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

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

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

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

***Board work:*** *The Hollywood Farmers Market Board is responsible for the overall governance of the market, sets policy, manages the budget and provides staff oversight. The board also helps do some of the work of the market through the activities of several subcommittees—comprised of board members, staff, and community members—that work on specific issues and bring recommendations and requests to the full board.*

1. Why are you interested in joining the HFM Board?
2. What relevant experience (employment, volunteer work, etc.) would you bring to the HFM Board?

***Time commitment:*** *Board members serve a three-year term. They are expected to attend board meetings on the third Wednesday of every month from 6:30 to 8:30 p.m., serve on two committees and attend a daylong Board retreat in January. Board members should expect to commit 2 to 3 board-related meetings per month (approximately 5-10 hours per month).*

1. Does your schedule allow for this time commitment?
2. Please check any special skills that you can contribute to the HFM organization:

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

1. Board members serve on two committees. Please check any committees that particularly interest you, and indicate if you are interested serving in an Executive Leadership position during any part of your term.

Hollywood Farmers Market Committees

|  |
| --- |
|  - **Marketing:** The marketing committee is responsible for the marketing, promotion, and communications for the Hollywood and Lloyd Farmers Market.  |
|  - **Site:** The Site Committee’s purpose is to ensure that the Market’s physical components and layout are optimized for vendors, customers, surrounding businesses, volunteers and staff.  |
|  - **Vendor:** The Vendor Committee addresses the needs and concerns of the Hollywood Farmers Market's vendors, and supports the Market Manager in their work to select and manage vendors and their products. |
|  - **Planning:** The Planning Committee develops and implements a plan to actively recruit future board and committee members. They also provide new board member orientation.  |
|  - **Finance:**  The Finance Committee monitors appropriate and effective resource allocation by safeguarding assets, develops financial policies decisions and plans, and advises the board with respect to making significant financial decisions.  |
|  - **Staff**: The Staff Committee serves as the HR Department for HFM/LFM.  The committee addresses employee concerns, makes recommendations to the Board regarding employee benefits and workplace policies, and otherwise serves as a liaison between the staff and the Board. |
|  - **Development:** The Development Committee supports mission-based work for HFM/LFM, such as the Lloyd Voucher Program and the Kids Program.  We vet and help implement new programs and seek out avenues of financial support our mission-based work. |
|  - **Lloyd Farmers Market:** The Lloyd Farmers Market committee oversees the operations, planning, marketing and activities of the Lloyd Farmers Market. The LFM committee serves as a voice for the market to the larger board of directors.  |

Executive Leadership (1- year terms)

|  |
| --- |
|  - Chair: Responsible for planning and facilitating Board meetings. Meets with committee chairs and oversees progress of workplans. Lead Executive committee meetings. Review financial matters. Forms committees and selects committee chairs. Plans and leads annual Board retreat.  |
|  - Vice Chair: Supports the chair including leading board meetings in the chair’s absence. Agrees to move into chair position for at least one year upon the current chair’s retirement.  |
|  - Secretary: Records and distributes all board meeting minutes. Confirms that all organization legal business documents are filed with the local, state and federal government.  |
|  - Treasurer: Works with all committee chairs to develop a budget. Meet monthly with HFM bookkeeper to provide monthly financial statements to all board members.  |

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

HFM Website \_\_\_\_\_\_ HFM Information Booth \_\_\_\_\_\_ Hollywood Star \_\_\_\_\_

Board Member \_\_\_\_\_\_ Friend \_\_\_\_\_\_\_ Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Next Steps:**

The Hollywood Farmers Market Planning Committee will contact all interested candidates by September 30th. The candidates will be interviewed at the Hollywood Farmers Market meeting on Wednesday, October 15th. Hollywood Farmers Market Board members are chosen by November 1st. If you have any questions, contact recruitment@hollywoodfarmersmarket.org