

FOOD BANK OF THE SOUTHERN TIER
Nominating & Corporate Governance Committee Meeting
April 23, 2020
8:30-9:30 AM

AGENDA

TOPIC	FACILITATOR	ACTION	TIME
1. Welcome & Call to Order	Grace Park		2
2. Opening Prayer	Bill Powell		2
3. Approval of February 6, 2020 Mtg. Minutes	Grace Park	Approve	1
4. Check-in	Grace Park		10
5. Follow-up Items		Discuss	20
• BOD Mentor Program	Maureen Ferrell		
• Exit Interview: Nancy Miller	Mary Pat Dolan		
• Food Bank Succession Plan	Natasha Thompson		
6. BOD Recruitment	Grace Park/Natasha Thompson	Discuss	10
• BOD/Committee Meeting Attendance			
• BOD Profile Matrix			
7. BOD Oversight/Communication During COVID-19	Grace Park/Natasha Thompson	Discuss	10
8. Other Business	Grace Park	Discuss	5
• Reschedule BOD/Committee Volunteer Day			

Next Meeting

June 4, 2020

8:30-9:30 AM

Opening Prayer: Natasha Thompson

Food Bank of the Southern Tier

Nominating & Corporate Governance Committee Meeting

Thursday February 6, 2020

8:30 – 9:30 AM

Committee Member	In Attendance	Unable to Attend
Grace Park (Chair)	X	
Bill Powell	X	
Maureen Ferrell	X	
Mary Pat Dolan	X	
Marty Heysham	X	
Alison Wolfe		X
Joe Thomas	X	
Ex-Officio		
Natasha Thompson	X	
Staff		
Lynn Dates	X	

1. Welcome & Call to Order

Grace Park called the meeting to order at 8:30 a.m.

2. Opening Prayer

Maureen Ferrell gave the opening prayer.

3. Approval of December 4, 2019 Meeting Minutes

Maureen Ferrell made a motion to approve the December 4, 2019 minutes.

Marty Heysham seconded. All were in favor. None opposed.

4. Check-in

All present gave an update on their personal/professional lives.

5. BOD Assessment Review

The group discussed the BOD assessment results discussing in-depth the questions that they felt should have elicited more responses. They agreed that when the next assessment is sent that member participation is tracked by sending the assessment directly from Survey Monkey and that an embedded link to the BOD Expectations document is included. Overall, the group felt that the assessment provided favorable feedback and was time well spent.

At this time the group brought up the topic of CEO succession planning. Natasha noted that Catholic Charities has a process in place that would be led by the Associate Diocesan Director. The group requested to see Catholic Charities' succession plan at the next meeting.

6. Follow-up Items

- **BOD/Committee Volunteer Day Planning** - Natasha reviewed notes from the Executive Committee and staff committee meetings. The group agreed that family members would not be invited to the Volunteer Day because the goals of the event are to encourage relationships among BOD & Committee members, to connect BOD & Committee members to our mission in a different way, and to keep former members engaged. They agreed that Food Bank Department Directors would be invited, and that we would send invitations and frequent reminders leading up to the event to encourage participation.

Food Bank of the Southern Tier

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- **Revised BOD Member Application** - The group discussed the revised form and were all in agreement that this is a good document, further noting that it provides some formality and allows an applicant to let us know why they want to serve on the Board.

7. Other Business

- **BOD Mentor Program** – A question was raised regarding whether we want this type of program and if we want to be more formal about this process. Natasha said that she was immediately assigned a mentor on a BOD in which she serves. Joe Thomas recommended that we do this with a short and concise description. Maureen Ferrell will research types of mentoring processes for boards.
- **Exit Interview: Nancy Miller** – Mary Pat Dolan will conduct an exit interview with Nancy Miller.
- **Reschedule April Meeting** – The group agreed to Wednesday, April 15, 8:30 am for the next N&CG Committee meeting.

The meeting adjourned at 9:32 a.m.

Minutes respectfully submitted by,

Lynn Dates
*Executive Assistant to
Natasha Thompson
President & CEO*

Follow-up Items	Responsible	Date due
Provide Catholic Charities' succession plan	Natasha Thompson	April 15
Invitations to BOD & Committee members re. Volunteer Day	Natasha Thompson	ASAP
Research types of mentoring processes for boards	Maureen Ferrell	April 15
Exit interview with Nancy Miller	Mary Pat Dolan	April 15

Research on the Structure of Board Mentoring Processes

BENEFITS OF MENTORING:

- The private sector has utilized mentoring as a method to orient new members as well as promoting individual and organizational learning, and preparing for leadership succession.
- Mentoring tends to make board members more participatory while increasing their commitment and gives a sense of personal gratification.
- Board mentoring has the added advantage of facilitating more trusting and meaningful board member relationships, building board cohesion, and ultimately contributing to the level of shared understanding that promotes more informed decision making.
- Mentoring provides a go-to person to answer questions, bounce ideas off of, and help sort out organizational puzzles.
- It makes Board members feel more comfortable more quickly because they have established meaningful relationships.
- Members are able to grasp the big picture faster and thus, are able to make meaningful contributions to their boards sooner.
- A Board mentoring program should help integrate and engage new board members from the very start of their board service since few Boards can afford to have members who are not fully engaged or, worse, regard themselves as outsiders. Thus, the first few months of board service (and the first few board meetings) are critical.
- The orientation process should include a one-year development plan for the new board member. A development plan should include a mentor and providing resources and training around board roles and responsibilities.
- Providing a mentor makes the orientation process friendlier and tends to accelerate learning. The mentor is available to answer questions and to guide the newcomer. A mentor can be a new member's go-to person, answering questions that come up and encouraging participation. A mentoring relationship can be particularly helpful in explaining the history behind controversial board issues or past leadership changes.
- Determine how you will pair mentors and mentees (this will depend on your goals and learning objectives). Consider involving both staff and board members as mentors. When necessary, be willing to look outside your organization for mentors; for example, your governance committee chair might ask a governance committee chair in a sister organization to be his or her mentor.
- Society expects so much from our volunteer board members – in turn we need to thoughtfully prepare and support them. Rarely do new members arrive on the board with years of experience in the nonprofit sector. Most often they will have only a passing familiarity with what a nonprofit is all about, but lots of passion for the mission of your organization. Thus, the need for both orientation and mentoring for new Board members is vital.

TWO TYPES OF MENTORING STRUCTURES:

SINGLE PEER MENTORING STYLE:

- As the name suggests, peer mentoring pairs an incoming board member with an experienced board member who is asked to serve as a "mentor." The responsibilities to be fulfilled by the mentor vary from board to board, as does the length of the mentoring relationship, but experience suggests that the most successful programs are those that focus on the first few months, and the first few meetings.
- Peer mentoring is a powerful tool for board education because it engages people and harnesses the individual and collective power of the board.
- Mentoring can assist with leadership succession, especially in a peer structured plan.

- Peer mentoring with seasoned Board members has multiple objectives:
 - o More fully engage a new board member to feel comfortable and welcomed through a one-on-one board member connection.
 - o Help the new board member to fully understand the organization's strategic priorities and direction, and how best to contribute to future organization initiatives.
 - o Facilitate the new board member's acclimation by learning from another board member's perspective about board culture, board meetings format, board structure and how things get done at board/committee level, and how best to contribute to board discussions.
 - o Provide an overview of the board members, board roles and responsibilities, and expectations for board member meeting preparation and attendance.
 - o Facilitate board member engagement and contribution and a successful first-year experience.
 - o Offer guidance for future mentoring of new board members.
- One example of a peer mentoring system kicks in two years prior to the chair-elect assuming responsibilities. The past and current chairs meet with the chair-elect individually and then together to formulate a development strategy that incrementally increases the chair elect's responsibilities, introduces them to key stakeholders, gives them more visibility, and involves them intimately in working on strategic issues. The chair-elect identifies the competencies that they need to develop and, with the help of mentors, puts milestones and timelines in place to help them progress. The result is that when the chair-elect becomes the chair, they are well grounded and fully prepared to lead and serve the organization. A previous chair that went through this two-year process attributed her success as chair to her mentors' ongoing support and guidance and was eager to "pay it forward" to the next chair-elect.
- Serve as a coach during the meetings – If you sit next to the new board member, you can quietly provide additional background information, translate terms and acronyms, and help him or her navigate through the board materials.
- Follow-up between meetings – Debriefing after meetings is especially important for new board members who may be looking for some additional information, a bit of history, or the perspective that a long-time board member can bring. Have the meeting agenda in front of you when you call, and ask specific questions that will prompt discussion: "What additional information would be helpful to you regarding the discussion we had about the new program we are about to launch?"
- If he or she misses a meeting, call – You want to send the message that attendance is important and that his or her participation was missed. Take the time to call and walk him or her through some of the key discussion items. Think about this carefully in advance so that you don't inadvertently send the message, "You didn't miss much."
- Check-in regarding committee assignments – Board members will tell you that they feel most engaged when they are doing committee work—but only if they are on the right committee and the work feels meaningful. Find an opportunity to check-in on how his or her committee service is going, and don't hesitate to talk to the board chair or the committee chair if you identify any problems.
- Communicate with the board chair and chief executive – After the first meeting and your follow-up call, be sure to let the board chair and the chief executive know how things seem to be going. If there are steps they can take to help engage the new board member, let them know. This should be a team effort.
- Depending upon the level of activity of your board and the frequency of meetings, being a mentor might be a short-term assignment of just a few months, or you may want to create an expectation and a "to do" list that stretches throughout the first year of board service. In my experience, if the mentor completes a specific list of tasks (similar to those described above), it will be a very short time before the mentor says: "I don't think she needs me anymore."
- A board mentor program should have multiple benefits: an experienced board member makes a new friend, a new board member is successfully integrated into the board, and you are much more likely to have fostered a level of board engagement that will benefit the organization for years to come.
- Ask for feedback on mentoring experience and how it might be improved – complete mentoring program evaluation on board site, if available.
- During the mentee's first year experience, keep notes of what could be incorporated to improve the mentoring experience; ask for feedback from your mentee.

TWO MENTORS' STRUCTURE:

- Every new board member is assigned two mentors from day one — a veteran board mentor and a staff mentor — to hasten the new member's integration and involvement.
- The board development committee does the matching.
- Mentoring partners meet virtually and/or in person prior to and after every board meeting during the first year of board service.
- The board mentors welcome the new board members into the “organizational family” by introducing them to the people, issues, and work of the organization and serving as go-to people and sounding boards.
- The staff mentors' job is to translate organization alphabet soup and familiarize new board members with the organization's current and long-term programmatic and financial operations.
- As both mentors get to know the new board member, they confer about how to best utilize the mentee's time and talent and enhance their board experience.

SUCCESSFUL MENTOR ATTRIBUTES:

- Reflect a special interest in helping the new board member develop and empower them to make a meaningful contribution.
- Provide specific feedback as well as technical/operational expertise.
- Share knowledge and insights about your experience and what you have learned through board leadership.
- Be a good listener, good observer, and good problem solver; be approachable and accessible throughout the mentoring process.
- Work with other board leaders to get their feedback

MENTORING DOS AND DON'TS:

- **Do** establish points of connection early on in the relationship. **Don't** assume because you serve together that you know each other.
- **Do** be sensitive to the day-to-day needs of your partner. **Don't** forget to find out what else is on your partner's plate.
- **Do** identify and utilize multiple venues for communication. **Don't** rely on face-to-face interaction alone.
- **Do** set a regular contact schedule, but **don't** be inflexible.
- **Do** check regularly on the effectiveness of communication. **Don't** assume that the messages you are sending are being received or understood.
- **Do** talk about the effectiveness of the mentoring process. **Don't** forget to evaluate learning progress.
- **Do** establish concrete learning objectives and long-term goals that you can measure and celebrate.
- **Do** secure visible support, involvement, and commitment from the highest levels of the board and staff.
- **Do** involve the governance committee in developing, implementing, and evaluating the program.
- **Do** determine how you will pair mentors and mentees (this will depend on your goals and learning objectives).

MENTOR YOUR WAY TO BOARD DEVELOPMENT



ADVICE



GOALS



DIRECTION



COACHING



TRAINING



SUPPORT



SUCCESS



MOTIVATION

Are you looking for a way to develop your board members' leadership abilities? A board mentoring program can have powerful results.

Savvy nonprofit boards are following the lead of their private sector cousins and utilizing mentoring as a means for orienting new members, promoting individual and organizational learning, and preparing for leadership succession. I can attest to the power of board mentoring professionally (as a mentoring subject matter expert) and personally (as a volunteer board leader). Mentoring has made me a better board contributor, increased my commitment to the organization, and been extremely gratifying.

ORIENTING NEW BOARD MEMBERS

I sit on the board of a national educational agency. Over the past five years, we have streamlined all of our board processes, structures, and board member expectations. Every new board member is now assigned two mentors from day one — a veteran board mentor *and* a staff mentor — to hasten his or her integration and involvement. The board development committee does the matching.

Mentoring partners meet virtually and/or in person prior to and after every board meeting during the first year of board service. The board mentors welcome the new board members into the "organizational family" by introducing them to the people, issues, and work of the organization and serving as go-to people and sounding boards. The staff mentors' job is to translate organization alphabet soup and familiarize new board members with the organization's current and long-term programmatic and financial operations. As both mentors get to know the new board member, they confer about how to best utilize the mentee's time and talent and enhance his or her board experience.

After one year of service, one board member commented to me, "I've served on many boards and never before felt so welcomed; as a result, I am more willing to give my time. I feel connected to the people, the work, and the mission of the organization. Because of that, I am able to better represent its mission to our stakeholders."

PROMOTING ONGOING INDIVIDUAL AND ORGANIZATIONAL LEARNING

A long-term health care organization hired me to develop a peer mentoring program for its board members. The goal was to continuously educate board members about complex health care issues and trends. At the first meeting of the year, they receive a twelve-month board education agenda and are invited to share their expertise and/or experience in critical areas and to mentor fellow board members.

BIBLIOGRAPHY:

“Are you looking for a way to develop your board members’ leadership abilities? A board mentoring program can have powerful results.” Written by Lois J. Zachary, president, Leadership Development Services, LLC

Board Source.org

National Council of Nonprofits (<https://www.councilofnonprofits.org>) [Home](#) > Board Orientation

www.starboardleadership.com or call Jeff Wahlstrom at (207) 992-4400, or send him an e-mail message at cjw@starboardleadership.com.

<https://neighbourhoodartsnetwork.org/tac/media/BMO-Learning-Room-Links/boardmentoringhandbook.pdf>

(NOTE: This is a 24 page pdf with extensive information concerning board mentoring)

Exit Interview Summary for Nancy Miller

3/20/2020

What did you enjoy most about being on the FBST Board?

Feeling like I was involved and that I was helping the community by helping the agency.

Liked a lot of the people on the Board & like the fact that some Board members see the world differently than I do. It makes me think.

Admire how much such a small group of (staff) people accomplish on an ongoing basis.

Felt that sometimes I could help move things forward, make a difference in the discussion.

It was a very good role for me in retirement.

Do you have any concerns about how the Board operates?

Almost always felt that only about half the board was fully engaged. I don't see any real crisis but over the past year I kind of worry that attendance has fallen off and could be a symptom of something. Maybe those people are really active in their committees but I don't know for sure and I think about it.

Natasha always ends up being the main person who recruits new Board members. She finds great ones but not sure that should fall to her as much as it does.

Clearly has to be anticipation on the Board that at some point we will have to replace Natasha.

Have urged Natasha not to develop a "Kitchen Cabinet" that has more information and influence than the seated Board, but we have had some incredibly valuable former board members. What's the best way to keep them involved?

What are the issues you are thinking about as you leave the board?

Fundraising v. cost will need to continue to have a careful eye from the Board. There could come a time when the Board might actually have to say "no" to program development.

It may be that something replaces the tremendous windfall from TFAP, but if that should go away, we would be in a situation that is not financially compatible.

Biggest constant issue I had while being on the Board was my feeling about the Church and as I'm writing a check to them, worrying that - especially now with all the lawsuits etc.- somehow they are going to reach into the FB and get that money.

Will certainly miss being involved and hoping that staying on the Finance Committee helps me stay engaged. We'll see.

Food Bank of the Southern Tier CEO Succession Policy

Introduction

The Food Bank of the Southern Tier's Board of Directors recognizes that events may cause a vacancy in the position of the President & CEO. In anticipation of that vacancy, the Board recognizes the value of a policy which plans for short term absences of the President & CEO, permanent replacement of the President & CEO and interim leadership should that become necessary.

Policy Statement

As noted in the Food Bank of the Southern Tier's Bylaws, the appointment of the President & CEO shall require joint action by both the Food Bank Board and the Associate Diocesan Director of the Corporation.

It is the Board's policy to recognize and cultivate leadership capabilities within the organization and the President & CEO shall report annually to the Board concerning progress in that regard.

In the event of an unexpected absence in the President & CEO's position, the Board has established a policy which addresses delegation of authority in the absence of the President & CEO an interim President & CEO or permanent President & CEO is appointed.

I. Delegation of Authority in the Absence of the President & CEO

1. When the President & CEO is absent from the agency, the Food Bank Board and Department Directors will continue to have the authority to make decisions which pertain to their particular areas of responsibility.
2. When the President & CEO is absent, the COO will be charged with signing contracts, leases or other agreements pursuant to current Administrative Policy.
3. When the President & CEO is absent, in matters involving legal issues or agency policy, the COO shall consult with the Associate Diocesan Director of the Corporation, legal counsel and/or with the Chairperson of the Food Bank Board of Directors as appropriate.
4. If there is an issue on which Senior staff cannot reach consensus, the Chairperson of the Food Bank Board or the Associate Diocesan Director of the Corporation should be contacted.

II. Interim Appointment

If necessary, the Food Bank Board Executive Committee and the Associate Diocesan Director of the Corporation will appoint an interim President & CEO upon the resignation or

departure of the President & CEO. If the interim appointment lasts over six months, the Food Bank Board and the Associate Diocesan Director of the Corporation shall review the interim appointment.

III. Permanent Appointment

When it is necessary to appoint a new President & CEO of Catholic Charities, the Board and the Associate Diocesan Director of the Corporation will undertake a search to locate the most qualified candidate for the position. The procedures below outline the steps that shall be taken.

1. The Board Chairperson will establish a Search Committee to carry out tasks associated with recruiting a new President & CEO.
 - a. The Chair of the Board shall appoint a Search Committee comprised of five members of the Board and the Associate Diocesan Director of the Corporation.
 - b. The Chairperson of the Search Committee will be the Board Chairperson.
 - c. Recommendation by the committee must be by unanimous approval.
2. The Board will authorize sufficient funding resources to enable the Search Committee to conduct a search to include internal and external candidates, interview candidates and conduct its business.
3. The Search Committee will have responsibility to develop the search process to include input from staff, the environmental assessment and criteria and specifications for the President & CEO position.
4. The Search Committee will review the strategic plan, the President & CEO job description and provide an environmental assessment relating to the organization's future and the President & CEO qualifications required at the point of time in the organization's history.
5. Once the Search Committee and the Associate Diocesan Director of the Corporation both agree on a candidate, the Committee will recommend their candidate to the Board for approval by two thirds of those present and voting.

Board of Directors Attendance 2019 Meetings

Member	Feb	May	Jun	Sep	Dec	%
Alison Wolfe	X	X	X	X	X	100%
Grace Park	X	X	X	X	X	100%
Joe Thomas	x	X	X	X	X	100%
Mark Bordeau	X	X	na	na	na	100%
Nancy Miller	X	X	X	X	X	100%
Karl Krebs	X	X	X	X	X	100%
Shannon Matteson	X	x	X	X	X	100%
John Bayne	X	X	A	X	X	80%
Jessica Renner	A	X	X	X	X	80%
Carin Rouleau	X	x	A	A	X	60%
Mary Pat Dolan	X	A	X	A	X	60%
Michael Eisner	X	A	A	X	X	60%
Peter Newman	A	A	X	X	x	60%
Steve Hoyt	x	X	A	A	X	60%
Anis Fadul	X	A	X	x	A	60%
Lorna Swaine-Abdallah	X	X	A	A	A	40%
	83%	83%	63%	75%	94%	

Executive Committee Attendance 2019 Meetings

Member	Jan	Feb	Mar	Apr	May	Jun	Jul	Sep	Oct	Nov	Dec	%
Nancy Miller	X	X	X	X	X	X	X	X	X	X	X	100%
Dave Radin	X	X	X	NA	100%							
Mary Pat Dolan	X	X	X	X	X	X	X	X	X	X	X	100%
Joe Thomas	A	X	X	X	X	X	X	X	X	X	X	91%
Steve Hoyt	X	A	A	X	X	X	X	X	X	X	X	82%
	80%	80%	80%	100%	100%	100%	100%	100%	100%	100%	100%	

Finance/Audit Committee Attendance 2019 Meetings

Member	Feb	May	Sep	Nov	%
Dick Pirozzolo	X	X	X	X	100%
Steve Hoyt	X	X	X	X	100%
Linda Bruckner	X	X	X	X	100%
Nancy Miller	X	X	A	X	75%
Shannon Matteson	X	A	X	X	75%
Michael Eisner	X	X	X	A	75%
Karl Krebs	X	A	X	X	75%
Meghan Rose	A	X	x	x	75%
Mark Hillegas	A	A	x	A	25%
Krista Niles-Updyke	A	A	A	A	0%
Patty McLellan	A	A	A	A	0%
	64%	55%	73%	64%	

Nominating & Corporate Governance Attendance 2019 Meetings

Member	Jan	May	Jul	Oct	Dec	%
Grace Park	X	X	X	X	X	100%
Mary Pat Dolan	x	X	X	X	X	100%
Bill Powell	X	X	X	X	A	80%
Maureen Ferrell	X	X	X	X	A	80%
	67%	100%	80%	100%	50%	

Development Committee Attendance 2019 Meetings

Member	Feb	May	Jul	Oct	%
Brigid Allinger	x	X	X	X	100%
Joe Thomas	X	X	X	X	100%
Jessica Renner	X	x	X	X	100%
John Bayne	X	X	A	X	75%
Peter Newman	x	A	x	x	75%
Dave Radin	X	X	X	A	75%
Alison Wolfe	x	x	A	X	75%
Julie Monahan	A	x	X	X	75%
Marci Daniels	X	A	NA	NA	50%
Anis Fadul	x	A	A	x	50%
John Alexander	A	x	A	A	25%
Rebecca Sexton	A	A	x	A	25%
	75%	67%	67%	75%	

Advocacy Attendance 2019 Meetings

Member	Jan	Apr	Jun	Dec	%
Mark Bordeau	X	X	Canceled	Canceled	100%
Tess McKinley	X	X	Canceled	Canceled	100%
Nancy Eckstrom	X	X	Canceled	Canceled	100%
Steve Fowler	X	X	Canceled	Canceled	100%
Erin Summerlee	X	X	Canceled	Canceled	100%
Catherine Rogers	A	X	Canceled	Canceled	50%
Maggie Coffey	A	X	Canceled	Canceled	50%
Wendy Pursel	A	X	Canceled	Canceled	50%
Lorna Swaine-Abdallah	X	A	Canceled	Canceled	50%
	55%	80%			

FOOD BANK OF THE SOUTHERN TIER
Board of Directors
Member Contact Information

In order to update our records, please complete the *entire* form below. Please write in N/A for those areas that are not applicable

Name	
Home Address	
City, State, Zip	
Home Phone Number	
Cell Phone Number	
Home Email	
Spouse/Partner Name (if applicable)	
Business Address	
Business City, State, Zip	
Business Phone	
Business Cell	
Business Email	
Job title (if applicable)	
What is the best way to reach you? (e.g. phone, email, text, Admin. Assistant, other)	
What is your primary phone number?	
What is your primary email address?	

Food Bank of the Southern Tier
Board & Committee Members Profile Worksheet
Expertise/Skills/Personal Data

Age	
21 – 35	
36 – 50	
51 – 65	
Over 65	
Gender	
Male	
Female	
Race/Ethnicity (Check all that apply to you)	
African American/Black	
Asian/Pacific Islander	
Caucasian	
Hispanic/Latino	
Native American/Indian	
Other Race/Ethnicity	
Religious Affiliation	
Roman Catholic	
Other Christian	
Jewish	
Muslim	
Hindu	
Buddhist	
No Affiliation	
Other (please specify: _____)	
Community & Civic Organizations (Check all that apply to you presently and in the past)	
Faith-Based Organizations (e.g. Knights of Columbus)	
Civic Organizations (e.g. Lions, Rotary, Kiwanis, etc)	
Professional Organizations	
Local Government	
Other Boards of Directors (please specify: _____)	
Community Volunteer	
Other (please specify: _____)	
Occupation Areas & Expertise Areas (Check all that apply to you presently and in the past)	
Accounting	
Administration/Management	
Banking/Trusts/Investments	
Development/Foundation/Fundraising/ Philanthropy	

Education	
Financial Management	
Food Industry	
Government	
Health	
Human Resources	
Law/Legal	
Marketing/Public relations	
Physical Plant (e.g. architect, engineer)	
Real Estate	
Retail/ Grocery	
Social Services	
Strategic Planning	
Technology	
Other (Please specify: _____)	
County Representation (Where you reside)	
Broome	
Chemung	
Schuyler	
Steuben	
Tioga	
Tompkins	
Other (please specify: _____)	
FBST BOD/ Committee Representation (Check which you now serve on)	
Board of Directors	
Executive Committee	
Finance Committee	
Audit Committee	
Nominating & Corporate Governance Committee	
Development Committee	

Revised August 2017

FOOD BANK OF THE SOUTHERN TIER
Board Member Statement of Agreement & Code of Ethics

As a board member of The Food Bank of the Southern Tier, I understand that my duties and responsibilities include the following:

1. I will do my best to ensure that the Food Bank is well-maintained, financially secure, growing and always operating in the best interests of our mission and those we serve.
2. I am fiscally responsible, with the other board members, for the Food Bank of the Southern Tier. It is my duty to review, assess and be knowledgeable about the Food Bank's budget.
3. I am accountable to this organization and will support its mission to build and sustain hunger-free communities throughout the Southern Tier.
4. I am responsible for supporting and endorsing the programs of the Food Bank.
5. I will make a personally significant financial donation to demonstrate my commitment to the Food Bank and to serve as an example to other potential donors.
6. I will actively engage in fundraising for the Food Bank in whatever ways are best suited to me under the guidance of the Development Committee and staff.
7. I will adhere to the board meeting attendance policy, including being available for phone consultation and actively participating in committee work.
8. I will assist in the identification and recruitment of new committee and board members.
9. I will participate in the evaluation of the President/CEO and support the incumbent's ongoing development.
10. I will actively promote and advocate for the Food Bank in the community.

To facilitate my ability to meet my board obligations, the Food Bank of the Southern Tier is responsible to me in a number of ways:

1. I will receive an orientation to the organization, either as part of a group or one-on-one, prior to assuming my duties as a BOD member.
2. I will be provided, without request, necessary operational information including financial reports.
3. I can call on the President/CEO and appropriate Food Bank staff to discuss programs and policies, goals and objectives as appropriate.

Board Member Code of Ethics

As a member of the board team, I will:

- Maintain the confidentiality of board business.
- Listen carefully to and respect the opinions of my fellow board members.
- Support majority decisions of the board.
- Recognize all authority is vested in the full board only when it meets in legal session.
- Keep well-informed of developments related to issues which may come before the board.
- Participate actively in board meetings and actions.
- Bring to the attention of the board any issues I believe will have an adverse effect on the Food Bank or those we serve.
- Refer complaints to the proper level on the chain of command.
- Recognize my job is to ensure the Food Bank is well-managed, rather than attempt to directly manage the organization myself.
- Be mindful of all stakeholders, especially those in need of our services, across our six-county region.

I am committing to the best of my ability to carry out the above statements, knowing if I fail to meet expectations I will resign or be asked to leave the Board.

Name: _____ **Term Dates:** _____

Board Member Signature: _____ **Date:** _____



PHOTO-VIDEO RELEASE FORM

I consent to and authorize the use and reproduction, in print or electronic format by the Food Bank of the Southern Tier or any authorized person of the Food Bank of the Southern Tier, use of any and all photographs or videos which will be taken on this day for publicity purpose, without compensation. All images - electronic, digital, negatives and positives, together with the prints, are owned by the Food Bank of the Southern Tier.

I hereby acknowledge that I am 18 years of age or older and have read and understood the terms of this release.

Date: _____/_____/_____

Location: _____

ACCEPTED AND AGREED TO:

Participant Signature: _____

Print Full Name: _____

Address: _____

Telephone: _____

Authorizing signature if participant is under 18 years of age:

I declare that I am authorized to sign for the minor and that I am able to contract in my own name. I agree to grant the Food Bank of the Southern Tier permission to use this participant's likeness for promotional purposes described above.

Name of Minor Child: _____

Signature of Parent/Guardian: _____

Print Full Name: _____

Address: _____

Telephone: _____