



## **Portland Farmers Market Board Member Position Description Fall 2025**

### **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 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 PFM 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 attends monthly board meetings, committee meetings and annual retreats.
4. Checks email regularly for board communications and give timely responses.
5. Regularly visits our farmers markets and participates in activities at the markets.
6. Knows the organization's mission, goals, policies, programs, services, strengths and needs.
7. Maintains confidentiality of board and executive sessions.
8. Asks timely and substantive questions at board and committee meetings while supporting the majority decision on issues decided by the board.
9. Serves the organization as a whole rather than any special interest group.
10. Recommends board nominees who will be assets to the organization.
11. Discloses any possible conflicts of interest to the board in a timely fashion.

This is a volunteer position.



## **How to Apply**

Please fill out our board interest form on our website by October 17, 2025.

Questions? Please email Chris Roehm, Board Development Chair [squarepegfarm@gmail.com](mailto:squarepegfarm@gmail.com)

To request a paper copy of the interest form, email [katy@portlandfarmersmarket.org](mailto:katy@portlandfarmersmarket.org) or phone 503-241-0032, extension 3.

## **Additional Information for Board Applicants**

### **Selection Process**

After your interest form 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 October and early November. In-person interviews are preferred but zoom interviews are an option. 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 with the skills and perspectives that PFM is seeking. The committee will then nominate candidates to the full Board for a vote. Voting will occur at the November/December Board meeting. Newly approved members will attend a new Board Member orientation and join their first official board meeting in January (or February, 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, except for November and December in which we hold one 2-hour meeting in early December. One board meeting per quarter is held in-person, the balance is 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 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. Each Board Member is required to participate in at least one of the following committees:

1. **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.
2. **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.
3. **Board Development 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, board evaluation, and board policies.
4. **Vendor Success and JEDI Committee:** meets monthly, 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. The committee also advises the staff and board on topics and programs related to vendor success and vendor support.
5. **Human Resources and Risk Mitigation Committee:** meets every other month, includes members who have interest or expertise in the field. Reviews employee handbook, compensation policies and other HR issues. Reviews external risks to the organization and its markets and develops mitigation strategies. Makes recommendations to the board.
6. **Fundraising, Advocacy & Marketing Committee:** meets every other month, this committee of staff and Board Members is responsible for board led fundraising initiatives, providing strategic direction on advocacy initiatives, and guidance on marketing & communications strategy. Makes recommendations to the board and staff.