



Member of the Board of Directors

Job Description and Expectations

About the Farm

The Community Farm is a 'Community Supported Agriculture' project that was initiated by a steering group of volunteers. A successful community share offer was launched which enabled the Farm, in April 2011, to become a legally constituted member-owned Community Benefit Society. The aims of the Farm are to produce organically grown and reared food for the benefit of local people, and to reconnect people with the land and with food production. Currently the Farm is growing on 28 acres of land overlooking Chew Valley Lake. It delivers vegetable boxes containing our own and other local suppliers produce to around 450 customers a week and supplies wholesale to 30 restaurants, cafes and shops in Bristol and Bath (including River Cottage Canteen, Watershed and Better Food Company). There are currently some 19 members of staff, most of them part time, as well as a team of regular volunteers.

Since July 2012 we have been developing our learning programme that includes school visits, community farmer days, employee volunteering days and adult learning courses.

The Farm is governed by a Board of volunteer directors, and we are looking for new Board Members with particular skills including finance and marketing. An interest in the environment and in sustainable farming methods are important (but not essential!). Serving on the Board does require a significant commitment of time but is very rewarding. We are sure you will grow to love the Farm as much as everyone who is currently involved.

Purpose of the role: To contribute to the successful running of The Community Farm ("TCF") in accordance with its Rules, including (without limitation) to advise, govern, oversee policy and direction, and assist with the leadership and general promotion of TCF, and to own and oversee delivery of TCF's Business Plan.



Duties and responsibilities

General Duties of a Board Member

- Attend and participate in meetings on a regular basis (typically six board meetings per annum)
- Attend and participate in special events e.g. Harvest festival, founder member days
- Volunteer occasionally in the field and/or the warehouse and/or at promotional events and/or to utilise specialist skills on behalf of TCF
- Participate in sub-group meetings as agreed
- Help communicate and promote The Community Farm to the wider community
- Provide advice and support to senior staff, either by telephone, email or in person, if required
- Become familiar with the finances, budget and financial / resource needs
- Understand the policies and procedures of the organisation
- Take leadership on one aspect and be the key link for staff on this e.g. finance, community development, planning, strategy, fundraising
- Assist with the running of the Board in accordance with the Rules, in particular rules 17 to 24 (inclusive) [this needs a footnote to explain the name of the formal Rules document, and that we mean rules 17 to 24 in this and where to find it]

Duties of the Board as a whole;

Advocacy

- To promote the organisation and its activities and needs to the private, public and voluntary sectors to enhance TCF's profile and assist with fundraising
- To be an enthusiastic ambassador for the organisation at all times
- To provide information that may be of assistance and support to the organisation such as sharing knowledge and experience

Management

- To establish a system of communications and delegated decision making so that urgent decisions can be made and acted upon between Board meetings
- To appoint additional Board Members with specialist knowledge as required
- To establish sub-groups and fixed term working parties as required

Strategy

- Set policies, priorities and determine strategies
- Agree Business Plan and revise as necessary
- Ensure Business Plan targets and aims and objectives are being met
- Monitor all aspects of service delivery and policy implementation on an annual basis



Personal Attributes required of Board Members

- An enthusiasm for the work of the organisation and commitment to be well informed about its work
- A commitment to carry out the duties of a Board Member
- The ability to work as part of a team and a willingness to state personal convictions
- The ability to accept a majority decision and be tolerant of the views of other people
- A willingness to deal openly with staff and colleague Board Members whatever the issue
- Be prepared to offer personal and business skills and experience to support the work of staff when required
- A willingness to act as a champion for the organisation
- The ability to treat sensitive information confidentially
- Observe good practice for open and consistent communication

Sub-Groups

Occasionally, sub-groups may be formed by the Board and be given delegated duties to address particular strategic issues for the Farm. Board members may be asked to participate in these groups where skills and time permit. The duties of board members participating in Sub-groups of the Board may include strategic input into the following areas of the business and making recommendations to the Board for approval. The opportunity to assist with recruitment for key posts is open to all board members. For example, below are details of a couple of sub-groups.

People, Policies and Procedures - Employment and Personnel

- This sub-group deals with HR and staffing matters including the organisation's policies, staffing structure and performance reviews

Legal and Financial

- This sub-group ensures the organisation operates in accordance with the law, has good financial management and identifies long term financial requirements such as capital expenditure

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