



## **Teen Kitchen Project Board of Directors**

### **Role and Responsibilities**

**Revised 11\_30\_2023**

**RESPONSIBILITIES:** The Board of Directors (Board) determines the goals and direction of the Teen Kitchen Project (TKP), and institutes policies necessary to achieve the goals it sets. The Board is responsible for the overall financial management of TKP, and for the selection and evaluation of the Executive Director. The Board actively engages individuals and communities in the work of the organization to ensure that TKP best serves its constituency and remains true to its mission. The board is the governing body and makes decisions as a corporate body.

The board adheres to minutes of the meetings.

### **QUALIFICATIONS:**

- **Has a demonstrated interest in building healthier communities through food.**
- **Shows a willingness to bring in community resources needed by TKP to meet its goals.**
- **Engages professionally with other Board members to align on solutions that are in the best interest of the organization.**

**TERM:** Three-year initial term with additional two-year terms options

**RESPONSIBLE TO:** Board President

### **RESPONSIBILITIES:**

- Determines vision, mission, values, and operating principles.
- Becomes familiar with the organization's purpose, bylaws, policies, and financials.
- Develops a multi-year strategic plan and monitors progress of the organization towards fulfillment of its mission and attainment of its goals.
- Establish policies for administering services that support the vision and mission.
- Commits to attendance at 10 Board meetings and if remote participation participates on camera unless extenuating circumstances allow for audio participation only.
- Actively participates in one or more committees and supports the work of the committee(s).
- Actively participates in fundraising, ongoing campaigns and special events.
- Contributes to a diversity of knowledge, background, and talents for the benefit of the organization and contributes to Board and committee discourse consistent with personal conscience and convictions, while supporting the majority decision on issues decided by the board.
- Assists in developing and approving the annual budget and monitors progress to the budget.
- Ensures proper financial controls are in place and monitors the financial solvency of the organization.
- Engages as a fiduciary of the Board and exercises prudence with the Board in the control and transfer of organization assets.
- Evaluates the effectiveness of the executive director and annually reviews his or her performance.
- Evaluates the effectiveness of the Board and monitors adherence to the commitments herein.
- Serves as a community ambassador to increase community involvement and public awareness.
- Uses personal and business contacts to identify donor prospects; facilitates introductions to prospects; and helps cultivate relationships to convert prospects to donors.
- Responds to communications from staff in the timeline requested.
- Provides mentorship to new Board members.

- Keeps Board conversations confidential to promote honest and open discussions about important issues.
- Adheres to the Conflict of Interest Policy.
- Adheres to the Duty of Loyalty - while decisions do not require consensus, once a majority approves a policy or action the approval becomes an act of the entire board and must be supported by the entire board.
- Makes an annual financial contribution of a personally meaningful amount.

#### **ESTIMATED TIME COMMITMENT::**

- **Regular Meetings.** We expect Board members to attend all monthly scheduled Regular Meetings. The Board currently meets the fourth Thursday of the month from 6:30 to 8:00 p.m. If you are unable to attend a meeting due to a conflicting commitment, you will need to get an exception from the Board president at least 1 week in advance of a meeting (exceptions for illness). Any Board member with more than two unexcused absences may be asked to step down from Board service prior to their term.
- **Committee Meetings.** The Board is expected to attend all monthly scheduled Committee Meetings, which will be scheduled by each committee chair. If you are unable to attend a Committee Meeting due to a conflicting commitment, you will need to get an exception from the Committee Chair with at least 1 week advance notice of a meeting (exceptions for illness). Any Board member with more than two unexcused absences may be asked to step down from committee service.
- **Annual Meetings.** We expect you to attend one multi-day strategy and planning meeting in the spring in advance of the budgeting cycle. This meeting is critical to align the Board for the upcoming year and we ask you to make best efforts to adapt your schedule to attend. The Board President will schedule this meeting well in advance for planning purposes.
- **Special Events.** Attend at least 2 special events during an annual term with preference given to the annual fundraising and awareness event which has historically been a fall farm dinner. Special events can include fundraising events, awareness events, award programs, educational programs, donor appreciation events, grant recipient events and more.

## **Officer Job Descriptions**

There is no minimum service tenure to fill an officer role or to chair a committee of the organization.

**Title:** **Board President**

**Purpose:** The Board President counsels and consults with the Executive Director to help articulate the needs and interests of the community and provide leadership to the Board of Directors.

### **Key Responsibilities:**

- Serves as a member of the Executive Committee and Finance Committee.
- Presides at Board Meetings, Executive Committee Meetings, and Annual Strategy Meetings (delegating to the Vice President in the event of absence).
- Schedules and notifies Board members of upcoming meetings.
- Creates a purposeful agenda for Meetings in collaboration with the Executive Director and ensures professional engagement at meetings.
- Serves as the contact for organizational issues regarding the Executive Director and the Board of Directors.
- Monitors Executive Director and Board of Director adherence to policies and programs.
- Appoints committee members and assigns committee chairs.
- Meets one-on-one with the Executive Director once a month, or as needed, to provide strategic and governance counsel.
- Assists Executive Director with facilitating annual strategic planning and oversees follow-up assignments.
- Provides visible leadership at events providing presence and helping to set the tone for other Board members.
- Supports the Board Development Committee and ensures a strong Board pipeline and strong Executive Director succession planning.
- Leads annual Executive Director Review process and ensures annual written evaluation.

- Training on facilitating a non-profit board within the first six months of tenure.

**Elected by:** Board of Directors

**Length of Term:** Two-year renewable

### **Job Description**

**Title:** Vice President of the Board

**Purpose:** To preside in the Board President's absence

#### **Key Responsibilities:**

- Serves as a member of the Executive Committee.
- In the President's absence presides at meetings of the Board of Directors Meetings and Executive Committee Meetings.
- Takes on responsibilities of the Board President in the absence or disability of the Board President, with all the powers and restrictions of the Board President.
- Serves on committees as requested by the Board President to learn the operations of the Board.
- Works closely with the Board President to transfer knowledge and history to prepare for a transfer of leadership.

**Elected by:** Board of Directors

**Length of Term:** One-year renewable (average total length 2-3 years).

### **Job Description**

**Title:** Treasurer

**Purpose:** To maintain public confidence in the financial integrity of the organization by ensuring that TKP maintains complete and accurate books and accounts of the properties and transactions of the organization.

#### **Key Responsibilities:**

- Understands financial accounting for nonprofit organizations.
- Serves as a member of the Executive Committee.
- Serves as the Chair of the Finance Committee.
- Presides at Finance Committee Meetings.
- Manages, with the Finance Committee, the Board's review of and actions related to the Board's financial responsibilities.
- Works with the Executive Director to ensure that appropriate financial reports are made available to the Board on a timely basis.
- Assists, with the Finance Committee, the Executive Director in preparing the annual budget and presenting the budget to the Board for approval.
- Serves on committees as requested by the Board President to learn the operations of the Board.

**Elected by:** Board of Directors

**Length of Term:** One-year renewable (average total length 2-3 years).

### **Job Description**

**Title:** [Secretary](#)

**Purpose:** Ensures that the actions of the Board of Directors are accurately documented.

### **Key Responsibilities:**

- Oversees the distribution of background information for agenda items to be discussed.
- Prepares the official minutes of Board Meetings and Finance Committee Meetings and records motions, discussions, votes, and decisions.
- Prepares and provides the previous meeting's written minutes to Board members before the next meeting and records any changes or corrections.

- Assures that governance documents including but not limited to bylaws, Form-990, and roster of Board members are accessible to the Board of Directors.
- Serves on committees as requested by the Board President to learn the operations of the Board.

**Elected by:** Board of Directors

**Length of Term:** One-year renewable (average total length 2-3 years).

### **Committee Descriptions**

There is no minimum service tenure to chair a committee of the organization.

TKP Bylaws require the formation, maintenance and active engagement of committees.

From time to time the Board of Directors may create and retire committees to support the programs of the organization.

See by-laws for further clarification.

I, \_\_\_\_\_(name), Teen Kitchen Project Board member, agree to adhere to the responsibilities as outlined above to the best of my ability.

Date:

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(signature)