

**KITCHENS FOR GOOD  
BOARD MEMBER  
JOB DESCRIPTION**



**Mission**

Transforming lives through culinary arts.

**Board Member Legal Duties**

- Duty of Care — Each board member has a legal responsibility to participate actively in making decisions on behalf of the organization and to exercise his or her best judgment while doing so.
- Duty of Loyalty — Each board member must put the interests of the organization before their personal and professional interests when acting on behalf of the organization in a decision-making capacity. The organization's needs come first.
- Duty of Obedience — Board members bear the legal responsibility of ensuring that the organization complies with the applicable federal, state, and local laws and adheres to its mission.

**Board Member Key Responsibilities**

- Determine KFG's mission, values, and purpose
- Determine, monitor, and strengthen KFG's programs and services
- Stay informed about board and committee matters
- Prepare for meetings and review and comment on minutes and reports
- Be an active member of at least one KFG committee
- Volunteer for and complete assignments on time
- Actively participate in all strategic planning
- Participate in fundraising for the organization
- Enhance the organization's public standing
- Recruit and help orient new board members
- Commit to resolving personal conflicts outside of KFG business-related meetings
- Work collaboratively with other board members, staff, outside consultants, and volunteers
- Provide proper financial oversight
- Advocate for KFG
- Ensure legal and ethical integrity and maintain accountability

## **Board Terms**

The term of office of each Director shall be three (3) years with the possibility of being reelected for an additional three (3) years. Directors may be reelected to serve one or two three-year terms after taking a hiatus of one year from board service. The Chairperson may be elected for up to two additional years in order to (1) finish a two-year term as Chairperson, and/or (2) remain on the board for one additional year to serve in the role of Past Chair. Each Director, including a Director elected to fill a vacancy, shall hold office until the expiration of the term for which he or she was elected and until the election and qualification of a successor, or until that Director's earlier resignation or removal in accordance with KFG's Bylaws and California Nonprofit Corporation Law.

## **Fiscal Commitment**

KFG expects Board members to make an annual gift and use their personal network and spheres of influence to fundraise for the organization.

## **Time Commitment**

The Board meets four to six times per year. Board members are expected to attend every board meeting. Between meetings, board members work individually and collaboratively to complete various tasks. Board Members are expected to serve on at least one committee and attend KFG events. Average time commitment is 3-5 hours a month.

## **Training and Support**

Board Members go through an initial orientation, perform an annual self-evaluation of their board service, and participate in continued board development.

## **Qualifications**

- Enthusiasm for and willingness to support KFG's goals and objectives
- Prepared to commit to actively participate in board and committee work
- Experience in the nonprofit sector, preferably on a Board of Directors
- Understanding of financial statements, or a commitment to learning about financial management
- Willingness to make an annual gift to KFG and use personal network and spheres of influence to fundraise for the organization