

**FOOD BANK OF THE SOUTHERN TIER**  
Nominating & Corporate Governance Committee Meeting  
August 6, 2020  
8:30-9:30 AM

**AGENDA**

<b>TOPIC</b>	<b>FACILITATOR</b>	<b>ACTION</b>	<b>TIME</b>
1. Welcome & Call to Order	Grace Park		2
2. Opening Prayer	Marty Heysham		2
3. Approval of June 4, 2020 Mtg. Minutes	Grace Park	Approve	1
4. Check-in	Grace Park		10
5. Follow-up Items		Discuss	20
• Conversations with BOD members	Grace Park		
• BOD Matrix	Natasha Thompson		
• BOD Mentorship Program	Maureen Farrell		
• BOD Diversity Assessment Tools	Natasha Thompson		
• Succession Plan Draft	Grace Park		
6. General Governance & BOD Policies	Grace Park	Discuss	20
• Review & Revise BOD Operating Policies			
• Review & Revise Committee Descriptions			
• Review & Revise Committee Tracking Calendars			
• Update BOD Manual			
7. Other Business	Grace Park	Discuss	5

**Next Meeting**  
October 1, 2020  
8:30-9:30 AM  
Opening Prayer: Grace Park

**Food Bank of the Southern Tier**  
**2020 Board & Committee Member Profile Worksheet**  
**Expertise /Skills/Personal Data**  
**16/16 Responses**

<b>Age</b>	<b>Total</b>	<b>%</b>
21-35	1	6%
35-50	4	25%
51-65	8	50%
Over 65	2	13%
Prefer to not answer	1	6%

<b>Gender</b>	<b>Total</b>	<b>%</b>
Male	8	50%
Female	8	50%

<b>Race/Ethnicity</b>	<b>Total</b>	<b>%</b>
African American/Black	1	6%
Asian/Pacific Islander	1	7%
Caucasian	13	81%
Hispanic/Latino	1	6%
Native American/Indian		
Other Race/Ethnicity		
Prefer to not answer		

<b>Religious Affiliation</b>	<b>Total</b>	<b>%</b>
Roman Catholic	6	38%
Other Christian	1	6%
Jewish	1	6%
Muslim	1	6%
Hindu		
Buddhist		
No Affiliation	5	31%
Other	1	6%
Prefer to not answer	1	6%

<b>Community &amp; Civic Organizations</b>	<b>Total</b>	<b>%</b>
Faith Based Organizations	2	13%
Civic Organizations	2	13%
Professional Organizations	4	25%
Local Government	1	7%
Other Boards of Directors	12	75%

Community Volunteer	6	38%
Other	2	13%

### **Occupation Areas & Expertise Areas**

Accounting	3	19%
Administration/Management	10	63%
Banking/Trusts/Investments	4	25%
Development/Foundation/Fundraising/Philanthropy	2	13%
Education	4	25%
Financial Management	6	38%
Food Industry	1	6%
Government	1	6%
Health	2	13%
Human Resources	4	25%
Law/Legal	2	13%
Marketing /Public Relations	4	25%
Physical Plant	1	6%
Real Estate	2	13%
Retail/Grocery	2	13%
Social Services	1	6%
Strategic Planning	7	44%
Technology	3	19%
Other	1	6%

### **County Representation**

Broome	3	19%
Chemung	6	38%
Schuyler		
Steuben	4	25%
Tioga		
Tompkins	3	19%
Other		

### **FBST BOD/Committee Representation**

Board of Directors	16	100%
Executive Committee	4	25%
Finance/Audit Committee	4	25%
N&CG Committee	4	25%
Development Committee	5	31%
Advocacy Committee	2	13%

## Women's Fund Advisory Committee Member Worksheet

Committee Member Name: \_\_\_\_\_ Number of Years on the Committee: \_\_\_\_\_ Current Term Expires: \_\_\_\_\_  
 Pronouns: \_\_\_\_\_

<b>Age</b>	
Under 25	
25-34	
35-44	
44-59	
60-70	
Over 70	
<b>Gender</b>	
Man	
Woman	
Non-binary	
Not listed (please write-in):	
<b>Transgender</b>	
No	
Yes	
<b>Sexual Orientation</b>	
Straight	
Gay	
Lesbian	
Bisexual	
Queer	
Not listed (please write-in):	

<b>Race/Ethnicity (select as many as apply)</b>	
African American/Black	
Asian/Pacific Islander	
Caucasian/White	
Hispanic/Latino	
Native American/Indian	
Not listed (please write-in):	
<b>Personal Style (select the two that best apply)</b>	
Catalyst for change	
Consensus builder	
Good communicator	
Implementer/gets things done/takes initiative	
Mediator	
Organizer/Planner	
Strategist/asks great questions	
Visionary	
Not listed (please write-in):	
<b>Skills You Want to Share or Learn (Note S for Share OR L for Learn)</b>	
Communications and Social Media	
Event Coordination & Management	
Fundraising	
Grant-making/Grant Reviewing	
Governance	
Minute-taking	

<b>Length of Time in Tompkins County</b>	
Less than 3 years	
3-10 years	
11-25 years	
Lifetime resident	
<b>Residency</b>	
City of Ithaca	
Town of Ithaca	
Town of Caroline	
Town of Danby	
Town of Dryden	
Town of Enfield	
Town of Groton	
Town of Lansing	
Town of Newfield	
Town of Ulysses	
Not listed (please write-in):	
<b>Household Income</b>	
Under \$24,999	
\$25,000-\$44,999	
\$45,000-\$74,999	
\$75,000-\$99,999	
\$100,000-\$199,999	
Above \$200,000	

<b>Relationship to Tompkins County Nonprofit Community (select all that apply)</b>	
I have donated	
I have volunteered	
I have received services / been a client	
I have served on a board / committee	
I have been an employee / contractor	
I have attended events	
Not listed (please write-in):	
<b>Fundraising Style (select all that apply)</b>	
Connector	
Cultivator	
Closer	

Did you find your identities and experiences reflected in the choices on this document?  
If not, we welcome your feedback. Please email [gferrari@cftompkins.org](mailto:gferrari@cftompkins.org).

## **FOOD BANK OF THE SOUTHERN TIER BOARD MENTORING POLICY**

The Board of the Food Bank of the Southern Tier endorses the practice of mentoring for new Board members. The process helps to keep new members fully engaged in the process, especially by providing an overview of Board member roles and responsibilities and the expectations for Board member meeting preparation and attendance.

### **MENTORING PROCESS AND PROCEDURES:**

1. The Chair of the Nominating and Corporate Governance Committee (N&CGC) will appoint a mentor for a new Board member after speaking with both parties and others as appropriate.
2. The new mentor will read this Policy, including the “Best Practices” noted below, and become familiar with the Board orientation materials presented by the FBST staff.
3. The mentor and mentee will meet at least once before the mentee’s first Board meeting and at least one other time during the mentee’s initial six months as a Board member. Meetings may be in person, by phone or by meeting technology such as Zoom.
4. The mentor will report to the Chair of the N&CGC about the process and how to improve it.

### **BEST PRACTICES FOR MENTORS:**

The following list of suggestions is offered for engaging with your assigned mentee:

- Be approachable, reflect a specific interest in the new member’s development, be a good listener, careful observer and work to solve problems that may arise for the new Board member;
- Share your knowledge about Board membership and meeting participation;
- Serve as a coach for initial meetings, sitting adjacent to the new member and offering additional background information when appropriate, translating acronyms and helping the novice navigate the Board materials;
- Follow-up between meetings during the first six months of Board membership whenever possible or needed;
- Provide the novice multiple methods to communicate with you between meetings including phone calls, in-person; email; text; FaceTime, Zoom and other ways to ensure the new Board member stays engaged and connected to the Board and its activities;
- Offer to assist with the initial assignments given to the new Board member in case there are questions about Board communication procedures or preferred methods to submit documents;
- Contact the new Board member if there appears to be a pattern of missed meetings or late Board assignments, allowing for possible competing demands on the new member’s time;
- At the conclusion of the mentoring period, ask the new Board member about the mentoring process and ways in which it could be improved upon for the future.

Third revised DRAFT for Board Mentoring Policy - July 28, 2020

M. Ferrell with input from Grace Park, Joe Thomas and Marty Heysham

# Food Bank of the Southern Tier

Nominating & Corporate Governance Committee Meeting

Thursday, June 4, 2020

8:00 – 9:00 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	
<b>Ex-Officio</b>		
Natasha Thompson	X	
<b>Staff</b>		
Lynn Dates	X	

## 1. Welcome & Call to Order

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

## 2. Opening Prayer

Natasha gave the opening prayer.

## 3. Approval of April 23, 2020 Meeting Minutes

*Bill Powell made a motion to approve the April 23, 2020 minutes.*

*Grace Park seconded. All were in favor. None opposed.*

## 4. Check-in

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

## 5. Follow-up Items

### BOD Mentor Program

The group provided feedback on the first draft of the BOD Mentor Program guidelines provided by Maureen Farrell and Natasha. Some items that were noted: N&CG Committee will assign mentor/mentee by or before a certain date and guidelines should be created in the form of a policy. Grace asked that the committee provide additional feedback to Maureen within the next two weeks and Maureen agreed to providing another draft one-week before the next meeting.

### BOD/Committee Meeting Attendance

Natasha shared the status of several committee members who had fallen below acceptable attendance and reported that several of them selected to end their participation for various reasons. She noted that the Development Committee is seeking additional members.

## 6. BOD Recruitment

### BOD Member Terms

Grace reviewed BOD Member Terms. She suggested Karl Krebs as a candidate for Diocese Representative and agreed to contact him directly. Joe Thomas agreed to remain on the BOD. Mary Pat Dolan agreed to reach out to Steve Hoyt to assess his interest in another term. Natasha reported that she spoke with Lorna Swaine-Abdallah who would like to finish out this term which ends February 2021. Mary Pat and Joe offered to follow-up with Jessica Renner. Grace will follow up with Shannon Matteson to see if she'd like to renew to a 2<sup>nd</sup> term.

# Food Bank of the Southern Tier

Nominating & Corporate Governance Committee Meeting

Thursday, June 4, 2020

8:00 – 9:00 AM

## **BOD Profile Matrix**

Grace reviewed the 2020 BOD Profile Matrix with the group and noted that the BOD would benefit from filling two spots with diversity from the following areas: 21-35 age group, race and ethnicity, and county representation. Marty Heysham suggested that Carin Rouleau might be able to suggest someone from Walmart in Schuyler County. Lynn will finalize the Matrix prior to the next meeting.

## **7. BOD Assessment Next Steps**

Grace posed the question of how we can close the gap in one or two issues that arose from the BOD Assessment. She reinforced that we have two years until the next assessment and suggested the following two topics: Diversity in 2020 reaching out to the BOD for suggestions at the June meeting, and Succession Planning in 2021. Natasha suggested that the N&CG Committee work on succession of the CEO and that she would lead succession planning for the leadership team. The group agreed that creating a succession plan is vital; Mary Pat offered to look further into succession planning and Grace would explore things to consider.

## **8. BOD Oversight/Communication During COVID-19**

The group agreed that Natasha is doing a great job keeping the BOD and Committees well-informed during this time of COVID, that they have noted the increased frequency of social media and email, and that this information makes a difference. They noted two topics for the BOD meeting: impact on personnel and supply chain issues. Bill suggested that everything be written down to eventually become a disaster plan.

## **9. Other Business - none**

The meeting adjourned at 9:05 a.m.

Minutes respectfully submitted by,

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

Next Meeting  
August 6, 2020  
8:30-9:30 AM  
Opening Prayer: Marty Heysham

<b>Follow-up Items</b>	<b>Responsible</b>	<b>Date due</b>
Provide additional feedback to Maureen regarding Mentor Policy	All	June 18, 2020
Provide another Mentor Policy draft one-week before the next meeting	Maureen	July 30, 2020
Contact Karl Krebs as a candidate for Diocese Representative	Grace	August 6, 2020
Follow-up Steve Hoyt about renewal	Mary Pat	August 6, 2020
Follow-up with Jessica Renner about renewal	Mary Pat and Joe	August 6, 2020
Follow-up with Shannon Matteson about renewal	Grace	August 6, 2020
Lynn will finalize the Matrix prior to the next meeting	Lynn	Before August 6, 2020

## Promoting and Achieving Diversity Assessment Tool

<b>Promoting Diversity</b>				
	<b>Yes</b>	<b>In Process</b>	<b>No</b>	<b>Comments</b>
<b>Board of Directors</b>				
A survey has been conducted of the board's composition -possibly including, but not limited to ethnic, racial, religious, gender, age, sexual orientation, physical ability, experience, and geographic diversity.				
The Board of Directors publicly states the organizations commitment to diversity and inclusiveness.				
The Board had established clear organizational development policies and strategies that outline opportunities of engagement with diverse segments of the population.				
The Board has incorporated the principles of diversity and inclusion into the organization's statement of values.				
Resources (staffing, time, financial) have been allocated by the Board to the development and review of polices relating to diversity and inclusion.				
Diversity and inclusion are addressed in the organization's strategic plan.				
The Board regularly assesses the composition of the board, staff and service area to ensure that the organization is representative of the community it serves.				
The organization's existing policies, guidelines and practices are consistent with the organization's principles of diversity and inclusion.				
Organizational agreements and MOU's with other organizations or consultants incorporate the organization's values of diversity and inclusion.				

## Promoting and Achieving Diversity Assessment Tool

	Yes	In Process	No	Comments
Board Orientation incorporates diversity and inclusion training to increase their ability to effectively participate.				
The Board has clearly outlined its expectations for management on the implementation of diversity, inclusion and equality organizational policies.				
The Board has clearly outlined its expectations for management on the implementation of workplace discrimination / harassment policies?				
The organization has developed a mechanism for effectively handling complaints of incidences of discrimination from organizational partners, affiliates, volunteers and community groups.				
The organization has developed a strategy to ensure that the board, management, staff, organizational affiliates, volunteers and community groups are aware of their right to access the complaints procedure to address any incidence(s) of discrimination.				
<b>Staff</b>				
A survey has been conducted of the staff's composition -possibly including, but not limited to ethnic, racial, religious, gender, age, sexual orientation, physical ability, experience, and geographic diversity				
The interview process is regularly reviewed to ensure there are no biases and that bias free questions are asked during interviews.				
Mentoring and conflict resolution systems are incorporated into organizational policy to ensure the retention of diverse staff.				
The member regularly conducts a diversity and inclusion training and education program that is required by all staff to take.				

## Promoting and Achieving Diversity Assessment Tool

	Yes	In Process	No	Comments
The member regularly updates its resources for the staff and volunteers to update their knowledge and skills on appropriate service delivery to diverse communities?				
Diversity and inclusion metrics are included in staff performance reviews.				
<b><i>Member's Service</i></b>				
The member has developed a communications strategy to inform diverse populations of its activities and invite them to participate.				
The organization has developed a comprehensive list of community and ethnic media and utilizes this list to promote opportunities in the organization.				
The organization has developed a comprehensive list of community, regional and local groups and organizations that deal directly with diverse and / or marginalized populations, utilizing this list to promote opportunities in the organization.				
The organization has developed a comprehensive list of other points of access for reaching diverse communities (i.e. places of worship, community centers, social clubs etc.), utilizing this list to promote opportunities in the organization.				
The organization regularly compiles and updates local and regional profiles including demographics and social, economic, health and environmental issues.				
Partnerships are actively sought with organizations representing diverse populations.				

## Promoting and Achieving Diversity Assessment Tool

	Yes	In Process	No	Comments
<b><i>Achieving Diversity</i></b>				
<b><i>Board of Directors</i></b>				
The Board has reviewed their governance and board policies and practices for possible systemic barriers to achieving diversity and inclusion in the organization.				
The Board has researched and reviewed its board, staff and volunteer recruitment, selection and retention processes for possible barriers to achieving diversity in the organization. (possible barriers can include advertising outlets, criteria for selection, interview process, time / financial requirements for participation)				
When scheduling board and committee meetings, the board reviews the possibility of barriers with regards to time, location of meetings, accessibility of building, availability of child / elder care, etc.				
The Board has developed a plan to eliminate any barriers it has identified to help promote diverse board and committees.				
The Board has formulated an action plan to eliminate any possible barriers to achieving diversity and inclusion.				
The Board regularly monitors the organization with respect to progress made in the areas of diversity and inclusion.				
The Board and management have committed resources, time and financial, to effectively implement diversity and inclusion in the organization.				

## Promoting and Achieving Diversity Assessment Tool

	Yes	In Process	No	Comments
<b>Staff</b>				
A combination of main stream and non-mainstream media is used to advertise paid and volunteer opportunities. (i.e. ethnically specific media, small community newspapers, professional association newsletters and community organizations)				
The member has surveyed and consulted with diverse communities and organizations regarding the staff recruitment process.				
The member has consulted with diverse communities in the development of a staff diversity evaluation plan.				
<b>Member's Service</b>				
The member regularly evaluates and monitors the accessibility, appropriateness and effectiveness of programs and services to diverse communities.				
Key members of diverse communities have been invited to participate in the planning of the member's programs and services.				
The member researches the needs and interests of the diverse communities that it intends to serve.				
The member adapts its programs and services to meet the identified needs and issues of diverse communities; e.g.: Meals/childcare/transportation provided, Respect for faith / spiritual practices, Meeting times, locations and structures.				
The member works with various linguistic groups in the area to help promote programs and services to diverse communities using native languages.				

## Promoting and Achieving Diversity Assessment Tool

	Yes	In Process	No	Comments
The member has developed a plan with members of diverse communities to eliminate language barriers in accessing programs and services.				
The member has developed an outreach strategy to reach the various diverse communities in its service area.				
The member has developed a communication strategy that will provide information to diverse communities within its service area, including: Targeted media (TV, audio / radio, print), Community newspapers, Key informants, Community leaders				

Assessment Completion Date: \_\_\_\_\_

Board Assessment Review Date: \_\_\_\_\_

Board President Signature: \_\_\_\_\_

Executive Director / CEO Signature: \_\_\_\_\_

# FOOD BANK OF THE SOUTHERN TIER

## Board of Directors

### Operating Policies & Procedures Master List

<b>Policy</b>	<b>BOD Oversight Committee</b>	<b>Last Updated</b>
Identifying and Selecting Candidates for Board Membership	Nominating & Corporate Governance	June 2018
Board Orientation & Education Program	Nominating & Corporate Governance	July 2018
Removal/Dismissal of a Director from the Board of Directors	Nominating & Corporate Governance	June 2018
Investment Policy	Finance	April 2012
Gift Acceptance Policy	Development	July 2019

- Whistleblower Policy (CCDOR)
- BOD Mentoring Process?
- Exit Interview Process?

**FOOD BANK OF THE SOUTHERN TIER**  
**Nominating & Corporate Governance Review Committee**  
*Critical Task List Tracking Calendar*

<b>Task</b>	<b>Jan</b>	<b>Feb</b>	<b>April</b>	<b>Jun</b>	<b>Aug</b>	<b>Oct</b>	<b>Dec</b>	<b>As Needed</b>
<b>A. General Governance and Board Policies:</b>								
Review and consult Executive Committee on revision of BOD Operating Policies & Procedures.		Report		Begin	Prepare		Complete	
Review and consult BOD Committees on revision of Committee Descriptions.		Report		Begin	Prepare		Complete	
Review and consult BOD and Committees on revision of tracking calendars.		Report			Begin	Report	Complete	
Conduct biennial BOD Evaluation and Director Self Evaluation	Distribute	Review/ Report			Begin		Complete	
Ensure annual execution of BOD & Committee Members' agreements	X	Distribute						
Update & distribute BOD Manual		Distribute			Begin		Complete	
Make biennial review of bylaws and propose amendments								X
Conduct Exit Interviews with departing BOD Members							X	X
Review/revise BOD & Committee Members' agreements						Begin	Complete	
Review BOD Diversity Assessment						X		
<b>B. Orientation &amp; Education:</b>								
Review/revise Operating Policies & Procedures for BOD Member orientation & education.					Begin	Complete		
Assess BOD orientation & education programs.	Begin		Complete					

Provide for on-going board education through program presentations, board retreats, outside consultants, etc.									X
Conduct new board member orientation & education sessions. Provide board member manuals.	X								
<b>C. Board Member Recruitment:</b>									
Board Member Recruitment (identifying new candidate pool). Review of board candidate pool in relation to needs and current Board & Committee Member summary profiles, and to nominations process.									X
Assess board & committee member profiles as they relate to current and future needs of Board & Committees.									X
Review/revise the <u>N&amp;CG Identifying, Recruiting and Selecting Candidates Operating Policies &amp; Procedures.</u>									X
Review/revise recruitment tools and materials including Board Member Prospect Sheet, Board & Committee Members Summary Profile Sheet, etc.									X
<b>D. Annual Elections:</b>									
Presentation of slate of nominees for Board membership and officers.					Begin			X	
Presentation of list of representatives and committee appointees.						Begin		X	
Election of Directors and Officers and appointment of representative and committees.		X							
<b>E. Miscellaneous Items:</b>									
Review/revise FBST Code of Ethics									X
<b>Approved: Jul 06 ---- Revised: Dec 06; Jul 07; Dec 07; Aug 09; Sep 10; Dec 13; Oct 17</b>									

## MRC EQUITY & INCLUSION SELF-ASSESSMENT (Part 3)

### WHY AM I TAKING THIS ASSESSMENT?

Barriers to equity are deeply embedded and usually not intended, therefore, it's important that we reflect and create individual and structural intentionality and accountability as we work collectively to produce equitable opportunities, operations and results.

### WHAT WILL THE TOOL ACCOMPLISH?

By looking critically and analytically at the self, we can self-identify structural and individual areas for organizational change and improvement and build shared accountability. An equity self-assessment is necessary in order to promote transformative dialogues, develop cultural intelligence, contribute to the development of equity action plans, apply a widespread equity lens to everyday practices, and create welcoming and inclusive experiences for staff and participants. Organizations that care about these issues can produce and track changes/results by using this tool.

**This assessment focuses on assessing racial equity within four areas:**

*Administrative Activities; Organizational Commitment, Leadership, and Governance; Staff Activities; and Program Activities.*

**INSTRUCTIONS:** Using the following definitions as a guide, please indicate the one step (A-E) that best describes the status of racial and \*cultural equity activities at your agency/program. (\*Please consider "culture" to include ethnicity, sexual orientation, sex & gender identity, place/location (i.e rural), and socioeconomic).

**A. Stalled/No Activity:** There is no current activity in this area (please indicate challenges, if any by choosing from one statement:

- A-1. Resistance by staff/leadership
- A-2. Not a priority for the organization
- A-3. Many colleagues are interested, but no action initiated
- A-ZZ. Don't know;

**B. In Discussion:** Key stakeholders are discussing this activity but have not yet developed an action plan

**C. Action Planning:** Key stakeholders have developed a plan that will be or has been introduced to the agency/program

**D. Implementing:** A plan has been initiated and progress is being tracked

**E. Part of our Routine:** The organization implemented this activity at least two years ago and it is part of routine functioning

**ZZ. Don't Know:** I am not aware of the status of this area.

### DEFINITIONS (see attached definitions sheet)

**QUESTIONS:** Please contact Fabina B. Colon at [fabina@multiculturalresourcecenter.org](mailto:fabina@multiculturalresourcecenter.org)

### Acknowledgment:

Adapted in part from *Race Matters, Organizational Self-Assessment*, developed by Annie E. Casey Foundation, *Equity Profile for Organizations*, by Lisa Blitz and a collaborative of experts; *Coalition of Communities of Color*; and *Race Forward*.

For each of the following please indicate the step that **best** describes the status of your organization with regard to racial and cultural equity. *Please consider “culture” to include ethnicity, sexual orientation, sex & gender identity, place/location (i.e rural), and socioeconomic.*

ADMINISTRATIVE ACTIVITIES	STEPS					
My organization ...	A No Activity	B In Discussion	C Action Planning	D Implemen ting	E Part of Routine	ZZ DK / NA
<b>1. Is developing a shared language/analysis about:</b>						
Socioeconomic equity & inclusion						
Place-based (rural) equity & inclusion						
Gender equity & inclusion						
Racial equity & inclusion						
LGB&T+ equity & inclusion						
Ethnic equity & inclusion						
<b>2. Has internal group(s)/department(s) that develop staff’s knowledge and skills about equity &amp; inclusion and the impact of systemic oppression and privilege for:</b>						
LGB&T+ communities						
Rural communities						
People of color						
Low-income communities						
Women						
<b>3. Hires to address racial and ethnic inequities, addressing the hiring of employees who represent communities of color, immigrant &amp; refugees within the confines of current law.</b>						
<b>4. Has formal procedures to increase the recruitment, retention, and promotion of:</b>						
Immigrants/Refugees						
Rural people						
People of color						
Low-income						
Women						
LGB&T+ people						
<b>5. Has equity &amp; Inclusion, systemic oppression &amp; systemic privilege knowledge, skills and practices incorporated into performance objectives (i.e. job descriptions &amp; work plans).</b>						
<b>6. Orients new staff on equity &amp; inclusion and dynamics of privilege and oppression as they relate to work climate and people served by organization.</b>						

7. Includes progress on equity & Inclusion and cultural intelligence in performance evaluations/reviews.						
8. Has practices and structures (i.e. mentoring, staff support groups) in place to support:						
LGB&T+ Employees						
Employees from rural communities						
Employees of color						
Low-income Employees						
Women Employees						
Immigrant/Refugee Employees						
9. Collects, tracks and plans the use of data on:						
Race & Ethnicity						
Gender						
Socioeconomic						
Sexual Orientation						
Place (rural, urban, etc.)						
10. Ensures that participant composition reflect the racial and cultural diversity of the communities being served.						
11. Ensures that the organization's workforce reflects the racial and cultural diversity of the communities being served.						
12. Has program <u>planning &amp; development</u> practices that are accessible to and as appropriately driven by:						
LGB&T+ people						
Rural people						
People of color						
People of low-income						
Women						
Immigrants/Refugees						
13. Has a Human Resources department that has a system in place to measure equity and inclusion goals and progress and report it to staff and the board.						
Other: Please specify						
<b>ORGANIZATIONAL COMMITMENT, LEADERSHIP &amp; GOVERNANCE</b>	<b>STEPS</b>					

My organization ...	<b>A</b> No Activity	<b>B</b> In Discussion	<b>C</b> Action Planning	<b>D</b> Implementing	<b>E</b> Part of Routine	<b>ZZ</b> DK / NA
<b>1. Ensures that the composition of the organization's leadership reflects:</b>						
Cultural diversity						
Racial diversity						
<b>2. Ensures that the organization's board membership reflects:</b>						
Cultural diversity						
Racial diversity						
<b>3. Has public and displayed institutional commitment to addressing:</b>						
Diversity and Inclusion						
Cultural inequity						
Racial inequity						
<b>4. Has policies that express a commitment to:</b>						
Diversity and Inclusion						
Cultural equity						
Racial equity						
<b>5. Has procedures to implement and enforce policies around:</b>						
Diversity and Inclusion						
Cultural equity						
Racial equity						
<b>6. Has leadership that talks openly about and are able to clearly articulate barriers to:</b>						
Place-based (rural, urban, etc.) Equity						
Gender Identity Equity						
Socioeconomic Equity						
Sexual Orientation equity						
Racial Equity						
Ethnic Equity						

<b>7. Organizes staffing patterns so that practitioners work with people from various:</b>						
Cultural groups						
Racial groups						
<b>8. Assesses, in the hiring and promotion decisions, cultural intelligence and the skills and ability of staff members to respond to:</b>						
Cultural equity issues						
Racial equity issues						
<b>9. Has clear and specific mechanisms to receive and follow up timely on complaints about bias and discrimination in the organization related to:</b>						
LGB&T+ people						
Rural people						
People of color						
People of low-income						
Women						
Immigrants/Refugees						
<b>10. Involves representatives from the community in planning groups (such as boards, program committees, or other advisory committees) from the following communities:</b>						
Low-income						
Rural						
People of color						
LGB&T+						
Women						
Immigrants/Refugees						
<b>11. Has a strategy for dealing with possible pushback against efforts on:</b>						
Socioeconomic equity & inclusion						
Place-based (rural) equity & inclusion						
Gender equity & inclusion						
Racial equity & inclusion						
LGB&T+ equity & inclusion						
Ethnic equity & inclusion						
<b>12. Meets regularly with community leaders of color to get feedback around the organization's racial and cultural equity work.</b>						
<b>13. Has funds that support programs/policies vital to or disproportionately needed by particular disadvantaged racial/cultural communities</b>						
<b>14. Has goals at the Board level on improving organizational equity and inclusion, providing culturally intelligence programming and services, and eliminating disparities.</b>						

<b>Other:</b> Please specify						
<b>STAFF ACTIVITIES</b>	<b>STEPS</b>					
My organization ...	<b>A</b> No Activity	<b>B</b> In Discussion	<b>C</b> Action Planning	<b>D</b> Implementing	<b>E</b> Part of Routine	<b>ZZ</b> DK / NA
<b>1.</b> Regularly includes the following issues on the agenda for staff meetings.						
Diversity						
Racial Equity						
Cultural Equity						
<b>2.</b> Has meetings that are conducted in a manner that supports equity and inclusion and values diverse ways of speaking, thinking, debating, reflecting and making decisions.						
<b>3.</b> Encourages or supports staff members to initiate discussions and experiences within the organization & programs/services related to:						
Diversity						
Racial Equity						
Cultural Equity						
<b>4.</b> Understands of the social, environmental, economic, and structural determinants of:						
Socioeconomic inequity						
Place-based (rural) inequity						
Gender identity inequity						
Racial inequity						
LGB&T+ inequity						
Ethnic inequity						
<b>5.</b> Offers positive recognition to staff who take organizational leadership in promoting:						
Racial Equity						
Cultural Equity						
<b>6.</b> Encourages staff members to address issues with the community related to:						
Racial Equity						
Cultural Equity						
<b>7.</b> Holds racial equity and cultural intelligence training opportunities as a requirement for all staff at least once a year.						
<b>Other:</b> Please specify						

PROGRAM ACTIVITIES	STEPS					
	A No Activity	B In Discussion	C Action Planning	D Implemen ting	E Part of Routine	ZZ DK / NA
My organization/Program Area ...						
<b>1. Has a method in place to assess the overall satisfaction with the organization from:</b>						
LGB&T+ communities						
Rural communities						
People of color						
Low-income communities						
Women						
<b>2. Supervisors review program notes &amp; other documentation for racial AND cultural bias.</b>						
<b>3. Community representatives are invited to participate in the design and delivery of services/programs from:</b>						
LGB&T+ communities						
Rural communities						
People of color						
Low-income communities						
Women						
<b>4. Reviews materials to make sure they are racially AND culturally responsive/sensitive.</b>						
<b>5. Has materials (e.g. forms, notices, voice mail greetings, pamphlets, etc.) that are accessible and linguistically appropriate for the populations served.</b>						
<b>6. Provides translation and interpretation assistance to participants.</b>						
<b>7. Participant satisfaction surveys include questions about the person's experiences with the organization's racial AND cultural environment.</b>						
<b>8. Ensures that participant composition reflect the racial and cultural diversity of the communities being served.</b>						
<b>Other:</b> Please specify						

### GENERAL QUESTIONS

<b>1. Have you participated in equity and inclusion, cultural intelligence, or anti-oppression training within the past year?</b>	YES	NO	D/K
<b>2. Has the organization's Executive Director (or equivalent title) participated in equity and inclusion, cultural intelligence, or anti-oppression training within the past year?</b>	YES	NO	D/K
<b>3. Have at least 50% of Board Members (or equivalent) participated in equity and inclusion, cultural intelligence, or anti-oppression training within the past year?</b>	YES	NO	D/K

4. Are all historically oppressed groups represented in your organization's anti-oppression efforts?

Yes (even if not perfect, they do a good job of acknowledging everybody)

No, they tend to pay more attention to: \_\_\_\_\_ and tend to pay less attention to: \_\_\_\_\_

My organization is not doing enough anti-oppression activity to be able to tell.

.....

**BACKGROUND INFORMATION:**

What is your gender? \_\_\_\_\_

What is your sexual identity? \_\_\_\_\_

What is your age?  21 and under  22-30  31-40  41-50  51 and over

What is your position?  Administrator  Educator  Support Staff  Temp/Seasonal Staff  Board Member

Are you full time or part-time?  Full-Time  Part-Time

Do you have a disability that substantially limits a major life activity (such as seeing, hearing, learning, walking)?  Yes  No

Race/Ethnicity (If you are of a multi-racial/ethnic background, mark all that apply)

African American/Black  African  First Peoples of "North/South America"/Alaska Native  
 Asian  Latina/o  Hawaiian Native or other Pacific Islander  
 Middle Eastern or Arab  White/Caucasian  Other \_\_\_\_\_

Where is your primary work place?

Mainly in office (admin)  Mainly off-site (educator) If working directly with participants, please answer the following:  
I work mainly with:  Rural Communities  Urban Communities

**ASSESSMENT RESULTS**

<b>Total score for:</b>	<b>A</b> No Activity	<b>B</b> In Discussion	<b>C</b> Action Planning	<b>D</b> Implementing	<b>E</b> Part of Routine	<b>ZZ</b> DK / NA
ADMINISTRATIVE ACTIVITIES						
ORGANIZATION COMMITMENT, LEADERSHIP, GOVERNANCE						
STAFF ACTIVITIES						
PROGRAM ACTIVITIES						
Total number per column						

**Organizational Overview** (Please provide a 5 sentence description of your organization based on the results of the tool):

**Strengths** (Based on the results of the tool)

**Opportunities for Growth** (Based on the results of the tool)

**Possible Action Areas** (Based on the results of the tool, these are three actions that we will take in the next 12 months)

**Reflections** (Based on your use of the tool provide feedback that can help improve the tool's usability)

# **FOOD BANK OF THE SOUTHERN TIER**

## **Board of Directors**

### ***Committee Description***

#### **NOMINATING & CORPORATE GOVERNANCE COMMITTEE**

##### **PURPOSE:**

The Nominating & Corporate Governance Committee (NCGC) is responsible for the on-going recruitment, education and nomination/re-nomination of new and existing Directors of the Food Bank of the Southern Tier's (FBST) Board of Directors (BOD). The NCGC will establish and maintain an orientation and continuing education program for the BOD. It is responsible for monitoring the overall effectiveness of the BOD and its Directors and of governing in compliance with all laws, regulations and best practices pertaining to corporate governance. The committee shall seek, nominate, provide relevant knowledge to, and evaluate performance of Directors; assist the Chairperson in appointment of members of committees of the Board; and oversee corporate governance practices of the Board and its committees.

##### **RESPONSIBILITIES:**

In fulfilling its charge, the NCGC is responsible for the following activities and functions:

##### **Nominating**

- Plan Directors' recruitment, orientation, education, and evaluation of overall BOD effectiveness.
- Review the participation of Directors prior to reappointment.
- Identify and select candidates for committees of the BOD using criteria for BOD services as a guide.
- Nominate/re-nominate Directors for election thereof at BOD meeting.
- Nominate/re-nominate BOD officers in consultation with the Executive Committee.
- Review future board leadership needs (committee chairs and officers), identify potential candidates for appropriate grooming and training for these positions, and recommend same to the Executive Committee.
- Maintain an awareness of the needs of the BOD.
- Plan for orientation and education of Directors and non-Directors of BOD committees. Provide an orientation program for new Directors.
- Facilitate a biennial Director and BOD self-evaluation by each Director.

##### **Corporate Governance**

- Review and check on update of policies and procedures, descriptions and tracking calendars of BOD and each of its committees.
- Consider and recommend appropriate goals and objectives to improve BOD effectiveness.
- Review and recommend to the BOD policies and practices pertaining to corporate governance.

##### **COMPOSITION:**

The Nominating & Corporate Governance Committee shall consist of at least the Chairperson, the Food Bank President/CEO, and up to four (4) Directors plus additional independent non-director members. It shall nominate Directors and officers for election at the Annual Meeting, and at other meetings when vacancies are to be filled.

**MEETING SCHEDULE:** NCGC meets six times a year and additionally as needed.

**LIMITS OF AUTHORITY:** NCGC submits recommendations to the BOD.

Date Developed: June 16, 2006 – final draft approval  
Source: Board Source, St. Joseph's Hospital  
Reviewed: December 2, 2010; October 6, 2012; February 2015