

Board Member Job Description

West Ohio Food Bank

- TITLE:** Member, West Ohio Food Bank Board of Trustees
- REPORTS TO:** Board President
- PURPOSE:** To serve the board as a voting member; to develop policies, procedures and regulations for the operation of West Ohio Food Bank, to monitor and evaluate finances of the organization, its programs, and performance.
- TERM:** Three years, expiring June 30, 2024, unless filling an unexpired term
- EXPECTED:** Regularly attend meetings as scheduled (about 6 – 7 per year)
Typically, the 4th Monday of each Month at 5:00pm – 6:30pm
(3 consecutive missed meetings subject to dismissal from board)
- MEETING:** Attend standing committee meetings, if a member
- ATTENDANCE:** Participate as an ad hoc committee member, if appointed
Attend board retreats, in-service workshops and other board development activities
Attend and participate in sponsored events and activities as appropriate
- OBLIGATIONS:** Establish policy
- OF THE BOARD:** Hire, supervise, and evaluate the Chief Executive Officer
Evaluate Programs
Secure Adequate funds
Monitor finances
Maintain and update short- and long- range plans
Serve as an advocate for the West Ohio Food Bank
- SPECIFIC DUTIES:** Attend meetings and show commitment to board activities
Be well-informed on issues and agenda items in advance of meetings
Contribute skills, knowledge and experience, when appropriate
Listen respectfully to others' point of view
Participate in organizational decision-making
Financially support the organization
Assume leadership roles in all board activities, including fund raising
Represent the organization to the public and to private industry
Educate yourself about the needs of the people served

Board of Trustees Signature

Date