

Crossroads Community Food Network Board Member Responsibilities

Crossroads Community Food Network is building a healthier, more inclusive food system in the Takoma/Langley Crossroads, a primarily immigrant, low-income community just outside Washington, DC. At the heart of this integrated network of food growers, makers, and consumers is Crossroads Farmers Market, where an innovative nutrition incentive program makes it easier to bring home more healthy food, and at the same time helps support local farmers and vendors—three quarters of whom are immigrants themselves. Crossroads also encompasses community-based healthy eating education, microenterprise training for aspiring food entrepreneurs, and the newly opened Takoma Park Silver Spring Community Kitchen.

As a body, the Board of Directors is responsible for:

- Ensuring the organization carries out its mission
- Providing ongoing fiscal oversight and accountability
- Maintaining adequate financial resources
- Ensuring legal compliance
- Supporting and evaluating the Executive Director
- Maintaining the Board

Responsibilities of Directors include:

- Organizational mission/programs
 - Understand CCFN's mission, and actively participate in long- and short-range planning and review to ensure its integrity and continuity
 - Gain a working knowledge of CCFN's programs, services, and delivery models
 - Promote and get involved in CCFN's programs
 - Serve as a sounding board for idea generation and assessment
- Financial oversight
 - Review Form 990 prior to its submission, ensuring that it accurately reflects CCFN's financial and operating environment
 - Initiate an independent financial review as needed
 - Support staff in the process for developing the annual budget as needed
- Chair or be a working member of at least one Board committee, including
 - Fundraising
 - Ensure that CCFN has the financial resources necessary to carry out its mission. Includes tasks such as:

- Lead resource development and fundraising campaigns
 - Recruit, cultivate and provide stewardship of current and potential donors, including business sponsors and individual donors from personal networks and prospect lists provided by staff
 - Participate in a variety of development related activities such as writing thank you notes, making phone calls to donors, personalizing quarterly appeals, and hosting/attending fundraising events
 - Assist in funding lobbying/advocacy efforts in Montgomery County, Prince George's County, and Annapolis
- o Nominating and Governance
 - Ensure that the composition of the board reflects CCFN's and the community's needs and that board members remain engaged and productive. Includes tasks such as:
 - Lead new Board member recruitment, conduct new board member orientation, and arrange for board member professional development training.
 - Ensure that the organization is in compliance with the bylaws as they relate to board composition and governance.
 - Capture and maintain information on board members' expertise, participation, performance, terms limitations and upcoming vacancies, exit interview etc.
 - Participate in the planning of Board retreats and/or trainings, with an aim to support a culture of inclusivity and shared power in all facets of Board work.
 - Coordinate the annual board self assessment and support change management initiatives
- Legal Compliance
 - o Identify and/or avoid conflicts of interest
 - o Establish/maintain policies that ensure best practices
- Executive Director
 - o Hire, supervise, and provide annual evaluation; set/approve compensation
- Maintaining the Board
 - o Attend Board orientation and training
 - o Attend and actively participate in board meetings (of utmost importance to ensure at least a quorum), committee meetings, and annual Board planning retreat
 - Review meeting materials before the meeting (sent 1 week prior)
 - Ask questions, bring ideas, and be open-minded to diverse ideas and respectful of differing opinions
 - o Participate in ad hoc work groups or projects as they arise, particularly those that match your skill sets and interest
 - o Participate in annual board self-assessment

- o Recruit new Board members
 - o Ensure that new Board members receive orientation and training
- Make an annual financial pledge at a level that is significant to you.
 - o Board members typically make a minimum annual gift of \$250. We understand that some board members may not be able to give at this level but all board members should give at some level.

Time Demands (approximate):

- Attend and actively participate in at least 75% of Board meetings (typically 12 meetings per year, including regular Board meetings and committee meetings) – 2 hours/meeting
- Annual planning retreat – 1 weekend afternoon during the year
- CCFN program involvement – time varies
- Attendance at CCFN events (at least 2 events per year) – time varies