

**Hearty Meals for All**  
**Board President Job Description**  
**Updated January 2024**

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The Board President is a member of the Board of Directors. This is a volunteer position with no compensation. The President is responsible for oversight of the governance of Hearty Meals for All.

### **Responsibilities**

#### Administrative:

- Lead Board meeting including setting a schedule, creating an agenda, facilitating discussion, and ensuring all necessary votes are taken and records are kept
- Ensure, with the assistance of the treasurer, insurance coverage is up-to-date
- Support the treasurer in confirming all IRS requirements are met to maintain 501(c)3 status and comply with relevant tax laws
- Working with the Executive Director on marketing and public relations campaigns, such as press releases, emails solicitations, etc.
- Work with the Executive Director and Program Coordinator on local partnerships and community outreach projects for the promotion and expansion of programs as possible

#### Monthly Meal Logistics:

- Work with the Executive Director, Executive Chef, and Program Coordinator to ensure health code is met at each meal
- Work closely with the Executive Director, Executive Chef, and Program Coordinator to ensure meal operations are running as they should
- Attend at least half of annual meals, participating as a volunteer and collecting insights from attendees
- Participate in conversations with host site(s) and work with the Executive Director to handle any issues that may arise

#### Fundraising:

- Responsible for identifying and submitting grant proposals to fund the organization's \$12,000 annual budget.
  - ❖ Build, maintain, and steward relationships with funders and local sponsors
  - ❖ Organize and lead fundraising activities, including managing online giving options, identifying and applying for grants, coordinating in-person fundraising events, and promoting other donor activities
  - ❖ When grants are given with conditions or reporting required, work with the Executive Director to ensure conditions are met and proper documentation is created and shared on the timeline required.

### **Qualifications**

- Experience in a leadership role
- Vision and passion for bringing fresh, healthy foods to all in the community
- Commitment to working with diverse populations
- Proven track record for successful fundraising and grant writing