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Missoula, MT 59801

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missoula food bank  
& community center

## Missoula Food Bank & Community Center Board Member Application

{Please Print Clearly}

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip

Phone(s): \_\_\_\_\_ Date of Birth: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Preferred Pronouns:  She/Her  He/Him  They/Them  Other: \_\_\_\_\_

Please answer the prompts below and feel free to add additional pages if more space is needed.

Why are you interested in serving on the Missoula Food Bank Board of Directors? \_\_\_\_\_

\_\_\_\_\_

How did you learn about Missoula Food Bank? \_\_\_\_\_

\_\_\_\_\_

What specific experience will you bring to our board? (lived experience, volunteer experience, work with other non-profits, etc) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What talents and passions make you a good fit for our board? (special skills, education, interests or hobbies)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Have you been charged with an offense related to an act of violence or sexual misconduct?

Yes ( ) No ( ) If yes, please indicate the charge and the date charged:

\_\_\_\_\_

**Please review and initial the items below. This must be complete prior to considering your application.**

MFB&CC understands that board members may need more information and training in order to be able to fulfill the responsibilities of a Board Member. MFB&CC provides board training to help all members fulfill their role as Board Members.

As a Board Director, I will be responsible to Missoula Food Bank and Community Center in the following ways:

### **Participation**

Missoula Food Bank and Community Center Board of Directors is an active, working board with regular meetings, requiring on average 3-5 hours participation or more per month. Initial board commitment is two years with an option to re-commit to an additional two (with no more than 5 years of service).

\_\_\_\_\_ I will attend at least 2/3rd of Board and committee meetings and functions, such as special events. I will serve on at least one MFB&CC committee, I will participate in additional training and orientation, and I will participate in board assessments.

### **Commitment to Mission & Organization**

MFB&CC's missions is "We lead the movement to end hunger through advocacy, volunteerism, and healthy food for all. We nourish community."

\_\_\_\_\_ I am knowledgeable about and am committed to support actively MFB&CC's mission, policies, and programs. I recognize while serving as a Director my first responsibility is to the mission of MFB&CC. I will have a responsibility to support MFB&CC and the Executive Director and to demonstrate that support within the community.

### **Fundraising & Financial Responsibility**

\_\_\_\_\_ I will have a fiduciary responsibility to MFB&CC and will take an active part in reviewing, approving, and monitoring the fiscal health of MFB&CC. (MFB&CC will provide training about this)

\_\_\_\_\_ I will participate in fundraising activities and development of fundraising strategies, and I will make a personally significant financial contribution to MFB&CC during the year and will invite others who may be interested in contributing. This could range from \$1 to much more, depending on your personal circumstances.

### **Governance & Oversight**

\_\_\_\_\_ I will stay fully informed about current operations and issues by reviewing agenda and supporting materials prior to Board and committee meetings, come to meetings well prepared, and participate fully in all matters.

\_\_\_\_\_ I understand the role of the Board as a policy-making body and will not interfere with administrative programs. I will direct questions about programs or requests for the staff to the Executive Director.

\_\_\_\_\_ I will participate in the selection, evaluation and, if necessary, termination of the Executive Director.

\_\_\_\_\_ I will suggest possible nominees to the Board who can make significant contributions to the work of the Board and MFB&CC and participate in the election and orientation of new Board Directors.

## Confidentiality & Professionalism

\_\_\_\_\_ I will abide by the Bylaws and Board policies, which are policies that govern how the board functions, I will maintain the confidential nature of the Board's executive sessions, and I will always conduct myself in an ethical and businesslike manner. I will endeavor to make my work the highest quality and uphold the mission of the MFB&CC.

\_\_\_\_\_ I will be punctual and conscientious in my work. I will give sufficient notice if unable to attend board commitments.

\_\_\_\_\_ I will respectfully debate issues and vote according to my conviction, I will refer/bring criticisms, problems, or suggestions to the Leadership Committee, I will suggest agenda items for Board and committee meetings to ensure that significant matters are addressed, and I will support the decisions of the Board and work with fellow Board Directors in a spirit of cooperation.

In turn, Missoula Food Bank and Community Center will be responsible to me in several ways:

- I will be sent, without request, monthly financial reports and an update of MFB&CC's activities prepared by the Executive Director that will allow me to meet my responsibilities as a Board Director.
- Opportunities will be offered to me to discuss with the Executive Director and the Board Chair MFB&CC's programs, goals, activities, and status; additionally, I can request such opportunities.
- The Executive Director of MFB&CC will help me perform my duties by keeping me informed about issues in the field of food insecurity and delivery services and will inform me about opportunities for training and professional development as a Board Director.
- Board Directors and the Executive Director will respond in a straightforward fashion to questions I have that I feel are necessary to carry out my fiscal, legal, and moral responsibilities to MFB&CC. Board Directors and the Executive Director will work in good faith with me towards achievement of our common goals.
- If MFB&CC does not fulfill its commitments to me, I can call on the Board Chair and Executive Director to discuss these responsibilities.

The Board holds the value of inclusivity, seeking a collective mixture of directors with diverse demographics. As we are an organization that serves a low-income population, we are committed to board representation with at least 50% of board seats filled by individuals who have lived experience and have met the "very low-income" level, as defined by HUD income guidelines, sometime within the previous 5 years of board member recruitment.

Do you meet the "very low income" criteria and timeline as defined above? **Yes** ( ) **No** ( )

### **CERTIFICATION OF APPLICANT** (Please read carefully before signing):

As a board member volunteer applicant for Missoula Food Bank & Community Center, I certify that I have answered the questions on this application truthfully and to the best of my knowledge. I understand that my services are offered on a voluntary basis, without monetary compensation.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Organizational Code of Conduct**  
**Missoula Food Bank & Community Center**

**Missoula Food Bank & Community Center is a nonpartisan, anti-racist, LGBTQ2S+ ally organization. Our facility and programs operate under the highest equitable standards in order to promote justice for everyone.**

**Core Values**

Dignity. Empathy. Equity.

**Mission**

We lead the movement to end hunger through advocacy, volunteerism, and healthy food for all. We nourish community.

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**Code of Conduct**

The following Code of Conduct is designed to preserve our mission and core values and to create an environment in which all people feel safe, welcome, and valued.

- Treat all with equity and dignity without regard to gender, race, color, creed, ancestry, place of origin, political beliefs, religion, marital or family status, size, appearance, income, ability, age, gender identity, or sexual orientation.
- Act with fairness, honesty, kindness, respect and understanding in interactions with customers, volunteers, donors, community members, and staff.
- Physical, verbal, emotional, and sexual abuse or harassment of any kind are not tolerated at Missoula Food Bank & Community Center nor in the administration of our offsite programs.

As a member of Missoula Food Bank & Community Center Board of Directors, I agree to abide by this Code of Conduct and understand that failure to do so may be grounds for termination as a volunteer member. This Code is in place to ensure the safety and comfort of our community, as well as to ensure that our mission and core values are understood and practiced by all.

\_\_\_\_\_

*Name*

\_\_\_\_\_

*Signature*

\_\_\_\_\_

*Date*

**Please list two people (not relatives) who can provide a reference for you:**

\_\_\_\_\_

Name

Address

Phone

\_\_\_\_\_

Name

Address

Phone

**Emergency Contact: Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_