



Board Member Job Description

2023

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 create a community through affordable accommodations, veganic biointensive farming and nutrition, education and other creative endeavors. We accomplish this through operation of a sustainable model held in perpetuity for the benefit of Earth and coastal community.

- Responsibility for and control of the business, property, and affairs of the MFCLT through its Board of Directors (“Board” AKA Leadership Circle).
- Develops and enforces policies and standards of operations.
- 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:

- Shall reside within 100 miles of the North Mendocino Coast.
- Have a strong 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.

Overview of the Board Duties Continued

- 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 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 at least 8 board meetings, currently scheduled at 11 per year. Meetings are currently held on the second Thursday of the month from 3pm to 5pm. Meetings are generally held at the farm location or on zoom. Board members are expected to review agenda and supporting materials in advance.
- Board members are asked to participate in at least one Circle (i.e. Infrastructure, Garden, Outreach, Facilities Management, 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

- Must read and agree to the organization's mission, services, policies, and programs.
- Make a commitment to contribute to the organization through fundraising and event 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.

Overview of the Board Duties Continued

- Bring or refine certain skills as necessary (Sustainable practices, fund raising, energy management, water management, insurance, legal, financial, facilities management, and/or community outreach).
- Ask questions, take responsibility and follow-through on a given assignment.
- Participate in interviews of new resident applicants and ongoing evaluation of community needs.
- Participate in Board evaluations and Board member self-evaluations.