



## Two Harbors Area Food Shelf

PO Box 601, 2124 10<sup>th</sup> Street, Two Harbors, MN 55616

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### Board of Directors Member Job Description and Expectations

**Purpose:** To advise, govern, oversee policy and direction, and assist with the leadership and general promotion of the Two Harbors Area Food Shelf (THAFS) so as to support the organization's mission and needs.

**Mission Statement:** THAFS reduces hunger and improves the health of people in need by providing them food and additional resources at no cost.

#### Primary responsibilities of the Board of Directors:

- Organizational leadership advisement
  - Organization of the board of directors, officers, and committees
  - Formulation and oversight of policies and procedures
  - Financial management, including adoption and oversight of the annual budget
  - Oversight of program planning and evaluation
  - Personnel evaluation and staff development
  - Review of organizational and programmatic reports
  - Promotion of the organization
  - Fundraising and outreach
- *Members of the Board share these responsibilities while acting in the interest of THAFS. Each member is assigned to specific committees and other tasks, at the direction of the Board Chair. Each member is expected to share their expertise and make recommendations based on his or her experience, skill set and community perspective.*

**Length of term:** Two years, which may be renewed up to a maximum of five consecutive terms, pending approval of the Board. After a one-year period off the Board, re-election to the Board is possible.

#### Meetings and Time Commitment:

- The Board of Directors meets every other month at 5:30 p.m., at AEOA or via Live Meeting/ ZOOM. Meetings typically last 90 minutes. Board meetings are closed to the public. The Board Chair invites guests to attend and present to the Board, as needed.
- Committees designated by the Board Chair meet a minimum of four times per year, pending their respective work agendas. A Board Member typically serves as a Committee Head and is responsible for providing timely updates of committee actions to the Board of Directors.

**Expectations of Board Members:**

- Attend and participate in meetings on a regular basis, and special events as able.
- Participate on a minimum of one standing committee of the Board, and serve on ad-hoc committees as necessary.
- Complete ad hoc tasks as requested by the Board Chair.
- Be alert to community concerns that can be addressed by the THAFS mission, objectives, and programs and communicate any concerns to the Board Chair for review and discussion with the full Board of Directors.
- Help communicate and promote THAFS mission and programs to the community.
- Be familiar with THAFS finances, budget, and financial/resource needs.
- Understand the policies and procedures of THAFS.
- Financially support THAFS in a manner commensurate with one's ability.
- Assist in the recruitment of volunteers and committee members to augment the Board and the daily operations of THAFS.
- Support final resolutions and actions of the Board of Directors irrespective of personal opinion as to any such resolution or action.