Foundation for Essential Needs (FFEN) – Board Member Position Description

Purpose:
To provide organizational leadership, direction and oversight to maximize FFEN's ability to achieve its mission and vision.

Responsibilities:

- **Strategic planning:** The Board formulates and evaluates long-range strategic planning for the organization. The Board assesses how changing national and regional events affect FFEN's work and proactively establishes organizational vision and direction for programming. Board members develop and maintain an understanding of the needs of the food shelf sector and the system in which they operate.
- **Setting, reviewing and evaluating organizational policy:** The Board ensures that FFEN's programs are in keeping with its statement of mission and that the mission statement continues to be appropriate and vital.
- **Ensuring fiscal accountability:** The Board approves and closely monitors the organization's expenses and income. The Board works to ensure that all of FFEN's resources, including the time of volunteers, staff and money, are used wisely.
- **Ensuring organizational continuity:** The Board is responsible for the recruitment, development, retention and continuity of effective and ethical leadership within the Board and staff for a robust and stable operation. This includes evaluation of its own effectiveness as a governing body.
- **Staff relations:** The Board hires and evaluates the performance of the Executive Director. The Board is the final arbiter of internal staff grievances. Each Board member is responsible for maintaining good staff-board relationships.
- **Fundraising:** The Board is responsible for the financial health of the organization. Members of the Board serve as ambassadors to the community and have fundraising responsibilities including giving and raising money.
- **Intentional Community Representation:** The Board brings diverse backgrounds and perspectives relevant to hunger relief, community engagement and organizational leadership. Particularly valued is lived experience with food insecurity or food shelf operations, together with the varied skills that strengthen FFEN's strategic thinking, equity lens and sustainability focus.

Time Commitment:
Board members generally commit 4 to 8 hours a month, including preparing for and attending board and committee meetings and annual FFEN events.

- Board meetings are held six times a year, generally in-person on the evening of the 3rd Monday of all even months. Board members are expected to attend a minimum of four board meetings annually.
- Board members are also expected to serve on at least one committee in addition to fulfilling their role on the Board. Board committees typically meet online monthly, with flexible scheduling.
- A Board term is three years, with a limit of three terms.

Benefits:

- Contribute to a unique organization supporting the work and sustainability of Minnesota food shelves.
- Gain knowledge of the broader hunger relief system and the organizations addressing food insecurity.
- Expand professional contacts by working alongside a diverse group of committed individuals from the non-profit, for-profit, and public sectors.
- Develop enhanced skills in strategic leadership, organizational governance and nonprofit finance and fundraising.