



## 2021 Board of Directors Role Description

### Our Mission:

The Northeast Farmers Market (NEFM) adds to the livability of the neighborhood by providing a welcoming and accessible community market and gathering place. We contribute to the success of local growers and producers and foster sustainability in the Northeast community.

### Board Membership and Committees:

The NEFM Board of Directors is a working board of committed volunteers who contribute their time at board and committee meetings, handle organization administration, and volunteer in support of operations at the market and special events.

The NEFM board consists of 11 directors who serve 2-year terms, January through December. Each board member selects one of the annual fundraising events listed below to co-lead on planning and logistics. Our sponsorship list is also divided between board members to take responsibility for contacting a set of businesses and other entities to solicit market sponsorship and build support and fundraising relationships.

The time commitment is typically around 10 hours per month, including a 2-hour monthly meeting, co-leading at least one fundraising event committee, staffing special events, and staffing the board table at the market. In-season, the market is open Saturdays from 9am-1pm in the University Ave and 7<sup>th</sup> Ave NE parking lot of St Boniface Church. We also have a monthly winter market that runs from November through April.

Please note the NEFM is organized as a 501(c) 4 nonprofit social organization, which serves the local community. Board membership is voluntary and there is no compensation for board duties, but reimbursement will be provided for expenses such as transportation or childcare needed to facilitate board membership. Executive officers including the board president, secretary, and treasurer is also eligible for compensation of additional time requirements.

### Regular expectations and duties:

1. Attendance at monthly board meetings, plus online communication between meetings.
2. Participating in fundraising and strategic planning efforts.
3. Partnering with 1-2 board members to lead planning of one of the annual fundraising events (several meetings per year plus individual time to complete tasks.)
4. Selecting 10-12 local businesses and other organization from our sponsorship list to establish contact with to solicit market sponsors and other fundraising opportunities.
5. Staying informed about committee activities, preparing for meetings, and reviewing meeting minutes.
6. Staffing the board table at the market (3-4 times per year for 2-3 hours, in addition to fundraising events).
7. Building collegial working relationships with board members, market staff and vendors.
8. Utilizing skills, relationships and knowledge for the advancement of the Northeast Farmers Market.

## Annual special events and fundraisers (subject to change):

Winter/Spring sponsorship drive	Summer Corn and Brat Feed	December strategic planning meeting
May market open	Fall Festival	Winter budget development
Spring Fundraiser	Winter Market Social	Pop-ups at Bauhaus Brew Labs

## Market volunteering duties:

1. Market set up and tear down
2. Staff the board booth
3. Special fundraising events
4. Build relationships with sponsors
5. Fill in for staff as needed
6. General troubleshooting