**Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**CONFIDENTIAL**

**PERSONAL INFORMATION**

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| --- | --- | --- | --- | --- | --- | --- |
| **WORK INFORMATION** | |  | This is my preferred mailing address | | | |
|  | | | | | | |
| Employer | | | | | | |
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| Title | | | | | | |
|  | | | | | | |
| Mailing Address | | | | | | |
|  | |  | | | |  |
| E-mail | | | | | | Phone |
|  | | | | | | |
| **HOME INFORMATION** | |  | This is my preferred mailing address | | | |
|  | | | | | | |
| Mailing Address | | | | | | |
|  | | | | | | |
| E-mail | | | | | | Phone |
|  | | | | | | |
| **BIRTHDAY** |  | | |  |  | |
|  | Month | | | Day | Year | |

**SKILLS INVENTORY**

1. a) Why do you want to become a Board or Committee Member for FOOD for Lane County?
2. b) Which of FFLC’s standing Committees are you interested in serving on: Budget & Finance; Programs & Services; Development; Planning & Policy; Advocacy?
3. Have you ever served on a Board or Committee for a nonprofit organization?

*If so, please list the organization(s), how long ago you were a member, and the charge of the Board or Committee.*

**Specific talents you might bring to the Board of Directors:**

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**Community, Volunteer & Professional Activities:**

Name of Committee/Board/Organization Length of Service Position Held

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**Please indicate all areas of expertise where you might be of particular service:**

**Organizational & Financial Management Fund & Friend Raising Board Governance**

\_\_\_ Administration \_\_\_ Major gifts \_\_\_ Board Development

\_\_\_ Business management \_\_\_ Planned giving \_\_\_ Board Leadership

\_\_\_ Human resources \_\_\_ Events \_\_\_ Board Policy

\_\_\_ Strategic/long-range planning \_\_\_ Volunteer programs \_\_\_ Finance/Investments

\_\_\_ Finance \_\_\_ Marketing \_\_\_ Organizational Leadership

\_\_\_ Law \_\_\_ Public relations \_\_\_ Strategic Planning

\_\_\_ Government relations

**Professional Experience:**

Accounting (CPA)

Basic Needs Populations

Community Influence

Data Analysis

Events

Finance (CPA)

Food Industry

Gardening/Agriculture

Grant Writing

Human Resources

Law

Major Gifts/Fundraising

Management/Administration

Marketing/Advertising

Minority Representation

Non-profit Management

Operations/Warehouse Functions

Organizational Leadership

Program Evaluation

Public Relations

Public Speaking

Strategic/Long-Range Planning

Volunteer Management

Other:

Other:

**Demographic Information:**

**Age** \_\_\_ Under 35 **Race/Ethnic Background** \_\_\_ Asian/Pacific Islander **Gender** \_\_\_ Female

\_\_\_ From 35 to 50 \_\_\_ Black \_\_\_ Male

\_\_\_ From 51-65 \_\_\_ Hispanic/Latino

\_\_\_ Over 65 \_\_\_ American Indian

\_\_\_ Caucasian

\_\_\_ Other

**FFLC Board Member Participation Expectations:**

* FFLC board members are expected to attend all regular and special meetings, including the annual Board Retreat, serve and actively participate on at least one committee or task force, and make a personal financial contribution to the organization. See “Board of Directors Agreements” for additional expectations.
* The board currently meets for approximately two hours beginning at 6 p.m. on the second Thursday of each month.

***Thank you for your interest in FOOD for Lane County. Information received will be used to compile a prospect list for consideration by the FFLC Board of Directors.***

**Mail, Email or Fax to:**

FOOD for Lane County │ c/o Nominating Committee │ 770 Bailey Hill Road │ Eugene, OR 97402

F: 541.343.2822 │ E: [info@foodforlanecounty.org](mailto:info@foodforlanecounty.org)

**BOARD OF DIRECTORS AGREEMENT**

Working Agreement Adopted by the FFLC Board of Directors November 12, 2015

Next review November 2018

**I. Purpose of Agreements:**

The Board of Directors is the policy-making body for Food for Lane County. In order to effectively meet the organization’s mission, the Board and Executive Director must function together as a leadership team. To ensure effectiveness among team members, group agreements must be in place. The following are the group agreements for the Board and Executive Director.

**II. The Board Job Description**

1. **Determine the organization's vision and mission.** It is the Board's responsibility to create and review a statement of vision and mission that articulates the organization's goals and primary constituents served.
2. **Select the Executive Director.** The Board must *determine* the Executive Director’s responsibilities and, when required, undertake a careful search to find the most qualified individual for the position.
3. **Provide proper financial oversight.** The Board must assist in developing the annual budget and, in conjunction with independent auditors, ensure that proper financial controls are in place.
4. **Ensure adequate resources.** One of the Board's foremost responsibilities is to *provide* adequate resources for the organization to fulfill its mission.
5. **Ensure legal and ethical integrity and maintain accountability**. The Board is ultimately responsible for ensuring adherence to legal standards and ethical norms.
6. **Ensure effective organizational planning.** The Board must actively participate in an overall planning process and assist in implementing and monitoring the plan's goals.
7. **Recruit and orient new Board members and assess Board performance.** The Board is responsible for articulating prerequisites for candidates, orienting new members, and periodically and comprehensively evaluating its own performance.
8. **Enhance the organization's public standing**. The Board should clearly articulate the organization's mission, accomplishments, and goals to the public and garner support from the community.
9. **Monitor and strengthen the organization's programs and services.** The Board's responsibility is to ensure that programs are aligned with the organization's strategic plan and to monitor programs’ effectiveness.
10. **Support the Executive Director and assess his or her performance**. The Board should ensure that the Executive Director has the support he or she needs to further the goals of the organization.

### III. Governance Principles

1. Focus on policymaking, planning and evaluation, rather than day-to-day program operations.
2. Make decisions only at properly called meetings with a quorum present as defined by the bylaws. Board members recognize that individual members have no authority to take individual action in policy or organizational matters.
3. Support decisions of the Board majority after honoring the right of individual Board members to express opposing viewpoints and vote their convictions.
4. Recognize, respect and support the Executive Director’s responsibility to manage the organization.
5. Operate as representatives of the community and make decisions in the best interest of the whole organization.
6. Value the role we play to support the organization in the community with time, talent and resources.

**IV. Expectations of Board Members:**

1. Serve as an ambassador and advocate of the organization and its mission.
2. Consistently attend and participate in regular and special Board meetings, and notify the Executive Director and Chair if a situation occurs that prohibits a Board Member’s attendance. A member’s inability to consistently attend these meeting may cause him/her to be asked to resign from the Board. In addition, Board Members are expected to attend and/or volunteer at donor appreciation events, major fundraising events and the annual Board Thank-A Thon. Board members are encouraged to assist in recruiting new Board members and fundraising.
3. Make a personal financial contribution to the organization.
4. Serve and actively participate in at least one board committee or task force. (Budget & Finance, Executive, Nominating, Policy, Development, Program & Services and Advocacy.)
5. Directors are expected to attend no less than 75% of all Board and selected Committee meetings.
6. Refer personnel concerns and questions from community or staff members directly to the Executive Director if they regard employees other than the Executive Director or to the Board Chair if they regard the Executive Director.
7. Communicate directly with the Board Chair to address questions and/or concerns about agenda items prior to Board meetings.
8. Refrain from speaking on behalf of the Board unless authorized to do so by the Board Chair.
9. Refrain from publicly disclosing the agenda, discussions, votes, and all other matters from Executive Sessions, except as authorized by a vote of the Board.

**V. Annual Planning and Evaluation:**

1. Periodically set priorities for Board professional development.
2. Participate in periodic self-assessment of the Board’s performance.
3. Participate in establishing annual expectations and goals for the Executive Director.
4. Objectively evaluate the Executive Director’s performance and provide appropriate feedback.
5. Attend the annual Board Retreat.

**VI. Orientation of New Board Members**

1. Assist the Board chair, the Executive Director, and the Chair of the Nominating Committee Chair, in effecting the timely orientation of new Board members

**VII. Role of the Board Chair**

1. Speak for, and about, the Board and describe the Board’s process and positions.

1. Convene meetings and execute documents, as appropriate.
2. Meet regularly with the Executive Director and Executive Committee to develop Board meeting agendas, to provide input on information needed by the board for decision-making, to plan meeting processes, and to distribute assignments.
3. Ensure that information exchanged with the Executive Director is shared with all Board members via meeting notes and/or Board Meeting agenda materials, when appropriate.

**VIII. Expectations of the Executive Director**

1. Function as part of a team with Board members.
2. Respect and acknowledge the Board’s role in setting policy and overseeing the performance of the Executive Director.
3. Work with the Board to establish and maintain a clear vision for the organization.
4. Prepare preliminary goals on an annual basis for the Board’s consideration when establishing annual Executive Director Goals.
5. Timely Inform the Board of all critical information including relevant trends, anticipated adverse media coverage, and critical external and internal change.
6. Timely distribute appropriate information to all Board members.
7. Distribute the Board agenda in a timely manner.
8. If a problem or issue is developing with an individual Board member, communicate directly with that Board member or the Board Chair, if appropriate.
9. Work with the Board Chair to effectively and timely bring issues and information to the Board.

ACKNOWLEDGMENT OF RECEIPT AND AGREEMENT TO COMPLY

As a Board member with FOOD for Lane County, I agree to abide by the above agreement.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_