



## **Board Member Job Description**

**2022**

### **Overview of the Board Duties**

- The Meadow Farm Community Land Trust (MFCLT) is a California not-for-profit 501(c)3 corporation whose primary purpose is to care for the land that is held in perpetuity for the benefit of our Earth and coastal community.
- Responsibility for and control of the business and affairs of the MFCLT is vested in its Board of Directors (“Board” AKA Leadership Circle).
- The Board develops policies and standards of operations.
- It is the Board’s responsibility to provide the resources required for conducting the affairs of the organization, to evaluate itself (its organizational structure and operations), to provide programmatic and financial oversight, and to plan for the future.

### **Qualifications**

A member of the Board of Directors must:

- Be a full or part-time resident of North Mendocino Coast
- Have a strong connection to the community in terms of volunteerism and an interest in the community and its future.
- Embrace the mission, vision and aims of MFCLT, act as an ambassador for the organization, and support the goals and objectives.
- Have the ability and willingness to participate in fundraising plans and activities.
- Demonstrate an ability to listen to others, analyze, think clearly and creatively, articulate concisely, and to participate in consent decision-making.

- Be honest, sensitive to and tolerant of differing views; be friendly, responsive, demonstrate patience, practice community-building skills and personal integrity that enhances MFCLT.
- Possess talent or expertise in areas of value to MFCLT's development.

**Length of term:** Board members are asked to be willing to commit to a two year term which may be reviewed and renewed, pending approval of the board.

**Meetings and time commitment:**

- Board members are expected to attend board meetings, currently scheduled at 11 per year. Meetings are held on the second Thursday of the month from 4pm to 6pm. Meetings are generally held at the farm location or zoom. Board members are expected to review agenda and supporting materials in advance.
- Board members are expected to participate in at least one Circle ie Infrastructure, Garden, Outreach, Financial and Planning. These Circles meet, as needed, depending on their respective work agendas.
- Board members are requested to attend MFCLT events.

**Other Duties and Responsibilities**

- Be informed about the organization's mission, services, policies, and programs.
- Make a commitment to contribute to the organization through fundraising and participation.
- Inform others about the organization, make connections in the community, and participate in donor development.
- Suggest possible nominees to the Board who can make significant contributions to the work of the Board and the organization.
- Assist the Board in carrying out its fiduciary responsibilities by becoming familiar with finances, budget, and financial/resource needs.
- Develop or refine certain skills as necessary (e.g., cultivate and solicit funds, cultivate and recruit Board members and other volunteers, read and understand financial statements. Ask questions, take responsibility and follow-through on a given assignment.
- Participate in interviews of new resident applicants and ongoing evaluation of resident needs.
- Participate in Board evaluations and Board member self-evaluations.