Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Preferred Method and Time of Contact: [ ] Email [ ] Phone Approx. Time: \_\_\_\_\_\_\_\_\_\_\_

*The Klamath Falls Farmers Market Association (KFFMA) Board is responsible for the Market's overall governance, sets policy, manages the budget, and provides staff oversight. The Board also participates in committees to attain Market mission and goals. These committees are comprised of board members, staff, and community members who work on specific issues and strategies to bring recommendations and requests to the full Board.*

Successful board members will:

● actively advocate for KFFMA within their networks and community;

● generously share their professional and personal expertise and connections for the benefit of KFFMA goals and their future

● offer financial leadership as donors to and advocates for KFFMA.

I have read, understand, and, if selected, agree to the full KFFMA Board Member Job Description and its associated commitments**. [ ] Yes [ ] No**

Please use as much space as needed to respond to the following questions:

1. Why are you interested in joining the KFFMA Board?

***Time commitment:*** *Board members serve a two-year term. They are expected to attend board meetings on the second Monday evening of every month between October and June from 6:00 to 8:00 p.m. and serve on two committees. Board members should expect to commit to 1 to 2 board-related meetings per month (approximately 2-10 hours per month).*

1. Does your schedule allow for this time commitment?
2. Please describe your current relationship with Klamath Falls Farmers Market?

Mission of KFFMA

* To provide small part-time or fulltime farmers with facilities, sites and services that will enable them collectively to promote and market their agricultural product directly to the public
* To educate the public about agricultural commodities by offering consumers a special market where by may obtain quality fresh produce directly from the grower.
* To provide members a form for gathering and disseminating information that will educate and assist them in developing agricultural and marketing expertise.
* To support public activities intended for the general betterment of agriculture in the greater Klamath Basin and surrounding counties.
1. Are these organizational mission statement goals that you can promote and support? Please explain how or why you feel that way.
2. What relevant experience (employment, volunteer work, etc.) would you bring to the KFFMA Board?
3. Please check any special skills that you can contribute to the KFFMA organization:

|  |  |
| --- | --- |
| * Non-Profit Board Experience
 | * Fundraising
 |
| * Group facilitation
 | * Grant Research and Writing
 |
| * Legal expertise
 | * Event Planning
 |
| * Public-relations/Community Outreach
 | * Websites and Social Media
 |
| * Agricultural expertise
 | * Newsletter/Blog
 |
| * Vendor Community Outreach
 | * Graphic Design
 |
| * Accounting/Financial Planner
 | * Public Policy/ Planning
 |
| * Marketing
 | * Food Preparation and Regulations
 |
| * HR Management
 | * Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 |
| * Strategic Program/Planning
 | * Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 |
| * Board Recruitment/Staffing
 |  |

1. Board members typically assist on committees. Please check any committees that particularly interest you and indicate if you are interested in leading that committee during any part of your term.

Klamath Falls Farmers Market Committees

|  |
| --- |
|  -Market Day Site: The Market Day Site Committee's purpose is to ensure that the Market's physical components and layout are enhanced for vendors, customers, surrounding businesses, volunteers, and staff. |
|  -Social Media/Marketing: The Social Media/Marketing Committee is responsible for the marketing, promotion, and communications for the Klamath Falls Farmers Market. This may include social media, advertising, marketing, newsletter, or market blog. |
|  Market Funded Programs: The Market Funded Programs Committee is responsible for overseeing KFFMA self-funded mission-based programs. These programs include any Double Up Bucks programs such as The Lemonade Project. These also include other Market funded programs such as The Kids Activities Program, which provides hands-on education on agriculture processes and products.  |
|  - Fundraising: The Fundraising Committee is responsible for creating fundraising projects that provide needed Market staffing and supplies for Market activities. Committee members must be willing to present ideas to the Board and physically complete projects from inception to completion, including reporting process and funds to the Board. |

1. Executive Officers are elected in January and serve a one-year term. Please note which role(s) most interests you.

Officers/Leadership (1- year terms)

|  |
| --- |
|  - President. The President shall be the executive officer of the Corporation, shall have responsibility for the general management of the Corporation, and shall see that all orders and resolutions of the Board are carried into effect. The President shall from time to time report to the Board all matters within the President's knowledge affecting the Corporation that should be brought to the attention of the Board. |
|  Vice President. The Vice President shall perform all such duties and services as shall be assigned to or required of such person from time to time, by the Board of Directors or the President, respectively and, unless such person's authority is expressly limited, shall act in the place of the President, exercising all of the President's powers and performing the President's duties during the President's absence or disability. |
|  - Secretary. The Secretary shall have overall responsibility for all corporate records keeping. The Secretary shall perform, or cause to be performed, the following duties: (a) official recording of the minutes of all Board meetings and actions; (b) providing all notices required by these Bylaws or by law; (c) undertaking any other duties as may be prescribed by the Board. |
|  - Treasurer. The Treasurer shall have overall responsibility for all corporate funds. The Treasurer shall perform, or cause to be performed the following duties: (a) taking custody of and responsibility for all funds of the Corporation; (b) depositing all monies and other valuable effects in the name and to the credit of the Corporation in such depositories as may be designated by the Board; (c) disbursing funds when proper to do so; (d) keeping all books of account relating to the Corporation and rendering statements of the Corporation's financial condition whenever required to do so by the BOD or the P{resident; and (e)undertaking any other duties as may be prescribed by the Board. |
|  - Other Officers. The Board may elect or appoint other officers, agents and employees as it shall deem necessary and desirable, to hold office for such term and to have such authority and perform such duties as shall be determined by the Board. |
|  - Vacancies. A vacancy in any office may be filled by act of the Board for the unexpired portion of the term. |

1. What else would be helpful for us to know about you?
2. Where did you find out about this position?

KFFMA Website \_\_\_\_\_\_ KFFMA Information Booth \_\_\_\_\_\_ Herald & News \_\_\_\_\_ Social Media\_\_\_\_\_\_Board Member \_\_\_\_\_\_ Friend \_\_\_\_\_\_\_ Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Thank you for applying!**

**Applicants are encouraged to also present their resumes. All materials should be submitted to**

**charlie@klamathfallsfarmersmarket.org with the subject "Board Member Application."**

**KFFMA staff or existing board members will contact you within 10 business days of receipt of your application. Thank you for your interest!**