



Second Harvest Northern Lakes Food Bank Board Member Questionnaire

Thank you for your interest in joining the board of directors of Second Harvest Northern Lakes Food Bank. In an effort to more fully reflect our eight-county service region and its residents, our board is seeking to broaden its representation in the following areas:

- Geography – Individuals from north St. Louis, Lake, Cook, Ashland and Iron counties
- Ethnicity – Individuals of color
- Age – Individuals age 40 and younger

Please review our Board Member Job Description prior to completing this questionnaire. Questionnaires are due December 15, 2018 and will be reviewed by our Board of Directors. Candidates selected for interview will be notified, interviewed and considered for up to four (4) vacant board positions. Elections would occur in January 2019 with new board members beginning their first 3-year terms at that time.

Name _____ (Nickname, if preferred) _____

Occupation _____

Address _____

Business Phone _____ Home/Mobile Phone _____

Preferred E-mail _____

Age _____ Gender/Gender Identity _____

I identify my ethnicity as _____

Please indicate (circle or bold) the education, skills, or experience you could contribute to our board:

Management	Marketing	Facilities
Accounting/Financial	Fundraising	Food
Legal	Public/Community relations	Transportation
Non-Profit Governance	Planning/Organizing	Technology
Personnel/Human Resources	Health/Nutrition	Other _____

Please indicate (circle or bold) the areas in which you have influence:

Corporations/Business	Food	Media	Housing
Ethnic/Minority Groups	Public/Government	Hunger	Religious
Non-Profit	Jobs/Workforce Development	Education	Health
Social/Fraternal	Other, describe: _____		



A. Our Preferred Personal Characteristics of Board Members:

- ❑ A “connection” to our food bank’s mission, vision and values.
- ❑ Diversity of age, gender, ethnicity, geographic location, and experience.
- ❑ Ability to listen, communicate clearly and concisely, work well with people individually and in a group.
- ❑ Willingness to prepare for, and attend, board and committee meetings, ask questions, take responsibility and follow through on given assignments, contribute personal and financial resources, open doors in the region, evaluate oneself and the work of the board.
- ❑ Committed to developing and practicing the skill of cultivating and soliciting funds, recruiting board members and volunteers, read and understand financial statements, learn about the substantive program areas of the food bank.
- ❑ Is honest, compassionate; respectful, sensitive and tolerant of differing viewpoints and circumstances; values integrity and a collaborative, patient and responsive approach.

B. Our Board Member Responsibilities:

- ❑ Our board ensures the legal and ethical behavior of its members and staff and maintains accountability for its actions.
- ❑ Our board engages in ongoing planning activities as necessary to determine the mission of the food bank as well as its strategic direction. It monitors goals and objectives related to its mission and evaluates the success of the food bank’s programs and services toward achieving its mission.
- ❑ Our board recruits and orients new board members and assesses its own board performance.
- ❑ Our board approves the policies for the effective, efficient, and cost-effective operation of the food bank.
- ❑ Our board manages resources effectively. It annually approves the food bank’s budget and assesses its financial performance a minimum of twice each year. Our board ensures that adequate resources are available for the food bank by actively participating in its fundraising efforts. This includes personal contributions as well as the solicitation of other’s contributions.
- ❑ Our board hires and sets the compensation for the food bank’s executive director. Our board supports and assesses his/her job performance annually.
- ❑ Our board annually reviews our overall compensation structure, using industry-based surveys of salaries and benefits. Our board ensures that a livable hourly compensation is paid to all employees, whether full or part-time. Our board ensures that sufficient funds are allocated to contribute to any and all benefits. Our board regularly reviews employee benefits including but not limited to vacation, sick leave, medical, dental, life, disability and retirement plans.
- ❑ Our board approves written policies governing the work and actions of its employees. These policies include, but are not limited to: working conditions; evaluation and grievance procedures; confidentiality of employees, volunteer, program participant, and organization records and information; and employee and volunteer growth and development.
- ❑ Our board ensures that an internal review of the organization's compliance with known existing legal, regulatory, and financial reporting requirements is conducted regularly and that a summary of the results of the review is provided to the entire board.



- ❑ Our board periodically assesses the need for insurance coverage in light of the nature and extent of the food bank's activities and its financial capacity. A decision to forego general liability insurance coverage or Directors and Officers liability insurance coverage is only made by the board of directors.

C. Our Board Composition

- ❑ Our board members are personally committed to the mission of the food bank, willing to volunteer sufficient time and resources to help achieve the mission of our organization, and understand and fulfill their fiduciary responsibilities.
- ❑ To allow for significant deliberation and diversity, our board is made up of 10 to 15 persons unrelated to each other or staff.
- ❑ We have established term limits in our bylaws that allow board members to serve up to three 3-year terms consecutively. We then require a minimum one-year leave prior to being re-elected to our board.
- ❑ Board members do not receive compensation for their board service, other than reimbursement for expenses directly related to board duties.
- ❑ Our board members represent the work of our organization's mission and include a **board** representation of our food bank's service area.

D. Conduct of our Board:

- ❑ Our board is responsible for its own operations, including the education, training, and development of board members; annual evaluation of its own performance; and, when appropriate, the selection of new board members. There are written job descriptions for board members, officers, committees, and committee members.
- ❑ Our board has written expectations for board members, including full board participation in fundraising activities, committee service, and service activities.
- ❑ Our board meets, at minimum, four times per year to conduct the business of the food bank.
- ❑ Our board has written policies that address attendance and participation of board members at board meetings including a process to address noncompliance.
- ❑ Our board keeps written meeting minutes reflecting the actions of the board, including reports of authorized board committees. The board permanently retains the minutes in a food bank file as well as distributes them to board and committee members. The minutes are of public record and are maintained at the food bank's offices for public review.
- ❑ Our board conducts itself professionally with staff, treating all members fairly and with respect.

E. Our Conflict of Interest Policy:

Our board has established and maintains a Conflict of Interest Policy to guide board action in relation to perceived or actual conflicts of interest.

Last updated/reviewed September 26, 2018