



Hays County Food Bank

Board Member Job Description

Mission

Hays County Food Bank is passionately committed to improving lives through food assistance programs, nutrition education and advocacy..

For more information, please visit Hays County Food Bank's website at www.haysfoodbank.org.

Position

Hays County Food Bank (HCFB) Board of Directors (Board) supports the work of the HCFB and provides mission-based leadership and strategic governance. Board members know, oversee and approve all policies of the HCFB, participate in strategic planning and stay familiar with HCFB programs and services.

Board member responsibilities include, but are not limited to:

Leadership, governance and oversight

- Supporting the mission of the HCFB and committing to advocating for the agency in the community;
- Developing and implementing the HCFB's strategic plan;
- Reviewing outcomes and agreed upon metrics for evaluating the HCFB's impact, and regularly measuring its performance and effectiveness using those metrics;
- Reviewing agendas and supporting materials prior to Board and committee meetings;
- Approving the HCFB's annual budget, audit reports, and material business decisions; being informed of, and meeting all, legal and fiduciary responsibilities;
- Contributing to an annual performance evaluation of the CEO;
- Recruiting potential Board members to fill vacancies on the Board;
- Ensuring that Board resolutions are carried out;
- Serving on committees or task forces and taking on special assignments;
- Agreeing to respect the dignity and privacy of all persons affiliated with the HCFB; safeguarding the confidentiality of HCFB clients, staff, and volunteers; agreeing not to discuss confidential matters with those outside the Board of Directors; and signing a confidentiality agreement;
- Complying with the provisions of the HCFB's Bylaws.

Fundraising/volunteer work

Board members should consider the HCFB a philanthropic priority. So that the HCFB can credibly solicit contributions from foundations, organizations, and individuals, each Board

member is expected to make an annual contribution to the HCFB at a personally meaningful level.

Board Members are expected to make a good faith effort to support the fundraising goals of the HCFB, which may include among other things, suggesting potential donors and contacting some, making calls and sending thank you letters, and actively engaging in planning and attending fundraising activities.

In addition, Board Members are asked to do volunteer work at or on behalf of the HCFB, as the need arises and schedule permits.

Board terms/participation

Board Members are elected to serve a three-year term (except when filling an unexpired term) and are eligible to serve for two full terms. Board meetings are called at the discretion of the President and are generally held on the fourth Monday of the month. Board members must meet the Board meeting attendance requirements set forth in the Bylaws, attend an annual workshop and attend committee meetings.

Service on the Board is without remuneration, except for administrative support, travel, and accommodation costs in relation to Board Members' duties.