**FARMERS MARKET ROLES & RESPONSIBILITIES**

WSFMA Boot Camp, March 2024

The purpose of this table is to start a process and:

* **Assess** by taking a snapshot of where you are today as a farmers market organization;
* **Plan** by having conversations with people responsible for the stewardship of the farmers markets and by mapping out how responsibility is shared together; and
* **Build** transparency and accountability for most important buckets of work.

There is no “right” answer. Figure out what your plan is, assess as you go, keep learning together, and make changes thoughtfully.

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| **The Big “Buckets”** | **Market Staff** | **Board of Directors** | **Shared** |
| **Stewardship of Market Integrity:**  Mission, Policies & Rules, Decision Making, Market Culture |  |  |  |
| **Market Manager:**  Hiring, Training, Support, Professional Development |  |  |  |
| **Building Market Capacity:**  Planning**,** Staffing & Volunteers |  |  |  |
| **Market Day/Season Operations:**  Planning**,** training, safety, logistics, data, programs, volunteers, vendors, location, permits, neighbors, and much more |  |  |  |
| **Communication & Information Management:**  Operational, organizational, tech tools |  |  |  |
| **Growing Core Shoppers:**  Marketing, promotions, partners |  |  |  |
| **Financial Stewardship:**  Budgeting, Compliance, Fundraising |  |  |  |
| **Stewarding a Functioning Board:**  Governance, Culture, Accountability |  |  |  |
| **Cultivating Vendor & Product Mix:**  Recruitment, Retention, Compliance |  |  |  |