

Portland Farmers Market
Board of Directors - Opportunity Announcement
Spring 2022



Portland Farmers Market is looking for new board members!

About Portland Farmers Market:

Portland Farmers Market (PFM) is a 501(c)6 nonprofit organization operating five outstanding farmers markets in Portland, Oregon. Our markets contribute to the success of hundreds of local food growers and producers, provide access to farm-fresh food for local residents, and create vibrant community gatherings. As a trade association, success for our vendors is our primary objective. Listening and learning from vendors, shoppers and community members produces outstanding farmers markets where vendors prosper and communities thrive. In operation since 1992, PFM is currently celebrating its 30th year.

Apply to join our Board of Directors!

We're seeking new members to join our Board of Directors. Our current board is made up of community leaders, farmers market vendors, professionals and entrepreneurs from diverse backgrounds, all of whom are deeply dedicated to the mission and success of Portland Farmers Market.

Joining PFM's board of directors is an excellent opportunity to make new connections, expand your experience in nonprofit leadership, and contribute your unique skills and perspective to support a highly-regarded nonprofit organization that provides an essential service to the Portland community.

What We're Seeking:

We are looking for applicants with a passion for farmers markets, an interest in board service, and a commitment to equity and inclusion. Familiarity with our farmers markets and/or past nonprofit experience is preferred, but not required.

If you feel that your unique skills or perspective would be valuable to our Board of Directors, we look forward to hearing from you!

We particularly encourage those with interest or expertise in these specific areas to apply:

- 1) legal knowledge particularly around nonprofit organizations, food and beverage, and/or event liability;
- 2) experience advancing diversity, equity, and inclusion at an organizational level;
- 3) involvement with local government, parks and recreation, or downtown revitalization; or
- 4) financial management.

We believe that having a diversity of perspectives and life experiences on our board is critical to understanding and effectively meeting the needs of our vendors, shoppers, staff, and the communities in which our markets call home. We strongly encourage Black, Indigenous and people of color, LGBTQ+ people, recent immigrants, people with disabilities, and applicants from diverse generational, economic, religious and educational backgrounds to apply.

See our strategic plans, fact sheets and other general information on our website, www.portlandfarmersmarket.org

Portland Farmers Market

Board Member Position Description



Overview:

Portland Farmers Market (PFM) is a 501(c)6 nonprofit organization operating five outstanding farmers markets in Portland, Oregon. Our markets contribute to the success of hundreds of local food growers and producers, provide access to farm-fresh food for local residents, and create vibrant community gatherings. As a trade association, success for our vendors is our primary objective. The Board of Directors is the governing body of the organization, composed of up to 18 volunteer board members. The functions and expectations of board members are outlined below.

Board Functions:

- 1) Shepherd the mission, vision, values and strategic direction of 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.

This is a volunteer position.

How to apply:

Please fill out our simple board application form by May 16th, 2022.

The form can be found on our website [link], or request a paper copy by email [katy@portlandfarmersmarket.org] or phone 503-241-0032.

Questions? Please contact Kirsten Saladow, Board Chair: [email address]

Additional Information for Board Applicants:

Selection Process

After your application is reviewed, a member of our recruitment committee will be in touch to schedule a phone call. If both parties remain interested, an interview will be scheduled.

Interviews will take place in late May and early June via Zoom. This will be an opportunity to meet some current board members, learn more about board service at PFM, and tell us more about yourself. 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 experience and interests fit the skills and perspectives that PFM is seeking in that particular round of recruitment. The committee will then nominate candidates to the full Board for a vote. Voting will occur at the June Board meeting. Newly approved members will attend a new board member orientation and join their first official board meeting in July (or August if necessary).

Board Meeting Schedule & Topics

Regular board meetings are held on the last Tuesday of each month from 5:30 to 7:00 PM, with the exception of November/December in which we hold one 2-hour meeting in early December. All board meetings are currently held via Zoom.

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 reporting, budgeting and evaluation. 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.

Board members are also invited to participate in organization-wide strategic planning and DEI sessions, which are scheduled based on board and staff member availability.

The board convenes in-person for a meet-up and market tour once per year at each of our five markets (for a total of five meetups per year). Board members are expected to attend at least 3 of these 5 one-hour meetups.

Committee Opportunities

The work of the PFM board and staff is supported by various committees. Some are standing committees and others are ad-hoc, and some meet monthly while others convene as-needed. Board Members are each expected to participate in at least one committee.

Executive Committee: led by the Board Chair, 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, includes other board members and volunteers with financial acumen. This committee meets monthly the week prior to board meetings to review statements and prepare for financial-related presentations to the board.

Diversity, Equity and Inclusion (DEI) Committee: led by the Executive Director, this committee of staff and board members coordinates PFM's organization-wide efforts to advance diversity, equity, inclusion and justice in our organization, our markets, and beyond. Meets monthly.

Vendor Advisory Committee: meets monthly, advises the staff and board on topics and programs related to vendor success and vendor support. Co-led by Market Operations Director and a designated board member who is also a vendor.

Board Recruitment & Board Affairs Committee: led by the Vice President, annually manages the recruitment, evaluation and nomination of new members. This committee is also responsible for board member support/engagement, board development and board policies.

Marketing & Communications Committee: led by the Communications & Marketing Manager (staff), meets as needed, includes board members, staff and PR professionals who have interest or expertise in the field. May advise and/or support staff on marketing plans, surveys, PR opportunities, branding and more.

Market Disruption Response Committee: led by the ED and Operations Director, this ad-hoc committee supports staff in responding to at-market disruptions that significantly impact operations or shopper/vendor experience. Includes staff and board members with market operations, legal, PR and communications expertise.

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.