

## **Chefs Collaborative Board Member Job Description 2009**

### **Chefs Collaborative Board Member Qualifications**

- Be a member in good standing at the highest financial level possible.
- Demonstrated commitment to and understanding of principles and practices of Chefs Collaborative.
- Vocational or professional experience related to Chefs Collaborative programs.
- Professional experience with restaurants, farming, other food activities, or nonprofit organizations.

### **Chefs Collaborative Board Member Responsibilities**

- Ensure sound planning and policies (by setting mission, vision, goals and organizational procedures).
- Ensure good management (interview, hire, evaluate, and if necessary fire the executive director and review effectiveness of programs).
- Ensure sound resources and financial dealings (assist with fundraising and public relations, and review budget and controls).
- Ensure compliance with legal requirements (ensure required papers are filed and act as a trustee/fiduciary, comply with bylaws).
- Ensure good governance (the board evaluates itself, sets agendas, recruits new board members and reviews bylaws for changes).

### **Chefs Collaborative Board Member Job Description**

- Attend regularly scheduled meetings and events and show commitment to board activities.
- Review minutes and agenda items in advance of meetings and stay well informed regarding the organization's fiscal and program work.
- Participate in decision making and setting overall policy and program oversight.
- Assume leadership roles and participate actively on at least one committee.
- Listen respectfully to other points of view.

- Actively promote Chefs Collaborative and speak on behalf of Chefs Collaborative to the community.
- Participate in board and organizational fundraising activities to the greatest degree possible by securing or assisting in securing memberships, contributions, grants, gifts and/or sponsorships which will further the Chefs Collaborative mission.
- Disclose and avoid conflicts of interest.
- Maintain confidentiality.