

Central Valley Farmland Trust

Job Description for the Board of Directors

Responsibilities

The board has the responsibility for reviewing and ensuring compliance with CVFT mission, governing the entire organization, setting policies and safeguarding the legal integrity of the trust.

Board members share responsibilities in the following key areas:

Leadership/Human Resources

1. Board membership, which includes recruiting and ensuring that board members are oriented, trained, evaluated and recognized to strengthen board service.
2. Selecting and supporting the Executive Director, including reviewing performance regularly and providing on-going assistance as requested .
3. Oversee the establishment of all policies and monitor the implementation of those policies.
4. Ensuring volunteer involvement, which includes setting policy regarding how the organization treats, recognizes and celebrates its volunteers.
5. Contribute in-kind services as appropriate.

Strategic Planning

1. Set and review the organization's goals, strategies and actions on an annual basis.
2. Plan for the organization's future, on a long-term and short-term basis.
3. Evaluate the organization's programs and operations on a regular basis.

Financial Management

1. Ensure appropriate financial controls of the organization are in place to ensure its assets are protected and the organization remains financially responsible.
2. Oversee ongoing process of budget development, approval and review.
3. Oversee administration of the organization's assets.

Fundraising

1. Ensure adequate resources to achieve the organization's mission, and implement the organization's programs and projects.
2. Make a financial contribution to the organization on an annual basis.
3. Participate in fundraising activities.

Date of Adoption – September 21, 2004

Date of Last Revision – July 18, 2013

Date of Last Board Review – July 18, 2013

Community Relations

1. Ensure that the organization's programs and services are effective and appropriately address community/constituents needs.
2. Promote the organization to the general public, serving as a link between the trust, its members and the community at large.
3. Partner with other organizations, including activities and occasions when the organization should take part in coalitions, joint fundraising, etc.

Operations

1. Ensure that the organization's administrative systems and policies are adequate and appropriate.
2. Ensure the board adheres to proper governance standards.
3. Ensure that the organizational and legal structure is adequate and appropriate.
4. Ensure that the organization and its board members meet all applicable legal requirements.

The Board recognizes its ultimate responsibility for all aspects of the organization's activity, but also chooses to delegate management responsibilities to staff, including program planning and implementation, membership development, proposal writing and administration. The Board retains all responsibility for financial accountability, leadership development and governance.