



Board Member Application

Date: _____

Name: _____

Home Address: _____

Email: _____ Phone: _____

Preferred Method and Time of Contact: ☐ Email ☐ Phone Approx. Time: _____

The Board of Directors is the governing body of the Bellevue Farmers Market. We encourage all applicants to review the information on www.bellevuefarmersmarket.org/board to understand the role and commitment of BFM board members.

Successful board members will:

- Enthusiastically advocate for BFM within their networks and community;
- Generously share their professional and personal expertise and connections for the betterment of BFM and its future;
- Offer financial leadership as donors to and solicitors for BFM.

I have read, understand, and, if selected, agree to the full BFM Board Member [Job Description](#) and its associated commitments. ☐ Yes ☐ No

Please use as much space as needed to respond to the following questions:

1. Why are you interested in joining the BFM Board?



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2. What motivates you?

3. What relevant experience and skills (employment, volunteer work, etc.) would you bring to the BFM Board?

4. Please check any special skills that you can contribute to BFM:

- | | |
|--|---|
| <input type="checkbox"/> Non-Profit Board Experience | <input type="checkbox"/> Fundraising |
| <input type="checkbox"/> Legal Expertise | <input type="checkbox"/> Grant Research and Writing |
| <input type="checkbox"/> Public Relations / Community Outreach | <input type="checkbox"/> Event Planning |
| <input type="checkbox"/> Agricultural Expertise | <input type="checkbox"/> Websites and Social Media |
| <input type="checkbox"/> Vendor / Chef Community Outreach | <input type="checkbox"/> Graphic Design |
| <input type="checkbox"/> Accounting / Fin. Planner / Treasurer | <input type="checkbox"/> Public Policy / Planning |
| <input type="checkbox"/> Marketing | <input type="checkbox"/> Food Preparation and Regulations |
| <input type="checkbox"/> HR Management | <input type="checkbox"/> Group Facilitation |
| <input type="checkbox"/> Strategic Program / Planning | <input type="checkbox"/> Community / Government Contacts |
| <input type="checkbox"/> Board Recruitment / Staffing | <input type="checkbox"/> Other: _____ |



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5. Executive Officers are elected in January and serve a one-year term. Please note which role(s) most interests you.

President

- Oversees the effectiveness of board governance and support by working with BFM staff to set annual board agenda and achieve outlined goals;
- Facilitates communication among members of the executive committee, between board and executive director, and between committees and full board;
- Ensures proper handling of board matters, including setting board meeting agenda (in cooperation with executive director), leading board meetings, overseeing committee functioning, and leading board member recruitment and orientation.

Vice President

- Assumes the responsibilities of the president in their absence;
- Takes on special projects/task forces as needed by board, committees, staff;
- Presumed president-elect for subsequent year.

Secretary

- Responsible for maintaining corporate records, including accurate meeting minutes, within the confines of the bylaws, legal standards, and best practices;
- Coordinates board scheduling and reminders for meetings and special events;
- Works with BFM staff to archive and maintain older records.

Treasurer

- Works closely with BFM staff, accountant/bookkeeper, auditors;
- Ensures the board's and organization's compliance with fiduciary duties and regulations, including maintaining accounts, upholding fiscal controls, and engaging in sound financial management;
- Responsible for managing the board's review of and action relating to BFM's financial health, including gaining access for the board to comprehensive financial reports monthly and regularly reporting to the board on key pieces of BFM's financial health;
- Chairs the finance committee (once established), including leading meetings, ensuring committee effectiveness, and reporting committee business to the board;
- Advises and leads the board on matters relating to the organization's financial health, including opportunities for improvement of BFM's financial position and whether an audit should be performed.



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6. Describe your current relationship with Bellevue Farmers Market.

7. What else would be helpful for us to know about you?

8. Where did you find out about this position?

☐ BFM Website

☐ BFM Information Booth

☐ Volunteer Match

☐ Board Member: _____

☐ Friend: _____

☐ Other: _____

Thank you for applying!

Applicants are encouraged to also submit their resume. All materials should be submitted to fresh@bellevuefarmersmarket.org with the subject "Board Member Application."

BFM staff or existing board members will contact you within 10 business days of receipt of your application. Thank you for your interest!