



## **Becoming a Member of the Urbandale Food Pantry Board of Directors**

Thank you for considering a position on the Urbandale Food Pantry (UFP) Board of Directors. The UFP Board currently consists of 11 members. Members of the board serve a three year term. Approximately one-third of the board members are replaced annually. New board members are selected as needed by the Nominating Committee and referred to the entire board for their consideration. In seeking new board members, the skills and interests of applicants in relation to the current board members is given consideration. The goal is to maintain a board that best exemplifies a commitment to the mission of the Urbandale Food Pantry.

The Urbandale Food Pantry (UFP) is a collaborative community effort to reach out to our neighbors to provide food assistance with dignity and compassion. As a member of the board of directors, you will participate in governance of the pantry that includes the following:

- approval of the annual budget
- development, refinement and implementation of the strategic plan
- participation in policy development
- insuring successful collaboration toward the mission of the UFP
- support the Urbandale Food Pantry as resources allow

Additionally, you will have the opportunity to participate in committee work that includes internal, external and governance planning and ad hoc committees as needed.

Your commitment of time will include participation in the monthly board meeting which takes place at the UFP location at 7611 Douglas Avenue in Urbandale. Board meetings take place on the second Tuesday of the month at 7:00 p.m. and generally last less than two hours. Additional time commitment aside from meetings and committee work may include representing the UFP at civic activities, Urbandale Chamber of Commerce events and venues that highlight the work of the pantry. In most cases these activities are voluntary for board members.

Please visit our web site at [urbandalefoodpantry.org](http://urbandalefoodpantry.org) to gain further information about the role of the food pantry for the citizens of our community. Additional information and an application may be obtained by contacting any current board members.

## Board Member Job Description

Members of the Board of Directors of Urbandale Food Pantry (UFP) have a responsibility to ensure that the organization does the best work possible in pursuit of its goals. Board members should believe in the purpose and the mission of the UFP and act responsibly and prudently as stewards of the organization.

Responsibilities of a Board member include:

1. Present UFP's work and values to the public, government officials, employers, civic leaders, donors, and others and help to establish and maintain institutional and political relationships important to UFP's success.
2. Attend at least 75 percent of Board meetings and committee meetings.
3. Advocate for funding, working to secure public and philanthropic financial support.
4. Act in the best interests of the organization and avoid conflicts of interest.
5. Participate in developing, approving, and executing strategic plans.
6. Monitor UFP's fiscal integrity helping to approve an annual budget, review the monthly financial statements, authorize and/or approve contractual relationships.
7. Be informed about the organization and ask questions, request information and take responsibility for making decisions on issues, policies and other Board matters.
8. Work in good faith with staff and other Board members as partners towards achievement of our goals.
9. Serve on a standing Committee as requested by the Board Chair.

Responsibilities of the Executive Committee include:

1. Participate in hiring and evaluating the Executive Director.

The Urbandale Food Pantry will be responsible to Board Members in the following ways:

1. Provide timely financial reports and an update of organizational activities.
2. Offer opportunities to discuss the organization's programs, goals, activities and status with the Executive Director and the Board Chair.
3. Respond in a straightforward fashion to questions which Board Members feel are necessary to carry out the Board members' fiscal, legal and moral responsibilities to UFP. Work in good faith with other Board members and staff towards achievement of the goals of the UFP.
4. Have directors and officer's liability insurance.