



together we're building
a sustainable economy

Board of Directors

Job Description and Expectations

Purpose: To advise, govern, oversee policy and direction, and assist with the leadership and general promotion of **Be Local Northern Colorado** so as to support the organization's mission and needs.

Mission Statement: *To cultivate our living economy of independent, uniquely local businesses and farms through community advocacy, consumer education and business promotion.*

Vision: *To be an integral part of a global web of living economies creating economic prosperity, enhancing social equity, honoring cultural diversity and regenerating the life support systems of nature.*

Major Board responsibilities*

- Organizational leadership and advisement
- Organization of the Board of directors, officers, and committees
- Formulation and oversight of policies and procedures
- Financial management, including adoption and oversight of the annual budget
- Oversight of program planning and evaluation
- Review of organizational and programmatic reports
- Promotion of the organization
- Fundraising and outreach
- Periodic self evaluation as a member of the Board of Directors
- Development of a plan for Board succession to ensure the vitality of the Board and the organization

* *Members of the Board share these responsibilities while acting in the interest of **Be Local NC**. Each member is expected to make recommendations based on his or her experience and vantage point in the community.*

Length of term: 2-3 years, which may be renewed.

Meetings and time commitment:

- The Board of Directors normally meets bi-monthly (currently on the 2nd Thursday of each month from 7:30 to 9 AM) at the offices of the organization. Meetings typically last 60 -90 minutes and are occasionally rescheduled for the convenience of the Board or needs of the organization. .
- Standing committees of the Board have not been created. Ad hoc, task-oriented committees are created as needed.
- Board members are expected to periodically attending special events or meetings.

Expectations of Board members:

- Attend and participate in meetings on a regular basis, and special events as able.
- Participate on committees of the Board as necessary.
- Be alert to community concerns that can be addressed in conformity with **Be Local NC's** mission, objectives, and programs.
- Committees of the Board will meet as needed and on schedules determined by Board meetings with the support of the Executive Directors and designated staff.
- Help communicate and promote **Be Local NC's** mission and programs to the community.
- Become familiar with **Be Local NC's** finances, budget, and financial/resource needs.
- Understand the policies and procedures of the organization
- Financially support **Be Local NC** in a manner commensurate with one's ability. Foundations and other funding organizations often require evidence of 100% giving from Board and staff members as a prerequisite to funding applications.