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## Seattle Farm Co-op Board of Directors

### Contact

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Co-op Warehouse Manager & Staff Board Liaison

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### Mission Statement

Seattle Farm Co-op supports the urban farming community, food justice, and the sustainable food movement by offering educational outreach and operating a retail outlet that sells high quality, organic, non GMO feed, seed, fertilizers and locally sourced goods at affordable prices.

# Seattle Farm Co-op Board Positions 2017/2018

## **President**

- Ensures facilitation of board meetings.
- Ensures calendar is up to date
- Ensures agenda is posted two days before meetings
- Ensures other board members complete tasks in a timely fashion
- Ensures minutes are assigned and taken
- Assigns BOD labor as needed
- Look forward approximately 4 months in the year to insure adequate time for events
- Presides over Board meetings in a manner that encourages participation and information sharing while moving the board toward timely closure and prudent decision-making.
- Takes an active role in carrying out events

## **Marketing/Outreach Coordinator**

- Oversees marketing(advertising) and media (ie facebook, twitter, instagram, etc.)
- Membership liaison
- Ensure search engine recognition
- Take an active role in carrying out events

## **Treasurer**

- Communicates with accountant, bookkeeper, and co-op managers regarding finances
- Signs checks
- On SMCU bank account as signer and carries SFC debit card
- Help manage SFC funds
- Work with SCF's credit union

- Oversees capital projects
- Take an active role in planning and carrying out events
- Ensures government paperwork and debits are turned in and paid on time
- Insure adequate cash for the till and petty cash are on hand
- Oversee bank deposits
- Oversee finances in regard to POS system and accounting software

### **Secretary**

- Takes board meeting minutes and ensures they are posted publically
- Aids in making sure the agenda is posted prior to BOD meetings
- Ensures venue and other logistics are in place for BOD meetings
- Manage membership email database
- Maintains BOD archives
- Take an active role with planning and carrying out events

### **Education Coordinator**

- Plans and facilitates classes with a minimum of twelve per year
- Collaborates with Volunteer Coordinator
- Promotes classes both to SFC membership and public
- Builds community with classes that target non-members
- Builds community around urban agriculture
- Take an active role with planning and carrying out events

### **Volunteer Coordinator**

- Create positive experience for volunteers
- Recruits and assigns volunteers to appropriate tasks as needed and maintains volunteer email database
- Maintain volunteer discount database
- aid in training new volunteers
- Ensures volunteers have the resources they need to carry out assigned tasks, create a positive experience for volunteers

- Oversee volunteer appreciation
- Manage volunteer tools as necessary
- Collaborate with SFC staff members
- Take an active role with planning and carrying out events

### **Event Coordinator**

- Plans and facilitates all in-house and community events
- Creates and facilitates outreach events at the co-op
- Works with Volunteer Coordinator to fill roles as necessary
- Works with BOD to establish budgets
- Take lead role with planning and carrying out events
- Work with Marketing/Outreach Coordinator to advertise events

### **Other Duties**

- Assist president with overseeing BOD
- Work as liaison with other building tenants and SEED
- Financial back up/sign checks
- IT liaison
- Work in warehouse to acquire operations knowledge
- Network with affiliate organizations
- Oversee tool library
- Oversee development projects
- Oversee inventory counting