



JOB DESCRIPTION: BOARD MEMBER

Responsibilities

The Growing Gardens Board as a whole has the responsibility for governing the entire organization, including these key areas:

Leadership/Human Resources

- We hire, evaluate and support the Executive Director.
- We oversee personnel policies including salary and benefits and grievance procedures.
- We oversee policies regarding the treatment, recognition and celebration of volunteers.
- We are responsible for recruiting, orienting, developing and recognizing Board Members.

Strategic Planning

- We set and review Growing Gardens' mission and goals on an annual basis.
- We plan for Growing Garden's future on a long-term and short-term basis.
- We set, plan and evaluate Growing Garden's priorities, projects and programs on a regular basis.

Financial Management

- We ensure Growing Gardens' financial accountability.
- We oversee an ongoing process of budget development, approval and review.
- We manage and maintain Growing Gardens' properties and investments.

Resource Development

- We ensure adequate resources to achieve Growing Gardens' mission and implement the organization's programs and projects.
- We participate in fundraising activities.

Community Relations

- We ensure that Growing Gardens' programs and services appropriately address community/constituent needs.
- We promote Growing Gardens to the general public.
- We promote cooperative action with other organizations.

Requirements for Board Service

- A demonstrated interest in the mission and goals of Growing Gardens.
- Specific experience and/or knowledge in at least one area: Human Resources, Planning, Finance, Development, Community Relations, or Operations.
- Representative of a key aspect or segment of the population of the community.
- A willingness to represent Growing Gardens to the community.
- A minimum commitment of three hours per month including regular Board meetings and service on at least one Board committee
- A willingness to participate in board fundraising activities and make a financial contribution to Growing Gardens that is personally significant.

Adapted from Solid Ground Consulting