           |
| <input type="checkbox"/> Graphic Design   | <input type="checkbox"/> Local Community Relationships             |
| <input type="checkbox"/> Finance          | <input type="checkbox"/> Fundraising                               |
| <input type="checkbox"/> Operations       | <input type="checkbox"/> Volunteer Coordination                    |
| <input type="checkbox"/> Legal            | <input type="checkbox"/> Equity and Justice                        |
| <input type="checkbox"/> Sustainability   | <input type="checkbox"/> Food Industry (Farming, Restaurant, etc.) |

### 3. Please describe any previous experience working or volunteering for community or nonprofit organizations and what motivates you to be involved in these activities?

**4. How do you see the role of a farmers market within the local community?**

**5. NEFM is actively working to improve our social equity and anti-racism practices in all areas of our policies, operations, and personal understandings (see our statement at [northeastfarmersmarket.com/inclusion](http://northeastfarmersmarket.com/inclusion)). Please describe any background, experience, or special expertise you bring to equity and justice work, and your motivation to join us in this process.**

**6. Please read the Board of Directors Role Description document and confirm your ability to meet the time commitments involved, and to actively take part in the board's responsibilities for fundraising and sponsorship solicitation.**

**Our Policy**

It is the policy of NEFM to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age, or disability.

**Agreement and Signature**

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a board member, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

Name (printed)	
Signature	
Date	

## Annual special events and fundraisers (subject to change):

Winter/Spring sponsorship drive	Summer Corn and Brat Feed	December strategic planning meeting
May market open	Fall Festival	Winter budget development
Spring Fundraiser	Winter Market Social	Pop-ups at Bauhaus Brew Labs

## Market volunteering duties:

1. Market set up and tear down
2. Staff the board booth
3. Special fundraising events
4. Build relationships with sponsors
5. Fill in for staff as needed
6. General troubleshooting