

Hearty Meals for All
Board President Job Description
Updated January 2024

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