Basic Functions:

Board members are responsible for the activities of the organization. Board members are solely responsible for determining the agency policy in the follow areas:

Specific Responsibilities:

* Human Resources
	+ Recruiting new board members
	+ Recognizing and nurturing existing board members
	+ Coordinator oversight, which includes hiring, termination, disciplining, and ongoing evaluation of the coordinator
	+ Updating and complying to personnel policies which include policies relating to the coordinator employment, and ensuring that the coordinator has complete and up to date policies in place for management of staff
	+ Set policies for volunteers and prioritize areas in which to use volunteers
	+ Recognizing volunteers
* Planning
	+ Set and review the organizations mission and goals
	+ Planning which services/programs the Sibley County FoodShare provides
	+ Plan for the organization with the future in mind
	+ Evaluate the FoodShare’s programs and operations on a regular basis
* Finance
	+ Ensuring financial accountability of the Sibley County FoodShare
	+ Oversee the development of the FoodShare’s budget and monitor its execution
	+ Oversee the property or investments of the Sibley County FoodShare
	+ Ensure financial accountability
* Community Relations
	+ Ensuring that Sibley County FoodShare’s programs and services appropriately address the needs of those we serve
* Organizational Operations
	+ Ensuring that the Sibley County FoodShare’s management systems are adequate and appropriate
	+ Ensuring that the board’s operations are adequate and appropriate, which includes writing policies for conduct of meetings and operation of board business
	+ Ensuring that organizational and legal structure are adequate and appropriate
	+ Ensuring that the Sibley County FoodShare and its board members meet all applicable legal requirements

Performance Expectations:

In performing duties as a member of the Sibley Count FoodShare board, every board member is expected to:

* Demonstrate a strong belief and commitment to Sibley County FoodShare’s mission
* Devote the necessary time to prepare for and participate in board and committee meetings
* Exhibit high ethical standards and integrity in all board actions
* Demonstrate willingness to work as a team member with other board members and the coordinator