



Job description

Interfaith Food Ministry President, Board of Directors

Responsible to

Board of Directors

Time & Compensation

The President is not compensated and is a volunteer position. There is no minimum time requirement, but it is expected that at least 8 hours per week will be needed to adequately meet position expectations.

Term

There is no term limit for the Executive Director. However the Board will appraise the President's performance annually, and at its sole discretion, determine if a new person would be better suited to fulfill the job responsibilities.

Summary of primary job functions

The Board President is accountable for leading the members of the board, providing advice, governance, overseeing policy and direction, and assisting with the leadership and general promotion of Interfaith Food Ministry so as to support the organization's mission and needs.

Duties and responsibilities

Ensure that members understand their jobs and are able to fulfill those expectations. This is achieved by providing a thorough orientation of new members, offering Board development and education to make sure that members have the skills that they need as well as monitoring their performance and intervening as appropriate.

Help recruit new members and develop succession plans for committee chairs. The President needs to be sure that there is the right number of Board members with the optimal set of skills needed by the organization.

Provide structure so that the work of the Board and organization can be accomplished. For example the President must ensure that there is an agenda for each meeting, minutes are kept and reviewed as well as reports provided in advance of the meeting to allow for a complete review and consideration of the issues by the board.

Preside over the meetings. In this capacity the President makes sure that the topics on the agenda are given complete consideration, that consensus is achieved and that everyone has an opportunity to be heard. The President needs to balance thorough discussion with efficiency in moving through the agenda.

Ensure that management tools are developed and implemented. These tools include a three year strategic plan, annual action plans, a budget, volunteer resource plan, to name a few.



Work with the committee chairs. The President may serve as an ex officio member of the Board's various committees. The President should work with each committee chair to identify potential problems or issues and help the chair to resolve them.

Work closely with while not micromanaging the Executive Director. The President provides advice and acts as a sounding board. The Board President ensures that an annual evaluation of the Executive Director is conducted and that the Executive Director is compensated fairly.

The President should be familiar with all phases of the jobs performed by the volunteers.

Serve as a link to the community, partners, and funders as needed. The Board President, in conjunction with the Executive Director, must work with the media, constituents of the organization and funders to create positive working relationships and promote the organization.

Note: The authority to carry out duties is established by the Board of Directors