



The Garden Project of Southwest Colorado

BOARD MEMBER Volunteer Position Description

Mission & Vision

The Garden Project of Southwest Colorado's (TGP) mission is to grow a healthier community through garden programs, education, and access to local produce. Since 1998 we have helped develop 21 school and community gardens in La Plata County. Core garden sites include the Manna Soup Kitchen Garden, Needham Elementary School Garden, and Ohana Kuleana Community Garden. We envision a community of healthy people eating from healthy land.

Purpose

The Garden Project has a highly involved Governing Board, providing strategic & fiduciary accountability, fundraising, public relations, and guidance.

Our Board works with TGP's Executive Director and Staff to provide:

- **Strategic Oversight** - to support and hold accountable the ED and Staff in meeting the Mission/Vision
- **Fiduciary Oversight** - to protect the legal, ethical and financial standing of TGP
- **Fundraising** - to participate in raising funds to ensure that TGP has the adequate resources to carry out its mission
- **Public Relations** - to be ambassadors of TGP's programs and mission in the community
- **Administrative Guidance and Mentoring** - to support staff in administrative skills and professional development

Background

In recent years, The Garden Project's board has generally consisted of 8-9 members. Our bylaws require a minimum of 3 and up to 13 board members.

Board members typically serve for a term of 2-3 years, before taking a year off. Board members monthly commitment is generally around 10 hours per month, with more time spent on our annual special events. As board members take on more commitments, hours may increase.

Timeframe

Board member term:

Minimum commitment is 2 years, with a maximum of 3 years before taking a required year off.

Monthly Commitment: Generally 10 hours per month, including-

- Monthly board meetings: Generally held from 4:00 - 6:00 pm on the second Thursday of the month, year round, in Durango (with the exception of December)
- Annual board & staff retreat in December: Approx. 5 hours, held in Durango
- Staying up to date and regularly involved in board & ED correspondence (email, phone, text)

Benefits

Board members are unpaid volunteers of the organization. Benefits of being a board member may include: professional and personal development, camaraderie, making an impact / sense of purpose, community involvement & valuable connections. We are passionate about developing each board member as a leader in their own right. We believe that supporting board members through an engaged commitment will fulfill them personally, as well as benefit our organization and our community at large.

Important Information

We recognize that joining a nonprofit board can be a big deal. We recommend reading these articles to become familiar with legal & fiduciary responsibilities of being a nonprofit board member:

<https://www.501c3.org/how-to-protect-your-nonprofits-board-members/>

<https://www.nolo.com/legal-encyclopedia/nonprofit-directors-personal-liability-32357.html>

TGP's bylaws state that "Board of Directors shall not be personally liable for the debts, liabilities, or other obligations of the corporation." In addition, TGP carries General Liability, as well as Directors & Officers Liability Insurance in order to protect our organization and board members.

Skills & Requirements

Board members are NOT required to have a background in gardening. An ideal TGP board member is passionate about co-creating a health community, local food, gardening/growing, education, food justice, and more. A broad range of skills, experiences, and connections brought by board members strengthen TGP.

Note: *If board members are interested in volunteering in our gardens and educational programs, they are encouraged (although not required) to do so in a volunteer capacity.*

- Relevant Skills/Experiences:

Fundraising	Accounting / Finance	Grant Writing
Strategic Planning	Program Development	Program Evaluation
Planning / Organization	Legal issues	Personnel Management
Public / Comm. Relations	Marketing/Outreach	Public Policy / Government
Diversity / Inclusivity	Food Security	Underserved Populations
Health / Nutrition	Education	Gardening / Homesteading
School Gardens	Community Gardens	Horticulture / Agriculture
Design / Construction	Event Planning	Business Ownership

- Relevant connections, with:

Influential People	Business community	Medical / Health Community
Agricultural Community	Education Community	Underserved Community
Minority Groups	Media	Government
Religious	La Plata County Community	
Durango Community	Bayfield Community	Ignacio Community

- Required completion of:

- Board Application & References
- Bio & Photo for website
- Conflict of Interest Form
- Confidentiality Form

- Personnel Policies
- TGP Workplace Culture Principles review

Key Responsibilities & Tasks

Outlined in the following documents:

- Board Member Commitment Form (*at the end of this document*)
- [Overarching Board Role Outline](#)
- [Board Officer/Leadership Position Descriptions](#)
- TGP [Bylaws](#)

In addition, effective board members will:

- Convey the organization's mission, values, programs, and services to others
- Stay informed about issues affecting the specific industry or discipline and the community served
- Participate in any changes or additions to the governing documents of the corporation i.e. articles of incorporation, job descriptions, by-laws
- Maintain relationships with the staff to support their work and constructively hold them accountable to our mission/vision.
- Focus on the big picture rather than the day-to-day

Supplies & Resources Provided

- Board Binder of pertinent information about the organization and relevant to the Board roles
- Training available as needed in relevant programs used by the organization (ex: Google Drive, Google Calendar, NationBuilder, Mailchimp, Canva, Facebook)
- Access to Office Space, Printing, Office Phone and Misc. Supplies, Computer use as necessary and available for meetings and responsibilities
- Access to all staff members for questions and support
- Welcome to join weekly staff meetings
- Name tag
- TGP Marketing Materials (ex: annual report, business sponsor packet, brochure, stickers)

Anti-Discrimination, Diversity & Inclusiveness

The Garden Project of Southwest Colorado is committed to an anti-discrimination policy in all of its programs and services. We are striving to be consciously and proactively inclusive of all areas of diversity including, but not limited to, race, ethnicity, color, national origin, ancestry, gender, sexual orientation, religion, age, socioeconomic status, marital status, language, disability, or immigration status. We are committed to inclusion and are actively seeking volunteers, staff and board members who represent the diverse nature and perspectives of our community.

Signature

In addition to the completed the above tasks, I agree to complete all volunteer work on behalf of The Garden Project of Southwest Colorado and I agree to review and adhere to Garden Project personnel policies.

Board Member Name:

Board Member Signature:

Date:



The Garden Project of Southwest Colorado

Individual Board Member COMMITMENT

Board Member Name: _____ Commitment for year of: _____
 Term Start Date: _____ Term End Date: _____

To be reviewed and filled out by board member and Executive Director and/or Board President and/or Board Development Leader - based on board members interests and current needs of TGP.

(See [TGP Board Responsibilities](#) for details on roles)

Roles include tasks in: Board Involvement Fundraising Ambassador Advisory

Board Involvement:

- 90% Attendance - Attend 10 out of 11 monthly Board Meetings.
 (Circle each month in attendance or note excused absence provided to ED and Board President in advance.)

J F M A M J J A S O N

- Come prepared by reading the board meeting packet and related documents/correspondence.
- Attend Board/Staff Retreat in December (Check if in attendance) _____
- Participate in Annual Board Effectiveness Evaluation (of entire board) in November.
- Review Board Member Commitment annually with Board President and Executive Director in November & check-in regarding experience and commitments.

- Opportunities for Leadership (check when appointed):

(Board Officer Roles) - Executive Committee

___ President (Date of appointment _____ End date _____)
 ___ Vice President (Date of appointment _____ End date _____)
 ___ Secretary (Date of appointment _____ End date _____)
 ___ Treasurer (Date of appointment _____ End date _____)

(Leadership Roles)

___ Finance Committee (Date of appointment _____ End date _____)
 ___ Board Development Leader (Date of appointment _____ End date _____)
 ___ Public Relations Leader (Date of appointment _____ End date _____)
 ___ "One Garden" Dinner Leader (Date of appointment _____ End date _____)

Fundraising Roles:

Be involved with **at least one** of the following (Check all that apply).

- Business Sponsorship recruitment & retention
- Individual Donor recruitment & retention
- Marketing/Outreach for fundraising
- "One Garden at a Time" Dinner Committee (All board members required to participate in some respect).
 - "One Garden" Dinner Leader
 - Silent Auction Organization
 - Marketing/Outreach
 - Food & Drink Planning
 - Secure Business Sponsorships
 - Request Silent Auction Items
 - Decorations & Attendee Experience
 - Invitations & Thank You's

During your time on the board, consider our organization first on your list for personal philanthropy.

Make a personal donation annually to the organization, in an amount that is personally significant. (100% board giving is important for grant seeking)

Donation Date: ____/____/____ *One-time and monthly donations options are also available [online](#).*

Ambassador Roles:

Board members are encouraged to attend 1 internal or external event per month as a TGP Ambassador. At a minimum, attend **at least 2 internal TGP events each year:** garden tours, events or programs in a Board capacity, AND at a minimum, attend **at least 2 external events each year** representing TGP: Green Drinks, Chamber of Commerce, Green Business Roundtable, Local First, Community Foundation serving SW CO, etc.

January:	Event & Date: _____	Internal / External (circle one)
February:	_____	Internal / External (circle one)
March:	_____	Internal / External (circle one)
April:	_____	Internal / External (circle one)
May:	_____	Internal / External (circle one)
June:	_____	Internal / External (circle one)
July:	_____	Internal / External (circle one)
August:	_____	Internal / External (circle one)
September:	_____	Internal / External (circle one)
October:	_____	Internal / External (circle one)
November:	_____	Internal / External (circle one)
December:	_____	Internal / External (circle one)

Advisory Role

Be available to ED and staff to offer advice in your area of expertise.

What skills/experience/passions are you willing to advise staff on?

Board Member Signature:

Executive Director Signature:

Board President Signature:

Date:



The Garden Project of Southwest Colorado

Board Overarching ROLES (need, outcome, strategy)

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IRS required responsibilities:

1. Comply with IRS Regulations
2. Hire & Evaluate strong Executive Director
3. Approve Meeting Agendas
4. Approve and Amend Bylaws
5. Choose and Review Independent Financial Review or Audit (annual)
7. Support the Executive Director's Vision
8. Provide Executive Director their expert advice

Strategic Oversight

NEED: Help guide the direction of TGP

OUTCOMES:

- Help ensure that programming is connected to our long term vision & mission and grounded in our strategic plan and outcomes.
- Provide insight on the needs and opportunities in our community to guide our decisions.
- Help ensure practices, policies, and philosophies support our mission and vision.
- Help ensure organization's people resources are connected and well used (experience, perspectives, skills of both Board and Staff)
- [Evaluate own \(board's\) effectiveness](#) as a governing body and as representatives of the community in upholding the public interest served by the organization

STRATEGY:

- Work with staff to develop or update strategic plan

- Work with staff to develop and update TGP's workplace culture principles
- Provide insight on what staff should consider when making decisions
- HR role?
- Board-Staff Liaison and/or Advisor roles (SG, CG, FS)
- Annual self-evaluation of board and individual board members

Fiduciary Oversight

NEED: Protect legal, ethical and financial interests of TGP

OUTCOMES:

- Maintain organization in line with 501(c)3 requirements and IRS 990 reporting
- Financial health of TGP
- Ensure that programs and decision are taking into account relevant financial and legal matters
- Ensure that TGP is adequately resourced to carry out its mission
- Ensure that activities and expenses are aligned with mission focus

STRATEGY:

- Board Member roles - Executive Committee: President, VP, Treasurer, Secretary
- Finance Committee: Oversight of annual budget, financial reports, 990, financial review/audit
- Provide advice on legal matters, provide ideas of what needs to be taken into consideration

Fundraising

NEED: Raise funds

OUTCOMES:

- Adequate funds available to carry out mission, implement programs, and sustain the organization.

STRATEGY:

- Solicit donations
- Recruit business sponsors
- Plan and lead fundraising events
 - Help plan One Garden dinner fundraiser event
 - Attend and support one other TGP fundraiser event
- Contribute a personal donation to TGP in an amount personally significant to individual.

Public Relations

NEED: Provide a TGP presence in the community

OUTCOMES:

- Connect to funders/donors and volunteers
- Help people understand the value of TGP's work in our community
- Be in touch with the needs and interests of our community to help guide direction of TGP
- Track board commitment and recruit board members

STRATEGY:

- Board Member role - Public Relations Board Coordinator

- Work with Executive Director to develop and keep updated a list of event (one-time and ongoing) that Board Members can attend to represent TGP
- Make recommendations for priorities of which events to attend by getting feedback from Board Members who attend about if the event is helping us reach our need and outcome
- At each board meeting, ask Board Members to sign up for events. Keep track and remind Board Members of their commitment to help with Public Relations
- Board Member Commitment (TGP Ambassador):
 - Attend 1 event per month and report
- Board Development Coordinator

Administrative Guidance and Mentoring

NEED: Support staff in administrative skills & professional development.

OUTCOMES:

- Develop staff professionally for best interests of the organization
- Evaluate Executive Director

STRATEGY:

- Provide training or mentorship to staff related to professional skills needed to be successful in their roles
 - Examples: Accountant, Lawyer, HR, Management
- Annual ED Evaluation



The Garden Project of Southwest Colorado
Board Officer Positions
UPDATED from TGP Bylaws

Officer Positions include: board president, vice-president, secretary, and treasurer. These positions comprise additional responsibilities and duties vital to the healthy functioning of the board. It is essential that the skills of the individuals in these roles match the needs and requirements of each position.

DUTIES OF PRESIDENT

The President shall:

- Be the chief executive officer of the corporation and shall, subject to the control of the Board of Directors, supervise and control the affairs of the corporation and the activities of the officers.
- Preside at all meetings of the Board of Directors and serve as meeting facilitator. Create the board meeting agenda through collaboration with committee heads & Executive Director.
- Execute such deeds, contracts, checks, or other instruments which may from time to time be authorized by the Board of Directors.
- Create cohesive team atmosphere on the board, checking in with individual board members and the full group throughout the year. Be a consensus builder, exhibit tact and finesse.
- Oversee board recruitment & development
- Lead by example, ie fundraising, donating, staying in communication with board & ED over phone and email, etc
- Lead the annual evaluations of (1) the Board as a whole, (2) individual board members, and (3) the Executive Director.

DUTIES OF VICE PRESIDENT

The Vice President shall:

- Assist the President throughout the year
- In the absence of the President, perform the duties of the President, and when so acting shall have all the powers of, and be subject to all the restrictions on, the President.

DUTIES OF SECRETARY

The Secretary shall:

- Certify and keep at the principal office of the corporation the original, or a copy, of these Bylaws as amended or otherwise altered to date.
- Keep a digital record of minutes of all meetings of the directors, and, if applicable, meetings of committees of directors and of members, recording therein the time and place of holding, how notice thereof was given, the names of those present or represented at the meeting, and the proceedings thereof.
- Send the digital record of minutes to the Board and Executive Director after each monthly board meeting
- Keep a digital record of board membership containing the name, phone number, email address, home address and board term dates of each and any members, and, in the case where any membership has been terminated, he or she shall record such fact in the membership record together with the date on which such membership ceased.
- Strong listening, multi-tasking & organizational skills preferred

DUTIES OF TREASURER

The Treasurer shall:

- Have custody of, and be responsible for, all funds of the corporation, and deposit all such funds in the name of the corporation in such banks, or other depositories as shall be selected by the Board of Directors.
- Oversee the organization's financial health and report to the Board President, or full board of directors on any concerns or issues
- Receive and request monthly and/or quarterly financial statements from the ED.
- Work with the ED to:
 - Develop the organization's annual budget with the Finance Committee
 - Prepare for annual 990 report and possible financial review
 - Receive, and give receipt for, monies due and payable to the corporation from any source whatsoever.
 - Keep and maintain adequate and correct accounts of the corporation's properties and business transactions.
 - Exhibit at all reasonable times the books of account and financial records to any director of the corporation, or to his or her agent or attorney.
 - Render to the President and directors, whenever requested, an account of any or all of his or her transactions as Treasurer and of the financial condition of the corporation.
 - Prepare, or cause to be prepared the financial statements to be included in any required reports.
- Background in finance, business, or accounting preferred
- Lead Finance Committee meetings

Board Leadership Roles (Not in TGP Bylaws currently)

Leaders are responsible for leading the charge on a specific objective, with other board members & staff assisting and supporting them.

Finance Committee

- Oversee annual budget, finance meetings as necessary - *meets Fiscal Oversight responsibility* -

Board Development Leader

- Take lead on recruiting new board members, with help from rest of board and ED
- Provide orientation and support to new board members
- Research & inform board members of nonprofit trainings and development opportunities
- Keep track of board member terms, number of current board members, and anticipate filling vacancies
- Work with Board President and ED on board appreciation, recognition & team building
- Social skills with broad community connections preferred.

Public Relations Leader

- Second to ED as face of the org, oversight/planning of ambassador roles
- Work to advance visibility of TGP locally, regionally & nationally
- Write press releases for local & regional media outlets (including op-ed in Denver Post, local radio stations, etc)
- Marketing, advertising, media, or outreach background preferred.

'One Garden' Dinner Leader

- Lead special event with committee made up of board, staff & volunteers
- Strong organizational skills & event planning experience preferred