



## Food Roots Board Application Form

Thank you for your interest in serving on the Board of Directors of Food Roots. Board members have important legal and fiduciary responsibilities that require a commitment of time, expertise, and resources. Prospective board members do themselves a service by asking some basic questions before joining an organization's board. A list of possible questions is attached, as are a list of the basic duties and responsibilities of board members.

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Business Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_ Email Address \_\_\_\_\_

Relevant Experience and/or Employment:

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Why are you interested in serving on our board?

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Area(s) of expertise/contributions you feel you can make:

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Other volunteer commitments/community involvement:

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Please provide at least two personal references:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Board Experience:

Are you currently serving on any other boards? YES NO

Have you ever served on a board? YES NO

If yes, when and which board(s)?

What areas are you interested in?

- Program Services (gardens, education, volunteer training/recruitment.....)
- Community Awareness (Public speaking, marketing, media....)
- Fundraising (special events, donor solicitation.....)
- Finance (financial review, audits, policy.....)
- Human Resources (personnel policies, hiring committee.....)

Have you read the attached Board Member job description? YES NO

At this time we are a working board, which means we share the responsibility for running the organization. We are looking for board members who can contribute more than the usual number of hours. In addition to attending board meetings (3 hours per month), we would expect you to volunteer an additional 4 hours per month (more if you want to or can). Is this a time commitment you feel comfortable making?

YES NO

What term commitment can you make to the board?

One year \_\_\_\_\_ Two years \_\_\_\_\_ Three years \_\_\_\_\_

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**Signature**

**Date**



# Possible Questions You Might Have

*Hopefully many of your questions have already been answered, but there may be some that didn't occur to you earlier. Please feel free to ask for any information that would be helpful in deciding whether to join our board.*

## **Programs:**

- What is Food Roots' mission?
- How do the current programs relate to the mission?
- Is there a strategic plan that is reviewed & evaluated on a regular basis?

## **Financial Status:**

- Is the financial condition of the organization sound?
- Does the board discuss & approve the annual budget?
- How often do board members receive financial reports?

## **Constituencies:**

- Whom does the organization serve?
- Are they satisfied with the organization?

## **Structure of the Board:**

- How is the board structured?
- Are there descriptions of the responsibilities of the board as a whole and of individual board members?
- Are there board committees?
- Who are the other board members?
- Is there a system to address conflicts of interest?
- Does the organization have directors & officers liability coverage?

## **My Role:**

- How do you think I can contribute as a board member?
- How much of my time will be required for meetings and special events?
- What orientation will I receive to the organization and to the responsibilities of board service?
- Are there opportunities for board development and education?
- What is the board's role in fundraising?
- Will I be expected to make an annual contribution? A specific amount?
- What role will I play in soliciting donors?

## **Questions to ask yourself:**

- Am I committed to the mission of Food Roots?
- Do I have the time to make this commitment?
- Am I comfortable with the approach and tone of the organization's fund-raising efforts?
- Can I place the organization's purposes and interests above my own professional and personal interests when making decisions as a board member?



## Board Member Job Description

- Attend all board and committee meetings and functions, such as special events.
- Be informed about the organization's mission, services, policies, and programs.
- Review agenda and supporting materials prior to board and committee meetings.
- Serve on committees or task forces and offer to take on special assignments.
- Make a personal financial contribution to the organization.
- Inform others about the organization.
- Suggest possible nominees to the board who can make significant contributions to the work of the board and the organization.
- Keep up-to-date on developments in the organization's field.
- Follow conflict of interest and confidentiality policies.
- Refrain from making special requests of the staff.
- Assist the board in carrying out its fiduciary responsibilities, such as reviewing the organization's annual financial statements.

### Personal Characteristics to Consider

- Ability to: listen, analyze, think clearly and creatively, work well with people individually and in a group.
- Willing to: prepare for and attend board and committee meetings, ask questions, take responsibility and follow through on a given assignment, contribute personal and financial resources in a generous way according to circumstances, open doors in the community, evaluate oneself.
- Develop certain skills if you do not already possess them, such as to: cultivate and solicit funds, cultivate and recruit board members and other volunteers, read and understand financial statements, learn more about the substantive program area of the organization.
- Possess: honesty, sensitivity to and tolerance of differing views, a friendly, responsive, and patient approach, community-building skills, personal integrity, a developed sense of values, concern for your nonprofit's development, a sense of humor.

From The Board Building Cycle. Washington, DC: BoardSource, 1995.