

## **Portland Farmers Market - Board of Directors Selection, Opportunities, Schedule & Position Description**



### **Selection Process**

Once potential candidates are identified, the Recruitment Committee, led by the Vice President will assure that either the Executive Director or a board member has a screening phone call with the candidate. If both parties remain interested, an interview will be scheduled.

Interviews will take place January through February. At least two board members and likely the Executive Director will participate. They will be conducted via Zoom, scheduled at a convenient time and take about one hour. There are some questions asked of all candidates and some specific to each candidate's background.

The Recruitment Committee will evaluate all candidates and review how their expertise fits the skills needed by PFM at the time. An additional contact may be made to candidates with any remaining questions.

We will collect biographical descriptions for those nominated for the full Board of Directors to vote. Voting will occur at the March or April meetings and the newly approved members may attend that or the next board meeting.

### **Opportunities for Service**

In addition to the Board of Director role, overall, there are some ongoing and ad hoc committees of the board:

Executive Committee: includes the officers and meets as needed to advise the Executive Director or conduct business when the whole board cannot.

Finance Committee: led by the Treasurer, often includes other board members and volunteers with financial acumen. They meet monthly the week prior to board meetings to review statements and prepare for financial-related presentations to the board.

Recruitment Committee: led by the Vice President, annually manages the recruitment, evaluation and nomination of new members to the board of directors. Active November – April.

Human Resources Committee: meets as needed, includes members who have interest or expertise in the field. Reviews employee handbook, compensation policies and related issues. May recommend changes to the board.

Marketing Committee: meets as needed, includes members who have interest or expertise in the field. May advise staff on marketing plans, surveys, PR opportunities, branding and more.

## **Meeting Schedule & Topics**

Generally the board meets on the last Tuesday of each month from 5:30 to 7:00. We gather at the PFM office, a meal/snacks are offered. We also offer the opportunity for members to call/video conference into the meeting. Occasionally, in spring or summer we skip one or two meetings due to vacation schedules, or minimal critical agenda items.

As the work of the organization is cyclical, so is the board meeting agenda. In the spring we focus on marketing and opening of markets; in summer we discuss at-market programs, sponsor relations and how plans are working out; fall and winter are times for evaluations, reporting and budgeting.

At each meeting the board reviews financial statements, hears the status of strategic plan priorities, learns of market stories and provides guidance on various topics.

(Position description is below)

**Portland Farmers Market  
Board Member Position Description**

Portland Farmers Market operates world class farmers’ markets that contribute to the success of local food growers and producers and create vibrant community gatherings. As a trade association, success for our vendors is our primary objective. Listening and learning from vendors and shoppers produces outstanding farmers’ markets where vendors prosper and communities thrive.

See our strategic plans, fact sheets and other general information at our website, [www.portlandfarmersmarket.org](http://www.portlandfarmersmarket.org)

**Board Functions:**

- 1) Shepherd a vision, mission and strategic direction for the organization in collaboration with the Executive Director.
- 2) Conduct long-range planning.
- 3) Provide fiduciary oversight.
- 4) Extend the reach of the Portland Farmers Market in the community; represent and promote PFM to the public.
- 5) Provide advice in areas of personal experience and expertise.
- 6) Hire Executive Director and evaluate performance.
- 7) Assist the Executive Director in development of financial and community advocacy resources.
- 8) Offer introductions, support and counsel to the Executive Director and staff.

**Expectations for Board Members:**

1. Serve for a three-year term with the option to serve a maximum of two consecutive terms.
2. Serve on at least one committee which may be standing or ad hoc.
3. Regularly attend board meetings, committee meetings and annual retreats.
4. Check email regularly for board communications, and give timely responses.
5. Regularly visit the farmers markets and participate in activities at the markets.
6. Know the organization’s mission, goals, policies, programs, services, strengths and needs.
7. Maintain confidentiality of board and executive sessions.
8. Ask timely and substantive questions at board and committee meetings while supporting the majority decision on issues decided by the board.
9. Serve the organization as a whole rather than any special interest group.
10. Recommend board nominees who will be assets to the organization.
11. Disclose any possible conflicts of interest to the board in a timely fashion.

I understand and accept the expectations outlined above of serving on the PFM Board of Directors.

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Board Member

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Date