



Board Nominee Background Information

Who We Are & What We Do

Farmers' Markets of Nova Scotia Cooperative (FMNS) is a cooperative of farmers' markets, for farmers' markets. A group of our local farmers' markets saw the need for an umbrella organization to work provincially to connect, strengthen, grow and professionalize our sector. In 2004 they formed FMNS, creating what remains to date the voice of our sector.

We continue to work and grow for our members by providing professional development opportunities and training, province-wide marketing, advocacy, networking events and inspirational leadership.

Our Vision

A dynamic farmers' market sector cultivating healthy local economies, communities and people in Nova Scotia

Our Mission

A movement by markets for markets, seeding growth and prosperity for farmers' markets, small and medium-sized businesses, and their communities.

Our Board of Directors is passionate about our farmers' markets and our work for the sector. The board ensures that FMNS continues to grow sustainably while pursuing our vision, mission and goals.

To learn more about the current FMNS Board members, as well as our staff, [click here](#).

Board Recruitment. We are looking for engaged, passionate, and committed people to join our Board of Directors as of our AGM on April 30th, 2018.

The skills, knowledge, experience and expertise we are seeking for the Board are:

- (A) **A Board Treasurer** with appropriate financial background. The Treasurer will have an active role, as well as oversight, of the organization's books. The Board Treasurer will not however be asked to act as bookkeeper or accountant. It is the position of the Treasurer to work with the Executive Director to draft annual budgets and to ensure strong, working systems in regarding to the financial management of the organization. It is also the position of the Treasurer to stay up to date on the organization's financial standing and to relay this information to the Board and to the Membership. It is the position of the Treasurer to review the fiscal year end financial reports, created by an accountant, prior to submission to the Register of Joint Stock Companies. The expected commitment is a 3 year term with an estimated 1-3 hours of work biweekly. You must also participate in the monthly Board conference calls and lead the financial committee should the committee be deemed necessary/advantageous. Financial oversight and leadership is one responsibility of the Board with the Treasurer having a leading role



(B) **Strategic Thinking** is among the primary roles of the Board and all its members. The FMNS Board is a “policy board” vs a working board meaning that operational decisions are made by the Executive Director while policy, goal-setting, mission & vision, etc. are determined at the Board level. The Board meets, in person, annually for a day of strategic planning and maintains this role throughout the year via monthly conference calls.

(C) **Fund Development:** Fundraising, crafting innovative new revenue streams, seeking sponsors/partners is also a primary role of the FMNS Board and all of its members.

(D) **Policy & Policy Development:** As mentioned above, the FMNS Board is a policy board and thus it is the responsibility of the Board to maintain the organization’s by-laws and policies, making adjustments as needed and introducing new policies as need appears.

Additional:

- Previous experience serving on, or working with, a Board of Directors is an appreciated asset.
- Networking skills and/or a strong network
- Public Relations and Communications
- Knowledge of Coop procedure.

Time Commitment. Our Board of Directors meets monthly by conference call from October through May and as needed June through September. All Board members are required to attend in-person our Annual General Meeting (April) and to participate in our annual board strategy day (February). Outside of these meetings, the Board is entrusted to complete associated work.

Roles and responsibilities of the FMNS Board of Directors

1. The FMNS Board of Directors is a Policy Board.
2. It is the role of the board of directors to hire the Executive Director and lead the overall direction and strategy of the organization.
3. The Executive Director is responsible for hiring all of the other employees and overseeing the operation of the organization.
4. The major responsibilities of the board of directors are:
 - Provide direction for the organization. The board has a strategic function in providing the vision, mission and goals of the organization. In practice, these are determined in combination with the executive director.
 - The board has the responsibility of developing a governance system for the organization. The articles of governance (i.e. our coop by-laws) provide a framework but the board also develops and maintains a series of policies in order to guide its own actions, the actions of the executive director and the actions of its member markets.
 - Recruit, supervise, retain, evaluate and compensate the executive director. The FMNS Executive Director submits an annual work plan to the board, participates in a monthly conference call with the board and presents to the cooperative at the AGM.
 - Fiduciary duty to protect the organization’s assets and member’s investment, to monitor all management reports and to ensure good order of our incorporation and finances. And to establish financial oversight through its Treasurer, as chair of its Audit Committee.
 - It is the role and responsibility of the board to recruit and orient new board members.

5. To establish and maintain the currency of FMNS policy, in the form of this document.
6. To respond to, and work with the membership to resolve policy and governance issues as identified through our scheduled meetings and on-going management communication program; to appoint persons responsible for achieving such resolution.
7. To conduct an annual review of its records and report to membership at the Annual General Meeting (spring) including ED, Financial and President's Reports. Reports, and minutes of the meeting, are then shared on our website.
8. To maintain the conditions necessary for effective communication among the owners of the enterprise, so that agreement and full participation in relation to their mutual enterprise is maintained at all times.
9. To ensure that all owner members understand and endorse our cooperative strategy and policy.
10. To determine the conditions of membership of the organization, i.e. The expectations the owners of the enterprise have of each other, and of any applicant for membership.

Board of Directors Commitment

The FMNS Board of Directors meets:

- once a month by phone and/or computer October through May;
- 2/year in person: winter Strategy Day (full day), spring AGM (2-3 hour meeting before or after the AGM agenda). A board member must attend a minimum of 2 in person meetings per calendar year;
- a board term is 3 years and can be served for a maximum of 2 consecutive terms;
- A board member must not be absent for 2 consecutive monthly meetings (conference call) without obtaining a temporary leave of absence from the Board;
- a board member must not be absent for more than 3 monthly meetings (conference call) in a calendar year without obtaining a temporary leave of absence from the Board;
- additionally, the board meets as often as required, by means of its own choosing, to fulfill its functions and responsibilities;
- a board member must arrive at board meetings fully prepared and engaged (whether in person or by phone);
- a board member must take on and follow up on their share of action items outlined in board meetings;
- a board member will support FMNS through personal involvement by attending FMNS events such as fundraisers, conference days and workshops and dropping in on training programs at the discretion of the ED and at a minimum of 1 per year;
- a board member is not a "first voice" for their market/region/business/business category/etc. Rather, a board member serves the good of the cooperative as a whole;
- one board member serves as chair of all board meetings. Who, is the decision of the Board;(set out is responsibilities of president above, do we want to change)
- while day-to-day operations are the responsibility of the ED, it is the role of a board member to provide ongoing advice and support to the ED as requested.