# 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.

**Responsibilities:**

- **Long-range planning:** The Board formulates and evaluates long-range planning for the organization. The Board assesses how changing national and regional events affect FFEN's work and proactively establishes organizational vision, direction and program. 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: giving and raising money.

**Time Commitment:**
FFEN's Board of Directors meets six times a year. Board members are expected to physically attend a minimum of four board meetings annually. Call in options are available but in-person attendance is preferred. Board members are also expected to sit on at least one committee in addition to their role on the Board. A Board term is three years with a limit of four terms. Board membership requires 4 to 8 hours a month – includes board and committee meetings, prep work as well as annual volunteer engagement with food shelf partners.

**Benefits:**

- Participating in a unique organization supporting the work and sustainability of MN food shelves.
- Gaining knowledge of the broader hunger relief sector/system and the organizations addressing the issue of hunger and food insecurity.
- Close collaboration with like-minded board members who desire to give back to their community.
- Developing meaningful relationships with a diverse group of committee individuals in the non-profit, for-profit and public sectors.
- Developing and enhancing skills in development/fundraising, organizational governance and strategic leadership.