

## **The Food Bank of Northern Nevada Roles and Responsibilities of the Board of Directors**

The Board of Directors of the Food Bank of Northern Nevada (FBNN) sets the policies for the corporation and oversees the affairs of the FBNN. In addition to the duties and responsibilities set forth in the Bylaws, board members have the following responsibilities.

### **As Individuals:**

- Attend all board meetings, the annual board retreat and assigned committee meetings.
- Review agenda and supporting materials prior to board and committee meetings.
- Service to the Food Bank mission - be an active participant by assisting with major projects, joining a board committee, taking on a board leadership position, offering to take on special assignments, supporting fundraising activities and community events, volunteering at a distribution and engaging in the FBNN's work.
- Become familiar with the information in the Board Member Packet, in particular the governance documents and conflict of interest and confidentiality policies.
- Make a personal financial contribution (no minimum) to meet the goal of 100% board giving.
- Know the FBNN's mission, services, policies and programs in order to speak in an informed way about the FBNN.
- Inform others about the FBNN.
- Suggest possible nominees to the board who can make significant contributions to the work of the board and the FBNN.
- Demonstrate public support of the FBNN policies and actions in the community.

### **As a Governing Body:**

- Ensure the FBNN meets the needs of the people it serves.
- Create and review a statement of mission and purpose.
- Ensure effective strategic planning at least annually and assist in implementing and monitoring the plan goals.
- Select the President/CEO and delegate to him/her the authority to carry out the policies set by the board.
- Support and evaluate the President/CEO.
- Assist the President/CEO with advocacy efforts.
- Ensure that the FBNN has adequate financial resources.
- Maintain complete records of the meetings and operation of the board.
- Protect the assets of the FBNN and provide proper financial oversight.
- Ensure legal and ethical integrity.
- Monitor and strengthen programs and services.
- Build a competent board.
- Annually, evaluate board performance in the context of the established mission, plan, goals and objectives.
- Provide for continuance of the FBNN through board succession, oversight of organizational leadership succession and maintenance of the bylaws.
- Demonstrate public support of the Food Bank policies and actions in the community.
- Work as a team with the President/CEO and staff to accomplish identified goals and responsibilities.

## Policy for FBNN Board Members

### BOARD MEMBER TERMS

- A term is 3 years.
- A board member may serve 2 consecutive terms.
- The term begins the month the board member joins the Board.

### ATTENDANCE

- Attendance is expected at all scheduled board meetings.
- Three (3) concurrent absences are cause for concern and follow up by Chairman. This could be in form of reminder letter sent by Chairman, or other methods deemed appropriate.
- Board members missing three (3) or more concurrent board meetings will be counseled.
- Extended leaves or sabbaticals will be viewed as an inability to attend required board meetings and are best served as resignations, but maybe considered in light of family or employment emergencies.
- All board members are required to attend a Board Orientation session that will be scheduled within 1-2 months of the board member's term.

### PERSONAL SUPPORT

- Your personal financial support of the Food Bank is critical to our success.
  - Each dollar donated allows us to provide approximately 4 meals. We furnish basic, nutritious food to more than 140 agencies in our community; many of your other favorite charities may rely on our assistance to support their services to people in need.
- It is the Board's goal is to maintain its status has having a 100% commitment in personal giving from the Board of Directors.
  - A personal gift is defined as a donation in your name. Donations made on your behalf from your company, in-kind donations, purchase of event tickets or contributions made in exchange for any other goods or services would not be considered a personal gift.
  - Gifts may be directed toward general operations, giving the Food Bank the flexibility to apply your donation to the most current needs.
  - Donations may be designated specifically to the food purchase fund, the child nutrition programs or other areas of interest to support the sustainability of our work.
- The Food Bank provides many ways to give.
  - An annual gift at a time of the year most appropriate to your personal financial planning. An annual gift may be conveyed with a personal check or a credit card.
  - Enrollment in the Food Bank of Northern Nevada's pledge program, *Friend of the Food Bank* by setting up an automatic withdrawal from a bank account, mailing a check or a recurring credit card charge.