



## Farmers Market Federation of NY Board Member Job Description

The Board of Directors of the Farmers Market Federation of NY performs a critical role in the development of the organization, the programs and services offered to its membership and the overall support of the farmers market industry in New York State. The board will oversee the operations of the Farmers Market Federation, support its staff in the important work being done and provide guidance for the organization. Board member responsibilities include:

### Requirements:

- Membership dues must be kept current
- Complete an annual Conflict of Interest Statement
- Participate in membership drives/recruitment within designated region
- maintain communications with markets within your region, sharing Federation news/events/resources within the region, as well as offering support
- create and maintain a regional map of markets with contact information for each market, as well as unique programs, resources offered at each market.
- Attend a minimum of 2 of the 4 quarterly board meetings
- Participate in at least one standing committee (Governance, Finance/Audit, Member Relations, Advocacy, Programs and Services)
- Participate in ad hoc committees as interest and expertise dictate

### General Expectations:

- Know the organization's mission, purposes, goals, policies, programs, services, strengths and needs.
- Perform duties of board membership responsibly and conform to the level of competence expected from board members as outlined in the duties of care, loyalty and obedience.
- Serve in leadership positions and undertake special assignments willingly and enthusiastically.
- Follow trends in the organization's field of interest.
- Act as an ambassador of the Federation in dealings with farmers markets, farmers, consumers, partners and funders.
- Bring respect, good will and a sense of humor to the board's deliberations.

### Meetings

- Prepare for and participate in board and committee meetings.
- Ask timely and substantive questions at board and committee meetings consistent with your conscience and convictions, and representing the good of the industry over personal concerns.
- Fully support the majority decision on issues decided by the board.
- Maintain confidentiality of the board's executive sessions, and speak for the board or the organization only when authorized to do so.
- Suggest agenda items periodically for the board and committee meetings to ensure that significant policy-related matters are addressed.
- Follow up on all assignments given at meetings and complete on a timely basis.

**Relationships with Staff**

- Counsel the executive director as appropriate and support him or her
- Avoid asking for special favors of the staff, including requests for extensive information, without at least prior discussion with appropriate committee chairperson.

**Avoid conflicts**

- Serve the organization as a whole rather than any special interest group constituency.
- Avoid even the appearance of a conflict of interest that might embarrass the board or the organization, and disclose any possible conflicts to the board in a timely fashion.
- Maintain independence and objectivity and do what a sense of fairness, ethics and personal integrity dictate, even though not necessarily obliged to do so by law, regulation or custom.
- Never accept (or offer) gifts from (or to) anyone who does business with the organization.

**Fiduciary Responsibilities**

- Exercise prudence with the board in the control and transfer of funds.
- Faithfully read and understand the organization's financial statements and otherwise help the board fulfill its fiduciary responsibility.