



**HELENA FOOD SHARE**  
**Board Member Responsibilities**  
as adopted December 20, 2006

The Board of Directors is the governing body of Helena Food Share. The Board promotes the vision, mission, programs, and image of Helena Food Share. The Board's responsibilities include:

1. Determine and review on a regular basis the organization's vision, mission, and strategic plan.
2. Select, support, and evaluate the Executive Director.
3. Provide financial oversight, including developing the annual budget and financial controls.
4. Provide assurances to the public by sharing information about financial and program integrity including an annual audit.
5. Ensure adequate resources to fulfill the mission.
6. Ensure legal and ethical integrity of the organization.
7. Recruit and orient new board members.
8. Assess board performance.
9. Enhance the organization's public standing and garner support from the community.
10. Determine, monitor, and strengthen programs and services consistent with the organization's mission.



**Helena Food Share  
Board Member Agreement**  
as adopted May 16, 2007

As a board member of the Helena Food Share, I am fully committed and dedicated to Helena Food Share's mission and pledge to carry it out. I understand my duties and responsibilities include the following:

1. I accept fiscal responsibilities, with other Board members, to run Helena Food Share in a financially sound manner. This includes approving and monitoring the budget and ensuring adequate financial resources are available to the agency.
2. I know my legal responsibilities for this organization and those of my fellow board members. I am responsible to know and oversee the implementation of policies and programs.
3. I accept the bylaws and the Board policies. I understand I am morally responsible for the health and well-being of this organization.
4. I will give what is for me a substantial financial donation. I may give this as a one-time donation each year, or I may pledge to give a certain amount several times during the year.
5. I will actively engage in fundraising for this organization in whatever ways are best suited for me. These may include individual solicitation, undertaking special events, writing mail appeals, and the like. I am making a good faith agreement to do my best and to raise as much money as I can.
6. I will actively promote Helena Food Share and encourage and support its staff and volunteers.
7. I will attend board meetings, be available for phone consultation, and serve on at least one HFS committee.
8. I am willing to discuss any issues or concerns I may have about the HFS staff, board, or board members openly with the board as appropriate.
9. In signing this document, I understand that no quotas are being set, that no rigid standards of measurement and achievement are being formed. Every board member is making a statement of faith about every other board member. We trust each other to carry out the above agreements to the best of our abilities.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Board Member

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Board Chair