

**WEST TEXAS FOOD BANK**  
**Individual Board Member**  
**Responsibilities and Expectations**

**General:**

1. Know the organization's mission, purpose, goals, policies, programs and services.
2. Become familiar with the organizations By-Laws and Articles of Incorporation.
3. Become familiar with the organization operations and its strengths and weaknesses.
4. Promote and represent the board and organization to the best of your ability.
5. Take responsibility for recruiting new board members.
6. Be active participants on working committees, task forces or special assignments.
7. Take responsibility to help bring in volunteers to work at the Food Bank.
8. Willingness to accept positions as board officers.
9. Follow trends in the organization's field of interest.
10. Attend board and committee meetings and functions, such as fundraising and special events.
11. Be responsible for participating, organizing, or volunteering in food drives to assist with the acquisition of donated food.
12. Bring a sense of humor to the board's deliberations.

**Meetings:**

1. Review agenda and support materials, attend, and participate in board and committee meetings and other organizational activities.
2. Ask timely and substantive questions while supporting the majority decision.
3. Speak on behalf of the Board when asked to do so by authorized persons.
4. Suggest agenda items periodically for board and committee meetings, to ensure that significant policy related matters are addressed.

**Relationship with Staff:**

1. Council with the Director as appropriate and offer support
2. Refrain from meeting with or making requests of staff without directing such requests through the Executive Director.

**Avoiding Conflict:**

1. Serve the organization as a whole, rather than special interest groups.
2. Avoid prejudiced judgments on the basis of information received from individuals and urge those with grievances to follow established policies and procedures through their supervisors
3. Follow conflict of interest and confidentiality policies.
4. Maintain independence and objectivity and do what a sense of fairness, ethics and personal integrity dictate.
5. Never accept or offer favors or gifts from or to anyone who does business with the organization.

**Fiduciary Responsibility:**

1. Exercise prudence with the board in the control and transfer of funds.
2. Faithfully read and understand the organization's financial statements and otherwise help the Board fulfill its fiduciary responsibility.

**Fund Raising:**

1. Make a personal cash gift that is meaningful according to personal means.
2. Be responsible for raising funds for the organization
3. Assist the development committee and staff by implementing fund raising strategies through personal influence with others (corporations, organizations, individuals, etc.).