

BOARD JOB DESCRIPTION



Overview: Tilth Alliance is a Washington non-profit organization that was formed in 2016 when Tilth Producers, Cascade Harvest Coalition and Seattle Tilth merged. Tilth Alliance is committed to working in partnership with a broad array of organizations to help cultivate a sustainable and equitable food system in Washington State. The Tilth Alliance Board of Directors is seeking interested members throughout the state of Washington. A key goal of our Board of Directors is to foster a culture of equity and inclusivity with engagement across diverse cultures and communities. Our Mission is to build an ecologically sound, economically viable and socially equitable food system.

Job Description: The job of the Board, on behalf of Tilth's internal and external stakeholders, is to ensure that the organization's mission is achieved. The Board of Directors provides governance to the organization, represents the organization to the community, advocates for the mission of the organization and accepts the ultimate legal authority for the organization.

As a group, the Board represents the public in keeping the organization accountable; and as individuals, board members represent the organization to the public.

To distinguish the board's own unique job from the jobs of the organization's staff, the board concentrates its efforts on the following:

Duties:

1. Planning
 - a. Determine the organization's mission and set policies for its operation, ensuring that the provisions of the organization's bylaws and the laws of the state are being followed.
 - b. Approve the organization's overall program goals annually and engage in longer range planning to establish a general course for the future.
 - c. Establish fiscal policy and boundaries, approving and monitoring annual budgets.
2. Fundraising and Engagement
 - a. Ensure adequate resources are available to support the activities of the organization:
 - i. Make a financial contribution that is personally meaningful; and
 - ii. Participate in fundraising activities to increase contributed income to the organization.
 - b. Participate as appropriate in events, classes, programs and activities of the organization.
 - c. Actively evangelize the organization's mission and goals to friends, family and colleagues.
 - d. Act as an ambassador of the organization to members and the community to help raise awareness and support.
3. Board Governance

- a. Ensure board members are appropriately trained, and that there are succession plans in place for each board officer role.
- b. Identify and recruit new and replacement board members as needed.
- c. Propose an annual slate of directors and officers to the organization's members.
- d. Fill vacancies as needed.
- e. Participate in the annual review of the performance of the Board and take steps to improve its performance.
- f. Participate in one or more Board committees.
- g. Attend a minimum of 75% of the regularly scheduled Board meetings.

4. Operations

- a. Ensure human resources are equal to the requirements of the long range goals.
- b. Approve appropriate compensation and benefit policies and practices.
- c. Hire, monitor, appraise, advise, support, reward, and, when necessary, change Executive Director (ED).
- d. Annually approve the Performance Review of the ED and establish his/her compensation based on recommendations of the appropriate committee.
- e. Review the results achieved by management as compared with the organization's philosophy, annual and long range goals, and the performance of similar organizations.
- f. Confirm that the financial structure of the organization is adequate for its current needs and its long-range strategy.
- g. Provide candid and constructive criticism, advice, and comments to the ED.
- h. Approve major actions of the organization, such as capital expenditures and major program and service changes.

5. Audit

- a. Appoint independent auditors.
- b. Ensure the board and its committees are adequately and currently informed - through reports and other methods - of the condition of the organization and its financial operations.
- c. Ensure published reports properly reflect the operating results and financial condition of the organization.
- d. Ascertain management has established appropriate policies to define and identify conflicts of interest throughout the organization, and is diligently administering and enforcing those policies.
- e. Review compliance with relevant laws affecting the organization.

Meetings and Committees. The Board generally meets in-person on a quarterly basis. The quarterly in-person meetings include one full-day retreat, and one meeting is held in conjunction with the Tilth Alliance conference held in November of each year. The Board has three standing committees, Finance/Audit, Governance and Development. Each member of the Board is expected to participate on at least one Committee. The Committees meet monthly via teleconference.