



Contra Costa Certified Farmer's Markets **Member of the Board of Directors**

Job Description and Expectations

Purpose: To advise, govern, oversee policy and direction, and assist with the leadership and general promotion of CCCFM so as to support the organization's mission and needs. Further, the Board of Directors of CCCFM represents the interests of the community and of member farmers by ensuring that the organization's work is consistent with its public benefit purpose, and that the organization's resources are used in support of its mission.

Length of term: Two years, which may be renewed up to a maximum of three consecutive terms, pending approval of the board.

Meetings and time commitment:

- The board of directors meets monthly via Skype or at a specified location and time. Meetings typically last 90 minutes and members are expected to participate at least 75% of the time.
- Members respond and are available via cell phone and email on an as needed basis.
 - Typical needs are to respond to ED within 24-48 hours
- Board members are asked to attend no more than two special events or meetings per year, as they are determined.

***Major responsibilities:**

- Organizational leadership and advisement
- Organization of the board of directors, officers
- Formulation and oversight of policies and procedures
- Review of organizational and programmatic reports
 - Oversight and evaluation of Executive Director
 - Review of financial management by Executive Director, including oversight of the annual budget
- Promotion of the organization

**Members of the board share these responsibilities while acting in the interest of Contra Costa Certified Farmers' Markets Inc. Each member is expected to make recommendations based on his or her experience and vantage point in the community.*

Expectations of board members:

- If formed, 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 CCCFM mission, objectives, and programs.
- Help communicate and promote CCCFM mission and programs to the community.
- Become familiar with CCCFM finances, budget, and financial/resource needs.
- Understand the policies and procedures of CCCFM.

Have internet access and be able to respond in commonly accepted business time frames: review digital documents, communicate via email and Skype or other such communication avenues.

- Bring skills, knowledge and abilities to the organization as appropriate.
- Provide a letter describing why you want to join the board and your background as it relates to the market and organization