



HDDFA Board of Directors Position Summary

The mission of the High Desert Food & Farm Alliance (HDDFA) is to support a healthy and thriving food and farm network in Central Oregon through collaboration, education and inclusivity. As the highest leadership body of the organization and to satisfy its fiduciary duties, the Board is responsible for the following:

- Set and carry out big-picture goals to ensure the fiscal, marketing, and personnel success of the organization
- Determine and help the organization to meet its mission, vision and long-term goals through policies and programs throughout the tri-county region of Central Oregon
- Develop and utilize a strategic plan
- Ensure strong fiduciary oversight and financial management
- Participate in fundraising in a variety of capacities
- Develop and find resources
- Enhance the organization's public image
- Assess its own performance as the governing body of the organization

HDDFA Board Member Job Description

As members of the HDDFA Board of Directors, individuals will be upheld the organization's mission and represent it to the best of their abilities. Board Members will perform a variety of duties tasked to them throughout the year at board meetings or via email. These duties may include: fundraising, volunteering, attending conferences or seminars, researching various topics, event planning, and networking.

Individual board members are expected to:

- Know the organization's mission, policies, programs, and needs
- Faithfully read and understand the organization's financial statements
- Serve as active advocates and ambassadors for the organization and fully engage in identifying and securing the financial resources and partnerships necessary for the organization to advance its mission
- Leverage connections, networks, and resources to develop collective action to fully achieve the organization's mission
- Give a meaningful personal financial donation
- Help identify personal connections that can benefit the organization's fundraising and reputational standing, and can influence public policy
- Prepare for, attend, and conscientiously participate in board meetings
- Attend events and/or fundraisers
- Participate fully in one committee

Term

Board of Directors serve 2 years terms. If a member needs to resign early from their term, they are expected to help find a replacement.

Time Commitment and Meetings

Board members will attend all regularly and specially scheduled Board of Directors meetings recognizing that individuals may not be able to attend all the meetings.

- Board meetings: 1.5 hours monthly (except December)
- Board retreat 4-8 hours once per year (Spring)
- Annual garden party (4 hours, late August)
- Participate or support Fall Mealkit fundraiser (4 hours, late October)
- Committee meetings and follow-up participation: varies according to committee but averages once per month (1-1.5 hours) with time to fully participate (varies)

Total time: averages 5-10 hours per month though some months may be more or less time consuming than others.

Board Member Commitment

- Follow the organization's bylaws, policies, and board resolutions
- Sign an annual conflict-of-interest disclosure and update it during the year if necessary, as well as disclose potential conflicts before meetings and actual conflicts during meetings
- Maintain confidentiality about all internal matters of the organization
- Faithful participate and be aware of diversity, equity and inclusion in regards to the organization and programs.