

VAFMA Board member expectations

ARTICLE 4. BOARD OF DIRECTORS SECTION 4.1

The Board shall oversee the management of the business affairs of the Association, including but not limited to: holding meetings, developing programs, preparation of the annual budget, strategic planning, fundraising plans, fiscal management of all funds received and distributed in accordance with the contractual requirements of the funding source, and supervision and direction of activities of the executive director. ***All board members shall actively participate in fundraising activities for the Association.***

Expectations and Responsibilities (applied to all board members):

- Work to increase VAFMA membership
- Develop relationships with key stakeholders and look for funding opportunities
- Promote VAFMA regularly through social media, news pieces, attendance at industry related events and meetings
- Active involvement in at least one VAFMA committee
- Be willing to represent VAFMA at local, regional and/or statewide events, meetings and/or trainings.
- Honor commitments made to VAFMA Board and committees

Knowledge, Skills and Abilities (applied to all board members):

- Willingness to regularly communicate with others
- Ability to commit a minimum of 10-15 hours per month as a volunteer
- Technology savvy (use of Google Docs and Drive, email and social media use)
- Ability to work independently and as a productive member of a team
- Have fun working with and learning from a passionate opinionated group!
- Leadership skills, including the ability to take initiative, to be flexible and to be understanding

Time Commitment:

2 year term,

Active participation in 6 board meetings a year (3.0 hr/meeting)

Executive members an additional 6 Executive Board meetings (1.5 hr/meeting)

Attendance at the Annual Conference and Annual Board Retreat (4 days total per year)

Committee involvement approximately 1-5 hours a month

If you do not identify with any specific role listed below, please consider joining a committee! Committee membership is a way to learn new skills and contribute to the organization in a meaningful way.

VAFMA Board member expectations

Board Members (Regional Leads)

VAFMA relies on a strong network of regions to facilitate operations of the association. Regional leads serve as liaisons between members, markets and the VAFMA Board. Regional leads are strongly passionate about local food, farmers markets and community. VAFMA recognizes that some regions may be more fully developed than others. In addition to the expectation stated above:

Expectations and Responsibilities:

- Coordinate and lead regional meetings
- Identify workshop and training needs and opportunities within your region
- Collect and disseminate information between VAFMA and regional members
- Hold at least one regional meeting per year or do outreach with markets in the region

Knowledge, Skills and Abilities:

- Background experience or extensive knowledge of farmers market manager role
- Willingness to regularly communicate with others
- Ability to commit a minimum of 5-10 hours per month as a volunteer
- Technology savvy (use of Google Docs and Drive, email and social media use)
- Ability to work independently and as a productive member of a team
- Have fun working with and learning from a passionate opinionated group!

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Officers

ARTICLE 5. EXECUTIVE AND OTHER COMMITTEES SECTION 5.1: Executive Committee.

The Executive Committee shall consist of officers of the corporation. The function of the Executive Committee is to exercise powers of the Board of Directors on matters which arise between regularly scheduled Board meetings and when it is not practical or feasible for the Board to meet. To the extent permitted by applicable law, the articles of incorporation and these Bylaws, the Committee is empowered to act for the full Board; however, the Committee shall not have such power or authority in reference to the following matters:

a) Adopting, amending or repealing any bylaw; b) Filling vacancies in the Board; c) Changing the membership of, or filling vacancies in the Executive Committee; d) Making final determinations of policy; or e) Hiring or firing the Executive Director.

Actions taken by the Executive Committee must be reported to the Board by written communication within fifteen (15) days succeeding the taking of such action. The designation and appointment of the Executive Committee and any delegation thereto of authority shall not operate to relieve the Board of Directors, or any individual Director, of any responsibility imposed upon them applicable to the Articles of Incorporation or these bylaws.

Expectations and Responsibilities:

- Communicate with and supervise project management teams/committee chairs
- Identify networking opportunities & build strategic relationships with key stakeholders
- Travel as needed to attend strategic meetings & events
- Active involvement in grant writing and administration
- Participate in developing the strategic plan of the organization
- Follow bylaws for decision making, be a strong decision maker with the executive board members. Have a solid working relationship with executive board and the board.

Additional Knowledge, Skills and Abilities:

- Ability to manage multiple projects effectively and simultaneously
- Ability to effectively manage a diverse board,
- Ability to communicate daily with members, officers, partners etc.
- Has strong negotiation skills
- Knowledge and/or experience in finding and securing funding opportunities

VAFMA Board member expectations

President

The President shall be the principal executive officer of the VAFMA and shall supervise and control the business and affairs of the VAFMA subject to the policies and procedures established by the Board. The President shall preside at all meetings of this organization. The President shall sign any contracts or documents established on behalf of VAFMA. The President shall perform all duties essential to this office. The President serves as supervisor of VAFMA Executive Director and conducts regular employee reviews.

Expectations and Responsibilities:

- Manage Programs and keep track of projects and committee work
- Lead monthly board meetings
- Lead in developing the strategic plan of the organization
- Represent VAFMA as the face of the organization

Vice-President

The Vice-President, in the event of the inability of the President to perform his or her duties, shall have all the duties and authority normally vested in the President of VAFMA. The Vice-President may be designated by the Board from time to time to serve as Co-President of the organization.

Secretary

The Secretary shall keep a record of all the meetings of the Board of Directors and membership, and shall receive and maintain files on the proceedings of committees. The Secretary shall hold all official documents of VAFMA and maintain the register of members. The minutes from each directors meeting and the annual meeting shall be reviewed and approved by the Board in a timely manner then shall be distributed to the membership within two weeks of the meeting.

Treasurer

The Treasurer shall supervise the financial affairs of VAFMA, accounting for all the receipts and disbursements, sign together with the Chair any contracts executed on behalf of VAFMA and present a complete yearly statement of the financial affairs of the VAFMA at the annual meeting.