

## **Position Description: Board of Directors**

### *Columbia Gorge Fruit Growers*

#### **ORGANIZATION**

Columbia Gorge Fruit Growers is a nonprofit 501(c)(5) organization that represents tree fruit growers and shippers in Hood River, Wasco, and Sherman counties in Oregon; and Klickitat and Skamania counties in Washington.

#### **MISSION**

The purposes of Columbia Gorge Fruit Growers shall be to encourage and promote:

- The best interest of its members and of the fruit industry.
- The continued consumption of the products grown in the area covered by CGFG.
- The legal and ethical exchange of information among its members.
- The formation and recommendation of sound practices, standards, regulations and legislation.
- High standards of business ethics and conduct.
- Research and education in production and marketing affecting the Columbia Gorge fruit industry.
- The best interest of the fruit industry through cooperative and joint effort to common ends with other industries and organizations.
- Compiling statistical data for the fruit industry.
- CGFG may engage in those financial transactions, including the acquisition and disposition of property, that shall further the purpose of the organization, but CGFG shall not operate for profit or financial gain.
- Any other lawful CGFG activities which shall be consistent with the public interest as well as in the interest of the fruit industry in the Columbia Gorge.

#### **POSITION DESCRIPTION**

This is a voluntary, unpaid position.

#### **BOARD MEMBER QUALIFICATIONS**

Board member qualifications include the following:

##### Skills & Interests

- Proven interest in our mission.
- Knowledge and understanding of our work.
- Previous board experience or board training.
- Industry knowledge and experience.

##### Personality & Leadership

- Ability to commit to the time requirements of serving on the Board.
- Ability to work cooperatively with others.
- Ability to listen well.
- Ability to express ideas and opinions clearly.
- Ability to participate effectively in decision-making processes.

#### **BOARD RESPONSIBILITIES**

The board as a whole has the responsibility for governing the entire organization. The board is responsible for determining association policy.

Board members share responsibilities in these key areas:

*Leadership/Human Resources:*

- Recruit and orient new board members.
- Respond to member questions and concerns.
- Select, support and evaluate the Executive Director.
- Personnel policies, which include setting policy regarding salaries, benefits and grievance procedures.

*Operations:*

- Ensure that the organization's administrative systems and board operations are legal and appropriate.
- Approve and monitor programs and services provided for members.

*Strategic Planning:*

- Set and review the organization's mission and goals on an annual basis.
- Plan for the organization's future, on a long-term and short-term basis.

*Financial Management:*

- Ensure strong fiduciary oversight and financial management.
- Oversee an ongoing process of budget development, approval, and review.

*Community Relations:*

- Enhance the organization's public image and promote it to the general public.
- Promote cooperative action with other organizations.

## **INDIVIDUAL RESPONSIBILITIES**

By joining the Board of Directors, you have a legal and ethical responsibility to ensure that CGFG does the best work possible in pursuit of its goals. Board members accept responsibility for ALL of the following:

*Participation:*

- Prepare for, attend and actively participate in board meetings.
- Attend membership and committee meetings as needed.
- Participate in annual evaluation of Executive Director and self-evaluation of Board of Directors.
- Serve on at least one committee as part of your board role.
- Participate in the on-going tasks of the board.
- Act as an advocate for the organization to the outside public.

*Knowledge & Preparation:*

- Know the mission, policies, programs, and needs as well as understand its collective purpose.
- Read and understand financial statements and board materials in advance of meetings.
- Complete assignments prior to meetings, as needed.
- Identify any potential conflict of interest in association matter and communicate them to the board and Executive Director; excuse yourself from discussions and votes where a conflict of interest exists (see Conflict of Interest policy).

## **CONFLICT OF INTEREST**

Columbia Gorge Fruit Growers' conflict of interest policy includes the following:

When functioning as a Columbia Gorge Fruit Growers board member, each person has a duty to place the interest of Columbia Gorge Fruit Growers foremost in any dealings with Columbia Gorge Fruit Growers and has a continuing responsibility to comply with the requirements of this policy.

Any board member who becomes aware of a potential conflict of interest with respect to any matter coming before the Board, committee, or working group shall make this potential conflict known immediately in any discussion relating to the matter.

### **BOARD TERMS**

Each board member can serve up to three (3) consecutive 3-year terms. After serving three consecutive terms, board members must take at least one year off from the board before returning.

### **BOARD MEETINGS**

Board members are expected to attend monthly board meetings and the annual membership meeting.

Board meetings are held **the third Tuesday of each month at 3:00 PM**. Meetings typically run 1.5 – 2 hours, but occasionally require more time commitment. If unable to attend a board meeting, please notify the Executive Director prior to meeting.

The December meeting is the annual membership meeting (open to all members) and may occur on a different schedule. Occasionally, the Board of Directors will meet between regularly scheduled meetings for urgent matters, work sessions, Executive Director evaluation discussions, etc.

Agenda and accompanying materials are sent to board members via email the week prior to meetings. Board members should review materials prior to meeting.

Each board member is required to serve on one of the following committees:

- Budget Committee (Treasurer serves on this committee; other board members may as well)
- Research Committee
- Scholarship Committee

The Board of Directors also serves as the Nominating Committee.

### **BOARD NOMINATION PROCESS**

CGFG members in good standing are eligible to be nominated for a position on the Board of Directors. There are two ways for members to be nominated:

#### **1. Invitation from Nominating Committee**

The Nominating Committee will invite candidates to run for the Board. Candidates nominated by the committee will need to submit a Nomination Acceptance Form (with accompanying requirements) on or before October 15<sup>th</sup>.

Incumbent board members that want to run for their position for an additional term can be invited by the Nominating Committee to do so and will be required to submit the mandatory documents.

#### **2. Submit a Petition for Nomination**

If a member wants to run for a seat on the Board but is not invited by the Nominating Committee, they can submit a Petition for Nomination (with accompanying requirements) on or before October 15<sup>th</sup>.

Once candidates have submitted the required documents, their names will be included on the voting ballot. Ballots are distributed in late November with the annual newsletter (physical copy of ballot and digital voting link included).

Further information and relevant documents can be found on CGFG's website or by contacting CGFG.