

## ***Community Kitchen Board of Directors Information***

Further information about the general role of non-profit board members will be provided to you. This information relates specifically to the commitments and responsibilities involved with joining the Board of Directors of the Community Kitchen of Monroe County, Inc.

### Time Commitments:

Board meetings are held monthly on the second Wednesday of the month, beginning at 6:45 pm. Most meetings last roughly 90 minutes, although occasionally they are extended if topics require much discussion. Several days prior to the Board meetings, Board members are sent packets containing financial statements, meal count and program information, and the Executive Director's report. Board members are expected to read their packet material prior to the meetings.

Board members are expected to serve on one of five standing committees:

- **Finance Committee** meets monthly to review financial health and practices of the agency, including: financial statements and audit reports and practices, and review the annual budget prepared by the Executive Director prior to submission to the full Board. Finance committee members also rotate the responsibility of reviewing and signing bi-monthly payroll and bill payment checks.
- **Operations Committee** meets as needed to deal with program and personnel issues.
- **Board Development Committee** meets monthly and is charged with the recruitment and mentoring of new Board members, as well as, developing a slate of officers for each year.
- **Fundraising Committee** meets monthly, sometimes more frequently, as needed. This committee provides leadership and organization in planning and executing special fundraising activities.
- **Communications Committee** meets monthly and is charged with monitoring and planning for the communications of the agency, including public relations, media, and marketing.

The *Executive Committee* is comprised of the officers and committee chairs and meets only as needed, but could meet more frequently as the President wishes.

In addition to the Fundraising Committee, all Board members are expected to assist with significant fundraising activities (like Chefs' Challenge). These could include contacting area businesses for donations; selling tickets; assisting with setup, cleanup or event management; or soliciting donations and participating in events. Board members will attend fundraising events at no cost. There are about 5 events annually that require Board members' participation in order to ensure a successful outcome.

Other responsibilities:

The Board Member Agreement lists your responsibilities as a Board member:

1. Interpret the organization's work and values to the community, represent the organization, and act as a spokesperson.
2. Attend at least 75% of board meetings, meetings of committees on which you serve, and special events of the organization. Board members attend fundraising events at no cost. Provide the Board President and/or Committee Chair advance notice if you are unable to attend a meeting or event.
3. Make a personal financial contribution at a level that is meaningful to you and open the doors to friends who may be interested in contributing to our work. Members are expected to make give a minimum of \$100 annually or a combination of dollars and hours (a minimum of \$12 and 20 volunteer hours beyond board duties).
4. Actively participate in one or more development activities, whether the activities help to cultivate donors, friends or sponsors.
5. Act in the best interests of the organization, and excuse yourself from discussions and votes where you have a conflict of interest.
6. Stay informed about what is going on in the organization. Ask questions and request information. Participate in and take responsibility for making decisions on issues, policies and other Board matters.
7. Work in good faith with other Board members as partners to achieve our goals.
8. If unable to fulfill these commitments to the organization, you should expect the Board President or Sergeant at Arms to call and discuss your responsibilities with you.