



**Kitsap Community & Agricultural Alliance**  
P.O. Box 6004  
Bremerton, WA  
info@kitsapag.org / www.kitsapag.org

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## **POSITION DESCRIPTION**

**KCAA Mission Statement:** The mission of the Kitsap Community & Agricultural Alliance is to support farmers, build community, and strengthen the local food system of the Kitsap Peninsula.

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**Position Title: Board Member**

**Position Term: Three Years**

**Reports To: Board President, and others by direction**

**Liases With: Committee Chairpersons and Community at Large**

### **Position Description:**

The Board of Directors of the Kitsap Community & Agricultural Alliance (KCAA) serves as the KCAA's governing body and is responsible for ultimate accountability to the community. Its role is to advise, govern, oversee policy and direction, and assist with the leadership and general promotion of the KCAA so as to support the organization's mission and needs.

A Board Member must uphold the integrity and professionalism of the KCAA at all times, whether at KCAA community events and fundraisers, or elsewhere. A Board Member must protect sensitive information, and hold it in the utmost confidence so it can be discussed openly at a special Executive Session or Board meeting.

A Board Member has a duty to exercise reasonable care with regard to financial matters, to help maintain a balanced budget and make sure KCAA income is spent frugally, wisely, and according to the annual budget, as approved or revised by the Board.

### **Position Policies and Guidelines:**

1. Be informed about the organization's mission, services, policies, and programs.
2. Review agenda and supporting materials prior to board and committee meetings.
3. Participate in Board and Committee discussions via email, telephone, and in-person.
4. Attend and actively participate in monthly Board meetings and special sessions as required. If a Board member misses more than 2 consecutive meetings per year, they could be dismissed from service.
5. Must join and become a KCAA member.
6. Work with Board members and volunteers to resolve issues as they arise and to ensure that Board policies are carried out.
7. Ensure legal and ethical integrity. The Board is ultimately responsible for adherence to legal standards and ethical norms, including maintaining confidentiality of personnel discussions and Board discussion and matters.
8. Shares any community feedback with Board of Directors.
9. Assists with community events, fundraisers and functions.



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10. Oversees preparation of the annual Budget, contract approval, goals, policies, and objectives.
11. Performs tasks or projects as requested or assigned by the KCAA Board.
12. Participation in at least one committee.
13. Ensures the integrity and professionalism of KCAA is upheld at all times.
14. Helps ensure adequate financial resources. One of the board's foremost responsibilities is to secure adequate resources for the organization to fulfill its mission by cultivating and soliciting funds to support the KCAA throughout the year.

**Desired Experience and Skills:**

**Education:** High School and some College preferred

**Experience:** Farming, Retail Sales, Nonprofit or Business Management, Customer Service, Public Relations, Accounting, Bookkeeping

**Helpful Skills and Abilities:**

1. Ability to listen, analyze, think clearly and creatively, work well with people individually and in a group.
2. Possess: honesty, sensitivity to and tolerance of differing views, a friendly, responsive, and patient approach, community-building skills, personal integrity, a developed sense of values, concern for your nonprofit's development, a sense of humor.
3. General knowledge and experience with farming, gardening, and/or any other agricultural practices
4. Excellent reading, writing & oral proficiency in the English language
5. Good organizational skills
6. Attention to detail
7. Ability to multitask
9. Able to negotiate, problem-solve, organize, delegate & work under pressure
10. Computer skills in MS Word, Excel
11. Access and ability to use e-mail and the Internet

For a current list of KCAA board members please visit <http://kitsapag.org/about-us/board-members/>