



Board of Directors Job Description and Expectations

Purpose: To advise, govern and oversee policy and direction, and assist with the leadership and general promotion of Gallatin Valley Farm to School so as to support the organization's mission and needs.

Mission: Connecting kids and families with local food in the garden, classroom, cafeteria and community

Vision: We envision a community where all kids, families and schools are empowered by food education and connected to local food systems

Major responsibilities:

- Organizational leadership and advisement
- Organization of the board of directors, officers and committees
- Financial management, including adoption and oversight of the annual budget
- Hiring, evaluation and development of Executive Director
- Oversight of program planning and evaluation
- Review of organizational and programmatic reports
- Fundraising - Assuming overall responsibility for ensuring that sufficient funds are raised to meet the organization's budgeted objectives
- Recruit new board members
- Review the board's performance annually

Expectations of Board Members:

- Attend and participate in meetings on a regular basis and special events as able.
- Participate on a standing committee of the board, and serve on ad-hoc committees as necessary.
- Be alert to community concerns that can be addressed by GVF2S mission, objectives and programs.
- Help communicate and promote GVF2S mission and programs to the community.
- Become familiar with GVF2S finances, budget and financial/resource needs.
- Understand the policies and procedures of GVF2S.
- Financially support GVF2S in a manner commensurate with one's ability.
- Participate in annual board evaluation.

- Maintain confidentiality of sensitive issues.

Length of term: Two years, which may be renewed pending approval of the board.

Meetings and time commitment:

- Time commitment is a minimum of two hours per month for donor stewardship work (assigned by Development Director), quarterly attendance of Board meetings, plus additional time for any committee meetings and committee work outside of meetings.
- Additional time may be required for programs or attendance at special events.