



POSITION DESCRIPTION

<u>Position Title:</u>	Board Member
<u>Location:</u>	Poulsbo Farmers Market, 7th and Iverson, Poulsbo, WA 98370
<u>Position Term:</u>	Two Years
<u>Reports To:</u>	Board President and Vice President
<u>Liaises With:</u>	Market Staff, Committee Chairpersons, Community at Large

Position Description:

The Board of Directors of the Poulsbo Farmers Market (PFM) serves as PFM's governing body and is responsible for ultimate accountability to the community. Its role is to advise, govern, oversee policy and direction, and assist with the leadership and general promotion of PFM so as to support the organization's mission and needs.

A Board Member must uphold the integrity and professionalism of PFM at all times, whether at the market or away from the market in our community at large. A Board Member must protect sensitive information, and hold it in the utmost confidence so it can be discussed openly at a special Executive Session.

A Board Member has a duty to exercise reasonable care with regard to financial matters, to help maintain a balanced budget and make sure PFM income is spent frugally, wisely, and according to the annual budget, as approved or revised by the Board.

Position Requirements:

1. Be informed about the organization's mission, services, policies, and programs.
2. Review agenda and supporting materials prior to board and committee meetings.
3. Participate in Board and Committee discussions via email, telephone, and in-person.
4. Attend and actively participate in monthly Board meetings and special sessions as required. If a Board member misses more than 3 meetings per year, they could be dismissed from service
5. Be a community or a vendor member of PFM (\$40.00 year)

6. Attends at least one Saturday market per month to keep a focus with our customers
7. Work with Market Staff and Board members to resolve issues as they arise and to ensure that Board policies are carried out
8. Ensure legal and ethical integrity. The Board is ultimately responsible for adherence to legal standards and ethical norms, including maintaining confidentiality of personnel discussions and vendor sales data.
9. Provide proper financial oversight. The Board must assist in developing the annual budget and ensuring that proper financial controls are in place.
10. Forwards Vendor and Community feedback to the Board and Market Manager
11. Complies with State, City, and market guidelines
12. Attends or assists with at least one special event per market season
13. Oversees preparation of the annual Budget, contract approval, and goals, policies, and objectives
14. Performs tasks or projects as requested or assigned by the PFM Board
15. Makes a commitment to actively participate in a least 1 committee per market season
16. Ensures the integrity and professionalism of PFM is upheld at all times
17. Ensure adequate financial resources. One of the board's foremost responsibilities is to secure adequate resources for the organization to fulfill its mission by cultivating and soliciting funds to support PFM throughout the year

Desired Experience and Skills:

Education: High School and some College preferred

Experience: Farming, Retail Sales, Nonprofit or Business Management, Customer Service, Public Relations, Accounting, Bookkeeping

Skills and Abilities:

1. Ability to listen, analyze, think clearly and creatively, work well with people individually and in a group.
2. Possess: honesty, sensitivity to and tolerance of differing views, a friendly, responsive, and patient approach, community-building skills, personal integrity, a developed sense of values, concern for your nonprofit's development, a sense of humor.
3. General working knowledge of Farmers Markets
4. Excellent reading, writing & oral proficiency in the English language
5. Good organizational skills
6. Attention to detail
7. Ability to multitask
8. Ability to work early mornings, weekends, and evenings
9. Able to negotiate, problem-solve, organize, delegate & work under pressure
10. Computer skills in MS Word, Excel
11. Access and ability to use e-mail and the Internet

Physical Job Requirements:

1. Occasional lifting of up to 25 pounds
2. Occasional bending & kneeling during events and set up
3. Standing and walking up to 8 hours per Market day
4. Occasional sitting
5. Occasional climbing; ladders not required
6. Occasional need to drive