# BOARD OF DIRECTORS

## Position Purpose

The purpose of the Executive board of Directors is to provide vision and direction to the Greeneville Farmers Market. The board can help shape the market and its performance in many ways, including strategic planning, monitoring and evaluation, public relations, and promotions. The board of directors will consist of : Chairperson, Co­ Chair, Secretary and Treasurer whose positions are defined in the bylaws of the Greeneville Farmers Market. Executive Board officers assist with the planning and implementation of New Vendor rules. This includes the training, and supervision of.

The Board of Directors and their team of committees work together to welcome and reach out to new vendors and their families and oversee the facilitation of all Greeneville Farmers Market activities.Orientation planning begins in November in preparation for the April Farmers Market.

## Responsibilities of the Board of Directors

### Determine mission and purpose.

**Legal:** Ensure compliance with federal, state and local regulations and fulfillment of contractual obligations.

**Financial:** Safeguard assets from misuse, waste, and embezzlement.

**Staff:** Select and monitor staff and evaluate their performance.

**Planning:** Determine strategies and overall priorities.

Long-range planning and goal setting. Setting policies and fees for the year.

Developing the market bylaws and mission statement. Establishing an annual budget.

Providing direction to the market manager.

Supporting the manager in situations of conflict and intervening when necessary.

Making major staffing decisions.

**Programs:** Determine the organization's program priorities, monitor implementation, and conduct evaluations to measure impact.

**Efficiency and impact:** Ensure a realistic budget that maximizes resources. **Fundraising:** Approve fundraising strategy; ensure adequate resources by raising funds and assisting staffing in raising funds.

**Public relations and community contacts:** Act as ambassadors to the community on behalf of the organization and its clients.

**Volunteer recruitment and volunteering:** Reach out to the community to involve them in the running and maintaining of the Greeneville Farmers Market.

### Act as individual advisors:

Advise staff in areas of expertise;

Lend names, personal credibility and reputation to the organization for use in brochures; grant proposals, and other formats.

Act as a sounding board for the market manager, market staff, and volunteers.

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### Responsibilities Continued:

Assist with the recruitment, interviewing, and selection of Advisory and other Board members.

Must attend all Board Meetings.

Oversee assigned committee groups. Each board member is required to on a minimum of one committee.

Assume responsibility for individual assignments and group assignments, i.e. web development, advertising, and events.

Assist with all office activities/communications including phone calls, emails,mailings, publications, and records

Provide a welcoming and positive presence to all new vendors, customers and visitors Work with other board members and committee members to ensure that programs are successful.

Attend appropriate meetings beginning in spring and throughout the summer, etc.

Must participate in at least 2 Special Events being held at the Greeneville Farmers Market during the Season.

## Qualifications

Must be in gooq community standing

Must be able to ·fulfill all the time commitments listed below

Must complete approximately 20 hours of Volunteer work for the Greeneville Farmers Market per year during off season.

Must commit to a minimum of 8 hours a week starting in April 2011 through October 31, 2011.

Must collaborate and work as a team, to help ensure a productive, effective, and successful Farmers Market.

Must portray a positive image that respectfully represents the Greeneville Farmers Market through all actions and communications

Must have at least one-year experience in Business, Farming or other areas that would befit the market.

Must have a passion for the success of the Greeneville Farmers Market

## Skills Required:

High energy and positive attitude Ability to be creative and take initiative

Knowledge of Microsoft Office, Excel, PowerPoint, and Publisher, preferred Ability to multi-task while remaining organized

Maintain a flexible attitude and adaptability Excellent attention to detail and follow-through Strong interpersonal communication skills

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## GOVERN the organization

### The board acts to SUPPORT the organization Objectives:

To represent the community's interests within the organization. To represent the organization's interests in the community.

### Process for Action

The board acts as a body.

Board members act as individuals or through committees.

## Board Conduct

**iii** Each board member is a fiduciary. He or she must act in good faith and with full honesty for the benefit of the market association.

**iii** Each board member has a duty to subordinate personal interests to the common good of the market association and must fully disclose any direct or indirect personal interest in board action.

1. Because acts of mismanagement can frequently be avoided by attendance, it is the responsibility of each board member to attend all board meetings with excused exceptions.
2. Minutes of all board meetings must be recorded and approved. Board members should express and record in the minutes their disapproval of any board action.

**iii** Executive Board officers must have the ability to understand fmancial statements, file all legally required reports in a timely manner, and report to the board of directors on a regular basis.

**iii** Each member must exercise care in investigating the accuracy of subordinates' reports. Any obvious signs of staff misconduct must be reported to the

board immediately.

**iii** Board members should limit their actions to those defined by the rules and regulations.

**riii** Board Members should insure that all required information or Documentation to be prepared or presented to the Board is present at required Board Meetings.

## Compensation

Executive Board Members are a Volunteer Only Board and as such receives no compensation.