

WSFMA Board Member Make-up and Responsibilities

2017 WSFMA Annual Meeting

Up to 15 total positions	2016 Board	Openings 2017	2 yr term	Yr Expires	Representation	Location
4 Officer Positions*:						
1. President	Stacy Carkonen	Up for Nomination	x	2017	Market Manager	Tacoma
2. Vice President	Brian Estes		x	2018	Independent	Spokane
3. Secretary	Caprice Teske	Up for Nomination	x	2017	Market Manager	Bellingham
4. Treasurer	Laura Raymond		x	2018	WSDA Small Farms	Seattle
Up to 9 Members at Large:						
1.	Judy Kirkhuff		x	2018	Market Manager	Seattle
2.	Ann Foster	Up for Nomination	x	2017	Market Manager	Vancouver
3.	Shane Laib	Up for Nomination	x	2017	Market Manager	Walla Walla
4.	Brittany Brown	Up for Nomination	x	2017	Market Manager	Puyallup
5.	Zack Cook		x	2018	Market Manager	Pike Place
6.	Nils Johnson		x	2018	WSU Extension	Chewelah

*All members are elected as members at large and officer positions are determined by the 2017 board members according to the organization's needs and work plan.

Expectations of Individual Board Members

Board members can expect to volunteer approximately 8 to 10 hours per month. In addition, each board member is expected to:

- Serve the full 2 year term.
- Attend monthly board meetings, and preview agenda and supporting materials prior to board and committee meetings.
- Attend annual retreat and conference
- Actively work on one or more committees.
- Recruit new board members.
- Demonstrate dedication to WSFMA's mission, as well as a spirit of caring, sharing and integrity to our member markets, fellow board members, staff and volunteers.

Committees

The board has ad hoc working committees to direct and manage the work of the organization. Currently, they are:

- Executive Committee
- Advocacy Team
- Conference Committee
- Finance Committee

Required Time Commitment

- 8 hours/month, or roughly 100 hours in an at large position, and
- 16.5 hours/month or 200 hours, in an executive position or lead committee/project role.

# of Commitments	Type of Meeting	Duration each in hours	Duration total in hours
11-12	Conference Calls**	1	12
2-3	In-Person Meetings***	2	6
10	Committee Meetings	1	10
1-2	Strategic Planning Session/Retreat	10-12	24
	Activity		
1	Conference Setup/Support/Cleanup	35	35
4	Other/As needed	1	4
30 Total			91 TOTAL At Large

**With the option of attending in the Seattle office

*** In likely combination with the strategic planning session/retreat; 1 in early spring, 1 in fall

When Do We Meet?

Board meetings are scheduled the third Monday of each month unless it falls on a Holiday.

- Board Retreat 2017: weekend of March 10-12 (exact time/date TBD)

Responsibilities of the Board of Directors (as a whole)

Vision

- Be informed of and actively promote the WSFMA's mission, services, policies, and programs;
- Keep up-to-date on developments in the farmers market field;

Policy

- Establish policies which guide operational and program practices
- Ensure compliance with legal requirements
- Follow conflict-of-interest and confidentiality policies as outlined in the Bylaws

Human Resources – (Executive Committee)

- Select, support and provide guidance for the Executive Director.
- Annually review performance of the Executive Director.

Finances – (Finance Committee)

- Maintain full accountability and transparency of all organizational financial decisions and records.
- Perform all fiduciary responsibilities of the board, including reviewing the organization's annual financial statements; grant agreements and reporting; approve and monitor a balanced organizational budget; and audits.

Fundraising

- Ensure adequate resources for the organization's operations and budget;
- Raise funds to meet the future goals of the organization
- Make a personal contribution to the organization, as appropriate.

Public and Community Relations

- Inform others about the organization, and work to enhance the WSFMA's public image.

Organizational Development

- Determine and monitor the organization's programs and services.
- Participate in the development of strategic planning