

## **INTERESTED IN BECOMING A BOARD MEMBER OF THE UNIVERSITY DISTRICT FOOD BANK?**

---

---

The benefits of board membership are numerous and vary from individual to individual. You get a great sense of helping others who are in temporary crisis and you are able to see tangible results of your efforts. Board members gain a great deal of knowledge about hunger issues, non - profit operations, and skills and abilities that they may have not had before. In addition, friendships are made that will last a lifetime.

We hope you will decide to join us!

### **Our Mission**

**“The mission of the University District Food Bank  
is to alleviate hunger by providing food for  
families and individuals through a community  
of volunteers and resources.”**

If you are interested in Board membership, please fill out the accompanying application and return it to:

**University District Food Bank  
4731 15<sup>th</sup> Avenue NE  
Seattle, WA. 98105  
[www.udistrictfoodbank.org](http://www.udistrictfoodbank.org)**

If you have any further questions, please contact the individual who presented you with this packet, call the Food Bank at 206.523.7060 or email the Executive Director at [udfb@udistrictfoodbank.com](mailto:udfb@udistrictfoodbank.com).

*The University District Food Bank is an equal opportunity organization.  
Access and accommodations provided to persons with disabilities.*

## HOW MUCH TIME WILL IT TAKE TO BE A UNIVERSITY DISTRICT FOOD BANK BOARD MEMBER?

- **2 hours per month - Board Meetings**  
The board meets from 5:45 p.m. to 7:00 p.m. on the third Tuesday of each month.
- **2 hours per month - Committee Meetings**  
Each board member is asked to serve on one standing committee of the Board. Many board members serve on more than one committee. Each committee usually meets once per month.
- **1 hour per month and up - Preparation for Meetings and Committee Work**  
At a minimum, this means reviewing the minutes from the last meeting. It can also include preparing reports, contacting people by phone, doing research, representing the board to the community, or other meetings with individuals. Committee chairs and officers will work more hours in preparation for the meetings.
- **Average of 1 hour per month and up - Fundraising**  
Each board member is expected to attend and help out at fundraising events. These may be our annual auction, “Supermarket Saturdays”, food drives, volunteering at the University District Street Fair booth, or other events. Specifically with regard to the annual auction, board members are expected to: (1) attend and invite friends, (2) assist with procuring auction items and sponsorship, and (3) contribute to board-sponsored auction items such as a wine basket and/or book basket.
- **6 hours per year - Annual Board Retreat**  
Once a year the board meets together to discuss, more in depth, issues facing the Food Bank. The retreats are usually on a Saturday, at a location in or near the University District.
- **In addition, a lot of time and energy needs to be invested up front as a board member in learning about the agency.** Each new board member must spend *at least one hour* in the Food Bank helping out and participating in an orientation session. It is strongly recommended that ongoing board members also participate on the front lines by volunteering in the Food Bank, as time permits, throughout their board appointment.

If the time and commitment to be an active board member is too great for you at this time, please consider becoming a member of one of our committees.

*The University District Food Bank is an equal opportunity organization.  
Access and accommodation provided to persons with disabilities.*

## **MINIMUM JOB REQUIREMENTS OF A UNIVERSITY DISTRICT FOOD BANK BOARD MEMBER**

---

---

**A well qualified candidate for board membership will be someone who:**

- Believes in the purpose, function and mission of the Food Bank and who is willing to add his or her talents to help the organization effectively serve its clients.
- Is willing to devote time and effort to the agency.
- Is willing to become knowledgeable about the agency and help spread the word. Board members need to learn a great deal about the agency and issues affecting it and need to help the agency's name in the public eye. Board members do this by serving as liaisons with religious groups, service clubs, community groups, the government and the private sector.
- Is willing to commit to a minimum term of 2 years of active learning and participation.
- Is willing to actively participate in the fundraising activities of the agency.
- Has a good sense of humor, respects the rights of others, and believes that volunteering is fun.
- Is willing to make an annual monetary donation to the Food Bank that is personally significant in amount.
- Shows leadership in the community and is knowledgeable of community issues. Board members are needed who can provide expertise in such functions as fundraising and event coordination, financial management, public relations, marketing/ advertising, program planning and development, social and human services, legal advisory, and personnel relations.
- Previous board work or volunteer experience is a plus, but first-time board members are welcome.

## **PURPOSE AND RESPONSIBILITIES OF A UNIVERSITY DISTRICT FOOD BANK BOARD MEMBER**

---

---

### **Purpose of the Position:**

The Board of Directors of the University District Food Bank is responsible for carrying out all the activities of the agency. It is responsible for overall management of the Food Bank including determining policy, setting agency goals, hiring the executive director, overseeing all personnel issues, fundraising and event coordination, and supervising all fiscal matters.

### **Responsibilities:**

*Board member responsibilities are segregated into six major areas:*

1. **Recruitment** – Each board member is responsible for recruiting and recommending candidates to the board and committees as well as recruiting volunteers for special events.
2. **Resource Development** - A major part of a board member's time is spent in securing monetary resources so that the Food Bank can continue to serve its clients. Responsibilities include fundraising, event coordination, public relations and grant writing.
3. **Finance** - Each board member is responsible for the review and monitoring of the financial activities of the Food Bank. This includes approval of the annual budget, banking relationships, the annual review by outside auditors, monthly financial statements and proposals for investment and spending.
4. **Personnel** - The board is responsible for selecting, employing and evaluating the Executive Director. It also approves policies which govern the administration of personnel, including volunteers and reviews the Administration Manual regularly.
5. **Program Development** - The board oversees all operations of the Food Bank's programs, including its facilities and services to clients. It is responsible for criteria to evaluate client needs for services and how the agency can best meet those needs.
6. **Facilities** – The board is responsible for the current Food Bank facility and for identifying a future new Food Bank facility to meet the growing needs of the operation.

**APPLICATION FOR BOARD POSITION  
WITH THE UNIVERSITY DISTRICT FOOD BANK**

---

Name:

Address:

Phone:

day

evening

Fax:

Email:

Employer:

Occupation (currently or if retired, when last employed):

---

*1. I'm interested in joining the University District Food Bank board, because...*

*2. Out of the six major areas of board member responsibilities (listed on the previous page), which area(s) are you the most interested in? Why?*

3. *Skills (professional or otherwise) and/or talents you will contribute to the Food Bank:*

4. *Organizations and/or associations with which you are currently affiliated:*

5. *Past experience on boards or other leadership roles with other organizations (include length of commitment):*

6. *Past volunteer activities (include length of commitment):*

7. *Personal interests/hobbies/free time activities:*

*(If you need more space, please feel free to use additional sheets.)*