

Board of Directors Job, Officer & Committee Descriptions

(Revised 2019)

Job Description

The objective of the Community Kitchen of Monroe County, Inc. Board of Directors is to provide direction to the overall operation of Community Kitchen of Monroe County, Inc. The Board of Directors is responsible for assisting with fundraising, setting policies, providing guidance on procedures, monitoring and approving the annual budget, and evaluating The Executive Director and Board of Directors.

Principle Responsibilities and Duties of Board Members:

- Attend monthly Board meetings of approximately two hours in duration, having read previously distributed Board packets.
- Serve on at least one standing Committee and regularly attend meetings.
- Hold an office; chair a committee, or offer comparable contribution to the workload of the Board, after a reasonable period of learning and orientation.
- Become familiar with the operation, philosophies, staff etc. by volunteering annually and occasionally visiting Community Kitchen of Monroe County, Inc.
- Assume a fair share of responsibility for projects such as recruitment of new Board members, fundraising activities and other projects that do not fall under existing Committees.

Qualifications:

Collectively, the Board requires a wide variety of skills, including marketing, financial management, fundraising, writing, and knowledge of human resources practices, nutrition, food service procedures and hunger issues.

Individually, a Board member will possess a commitment to alleviating hunger, a willingness to learn, good organizational and communications skills, responsibility, and an ability to work cooperatively with a diverse group of volunteers and staff members. Adequate time to devote to Board responsibilities is also essential.

Orientation and Training:

Orientation regarding Community Kitchen of Monroe County, Inc.'s objectives, policies and procedures will be provided by the Board Development Committee and Board member assigned mentor.

Commitment:

Board members are elected to staggered three year terms. If a member is elected to the Board to fill a vacancy, they will be informed of the length of the term they are completing. A Board member missing three consecutive Board meetings without previous notification to the Board President or another Board member will be removed from the Board. Board members will receive no financial compensation.

Officer Descriptions

President: The President shall serve as the Chief elected officer of the Corporation and shall preside at all Board Meetings. The President shall determine all committees, select committee chairs, and assist in the selection of committee personnel with approval of the Board.

Vice President: The Vice President shall exercise the powers and authority and perform the duties of the President in the absence or disability of the President.

Secretary: The Secretary shall maintain Corporation's records and minutes, attend all Board Meetings and shall keep or cause to be kept a true and complete record of the proceedings of such meetings.

Treasurer: The Treasurer shall monitor the fiscal operations of the Corporation and, if necessary, make recommendations to the Board for changes in fiscal policy. The Executive Director or his/her designee shall prepare a monthly financial report and submit it to the Board for approval. An annual budget shall be prepared by the Executive Director, jointly with input from the Treasurer and Finance Committee, to be approved by the Board.

Sergeant at Arms

Sergeant at Arms is elected annually. Tasks include: reminding members about upcoming deadlines, blog posts, board minutes, and annual financial and volunteer commitment; tracking member attendance; encourage responsiveness to board activity; recognize good work on and attention to board activities.

Board Committees

The Board has six standing committees. Ad hoc committees are developed in response to specific needs or projects from time to time.

Board Development Committee

The Board Development Committee works to maintain a strong, healthy Board of Directors, while observing the number of Board members specified in the Articles of Incorporation and Bylaws. The functions of this Committee are:

- To assess the Board's composition and determine its particular needs.
- To recruit, screen and nominate potential Board Members.
- To orient new Board members about the purpose and functions of the agency.
- To conduct Board development evaluation and education as needed.
- To oversee the Board Mentor Program.

Executive Committee

The Executive Committee is composed of the four officers and a member of each standing Committee that is not already represented by an officer. In the event there are co-office holders (ex. Co-Treasurers) only one of them shall be designated to serve on the Executive Committee.

The Executive Committee acts for the full Board in situations where an assembly of a quorum of the Board would be impractical or impossible (or to exercise-at Board meetings the fullest power of the Board). Meetings of the Executive Committee are called by the President. A quorum of the Committee shall consist of a majority of Committee members.

Finance Committee

The Finance Committee reviews the annual budget, oversees fiscal procedures and policies, monitors actual expenses and income relative to budgeted amounts, informs the Board as a whole of the need for increases in income, and acts as signatories for checks in addition to the Executive Director.

Fundraising Committee

The Fundraising Committee provides leadership and organization in planning and executing special fundraising activities. This committee will hold leadership responsibilities in regards to Community Kitchen special events, such as Chefs' Challenge and other special events.

Operations Committee

The Operations Committee is responsible for consulting with the Executive Director as needed in regard to the daily operations of Community Kitchen of Monroe County, Inc., equipment, staff, facilities and agency relations. The Operations Committee hears and responds to staff grievances. It also serves as the Committee, which periodically reviews the Operations Manual, Risk Management Plan and Bylaws, and proposes changes therein as needed.

Communications Committee

The Communications Committee is responsible for monitoring and planning the communications of the agency, including marketing, media and public relations.