



Board of Directors Expectations & Responsibilities

Mission: *To support and promote vibrant and sustainable farmers markets in Washington State through member services, education and advocacy.*

As a whole and individually, the Board of Directors are entrusted to ensure that the Washington State Farmers Market Association fulfills its mission, is accountable to all member farmers markets, and maintains the highest fiduciary integrity of the organization. As with any board, there is a duty of care, loyalty, and obedience (Washington Nonprofit Corporation Act).

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| Duty of Care | <i>Always make decisions and act in the best interest of the organization; not in his or her self-interest.</i> |
| Duty of Loyalty | <i>Exercise time and care when making decisions to ensure prudent use of all assets.</i> |
| Duty of Obedience | <i>Ensure that the organization obeys federal, state, and local laws and remains true to its mission.</i> |

Terms. The WSFMA board of directors is currently comprised of 11 members who are each serving 2-year terms. To build continuity, the terms are staggered so that each year about half of the board members' terms end. Board members may serve for multiple terms.

Eligibility to serve. Currently, board member seats are open to those willing to serve and elected by the WSFMA member markets. Typically, market managers or other representatives from WSFMA member markets have served on the board. Community members and representatives from our partner organizations have also served.

Compensation. All positions are voluntary. Eligible board travel may be reimbursed at the federal rate of \$0.14/mile with prior approval. (<https://www.irs.gov/tax-professionals/standard-mileage-rates>)

Elections. All members of the WSFMA Board of Directors are elected by representatives of current member farmers markets in good standing at the Annual Meeting (February 25, 2021).

Expectations. In general, board members volunteer 10 to 12 hours a month. Expectations include:

1. Prepare for and actively engage in monthly board meetings.

- Preparation includes reading the board packet of materials with an agenda, reports, and support materials is distributed prior to the meeting.

- Meetings are conducted via a video conference call (using Zoom) which requires the Internet and a computer with a camera. There is a call-in option from a phone. Meetings typical are scheduled for 1 to 2 hours.
 - The day and time of the meeting are set by the board and intended to work for everyone's schedules.
2. **Attend an annual board retreat held shortly after the board elections.** This retreat is the kick-off for the new board and includes key orientation and operational overviews, as well as the election of new officers: President Vice President, Treasure, and Secretary.

The 2021 board retreat will likely be virtual and scheduled in March on a Friday-Saturday.

3. **Actively work on one or more committees.** This typically means meeting monthly with the committees and any other activities needed. Current committees include:
- Executive Committee: Board President, Vice President(s), Secretary, and Treasurer
 - Finance Committee, led by Treasurer
 - Board Development Committee
 - Conference Planning Committee
- Ad hoc committees may be created around specific projects at the discretion of the board.
4. **Support and attend the annual WSFMA Farmers Market Conference.** This is typically a 3-day event held in February. The location changes each year. Board members are active supporting the conference in securing sponsorships and other fundraising; planning workshops and programming; and volunteering during the conference. In normal years, there is some support available for Board members' travel and registration expenses, contingent on funding.
5. **Serve a full term** (two years)

Board Responsibilities

Advocate. Actively promote the mission of WSFMA, contributing ideas and expertise. Be informed about the organization's mission, services, policies, and programs; inform others about the organization, and work to enhance the organization's public image.

Governance. Establish and maintain policies which guide organizational governance and best practices. Ensure compliance with legal requirements. Agree to and follow conflict-of-interest and confidentiality policies.

Finances. Carry out all fiduciary responsibilities of the board, such as approving and monitoring an annual budget, reviewing the organization's financial statements, selecting an auditor and reviewing the Form 990.

Fundraising. Ensure adequate resources for the organization's operations from diverse source of revenue. Monitor grants and contracts to ensure organizational compliance. Raise funds to meet the future goals of the organization. Make a personal financial contribution to the organization, as appropriate.

Organizational Development. Develop, monitor, and guide WSFMA's strategic plans to accomplish the mission, oversee its implementation and evaluate its success. Determine and monitor the organization's business model, programs and services.

Human Resources. Hire, support, and provide guidance for the Executive Director. Annually review performance.

Public and Community Relations. Represent the organization in the community. Speak and advocate for the organization and its mission.