



NOURISHKC

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WWW.NOURISHKC.ORG

CORE VALUES

FOOD IS A BASIC
HUMAN RIGHT

DINING
WITH DIGNITY

INTENTIONAL
COMMUNITY

IMMERSIVE
LEARNING

FROM SCARCITY
TO CONSISTENCY

LEADERS
FOR JUSTICE

ADAPTIVE
CHANGE

#LetsNourishKC

The Board of Directors of NourishKC currently is recruiting for the 2023 class of board members. The Board also is looking for individuals to serve on board committees without the commitment of full board membership.

Board members at NourishKC are the fiduciaries who steer the organization towards a sustainable future by adopting sound, ethical, and legal governance and financial management policies as well as by making sure adequate resources are available to advance its mission. While day-to-day operations are led by the organization's Executive Director, the Board-Executive Director relationship is a partnership, and the appropriate involvement of the Board is critical and expected.

Board Members are elected to a three-year term after which they will be eligible for re-appointment for one additional term. After six years of service, Board members are eligible to seek to rejoin the Foundation Board after a one-year hiatus.

On the following pages, you will find:

- Board Member Terms of Service
- Board Committee Scopes of Work
- Board of Directors Membership Application
- Board Committee Membership Application

If you are interested in learning more, email board@NourishKC.org and the Board's Governance Chair will contact you. If you would like to apply for Board or Committee membership, please return your completed application by September 30 to board@NourishKC.org or to NourishKC, 11 East 40th Street, KCMO 64111.

Member of the Board of Directors

The Board will support the work of NourishKC and provide mission-based leadership and strategic governance. While day-to-day operations are led by the organization's Executive Director, the Board-Executive Director relationship is a partnership, and the appropriate involvement of the Board is both critical and expected. Specific Board Member responsibilities include:

Leadership, Governance and Oversight

- Regularly attending all scheduled meetings of the Board of Directors and of any committees to which s/he has been assigned to fully understand the opportunities and challenges that face the organization and to maintain a personal commitment to its goals and objectives
- Approving the Foundation's annual budget, audit reports, and material business decisions; being informed of, and meeting all, legal and fiduciary responsibilities
- Participating fully in the Board's Strategic Planning Process and serving as a trusted advisor to the Executive Director as s/he develops and implements an action plan to achieve the goals outlined in the Strategic Plan
- Reviewing outcomes and metrics created by the organization for evaluating its impact, and regularly measuring its performance and effectiveness using those metrics; reviewing agenda and supporting materials prior to board and committee meetings
- Partnering with the Executive Director and other board members to ensure that board resolutions are carried out
- Serving on committees or task forces and taking on special assignments
- Representing NourishKC to stakeholders; acting as an ambassador for the organization
- Contributing to an annual performance evaluation of the Executive Director
- Assisting the Executive Director and board chair in identifying and recruiting other Board Members in accordance with established recruitment policies
- Ensuring the organization's commitment to a diverse board and staff that reflects demographics of Greater Kansas City.

Financial Support

Board Members will consider NourishKC a philanthropic priority and make annual gifts that reflect that priority. So that the organization can credibly solicit contributions from donors, NourishKC expects to have 100 percent of Board Members make an annual contribution that is commensurate with their capacity and reflective of their leadership role.

Board Terms/Participation

Board Members are elected to a three-year term after which they will be eligible for re-appointment for one additional term. After six years of service, Board members are eligible to seek to rejoin the Foundation Board after a one-year hiatus.

Meetings of the entire Board currently are held monthly, currently on the third Tuesday of each month starting at 5:30 pm. Board committees generally meet monthly to analyze and evaluate any strategic and/or governance issues that have been raised at the full board meeting and to bring the results of that work to the Board for consideration. Each board member is expected to be an active participant of a minimum of one Board Committee.

Qualifications

This is an extraordinary opportunity for an individual who is passionate about NourishKC's mission and who has a track record of board and/or business leadership. Selected Board Members will have achieved leadership stature in business, government, philanthropy, or the nonprofit sector. His/her accomplishments will allow him/her to attract other well-qualified, high-performing Board Members.

Ideal candidates will have the following qualifications:

- Extensive professional experience with significant leadership accomplishments in business, government, philanthropy, or the nonprofit sector
- A commitment to and understanding of the organization's beneficiaries
- Savvy diplomatic skills and a natural affinity for cultivating relationships and persuading, convening, facilitating, and building consensus among diverse individuals
- Personal qualities of integrity, credibility, and a passion for improving the lives of individuals and families in Greater Kansas City.

Service on the Foundation's Board of Directors is without remuneration, except for administrative support, travel, and accommodation costs in relation to Board Member duties and only upon approval by the Board.



Board Committee Descriptions

The Committees of the Board of Directors are responsible for helping the Board carry out its due diligence functions related to each committee's particular area of focus. Committee members include both Board and non-Board members. All committee work is done in partnership with and through the leadership and enabling of assigned staff. The committee does not usurp the authority of the Board and neither directs nor oversees staff. The Executive Director makes all staff assignments. The committees generally meet monthly unless otherwise directed by the Board Chair. Prior to each committee meeting, the committee chair will work with the staff liaison to the committee to set the agenda for the meeting. The committee meeting packet should be distributed no less than four days prior to each meeting.

EXECUTIVE COMMITTEE

The Executive Committee acts as the "steering committee" for the Board as a whole and is empowered by the Bylaws to act on behalf of the Board in situation requiring immediate action.

- **Staff Liaison:** Executive Director

Scope of Work for the Executive Committee

- Determine the agenda for board meetings and prioritize issues for Board attention.
- Evaluate the Executive Director's performance annually.
- Reviews and makes recommendations to the Board on formal complaints or staff grievances about the Executive Director.
- Acts on behalf of the Board as a whole in the event of an emergency when undue delay would create potential risk to the organization; however, all actions by the committee must be brought to the next Board meeting for review and approval by the entire Board.

GOVERNANCE COMMITTEE

The Governance Committee is responsible for the health and functioning of the Board itself. The committee helps the board carry out its due-diligence function related to the healthy development and operation of the board, its standing and ad-hoc committees, and performance of individual board members.

- **Staff Liaison:** Executive Director

Scope of Work for the Governance Committee

- Prepare the annual Board calendar.
- Review the Board's composition and identify, recruit, and recommend candidates for Board membership in November of each year.
- Periodically review and make recommendations to the Board regarding the size, structure, charters, processes, and practices of the Board and Board committees, including the selection of, and succession process for, the Chair of the Board and other officers.
- Review periodically the bylaws, conflicts of interest policy, record retention policy, and other governance policies and practices and make recommendations to the Board as appropriate.
- Periodically review the literature on best practices for nonprofit boards

- Organize and present orientation and continuing education for all Board members.
- Oversee annual Board assessment process and individual self-assessment programs for directors.

DEVELOPMENT COMMITTEE

The Development Committee helps the Board carry out its due diligence function related to assuring fiscal health through philanthropy and fund development.

- **Staff Liaison:** Development Director

Scope of Work for the Fund Development Committee

- Partner with the Governance Committee to assure appropriate articulation of roles and performance expectations in fund development (e.g., for Fund Development Committee, Board, individual board members).
- Devise philanthropy and fund development policies and recommend to the Board for action, including any limitation policies.
- Establish ad-hoc committees, as necessary, to support the successful planning and execution of fundraising special events. Monitor ad-hoc committee performance.
- Help nurture a culture of philanthropy throughout the organization and assure that all donors of time and money are respected and honored.
- Assure that the Board and individual Board members are adequately educated about the basic principles and best practices in fund development, including the design of a donor-centered organization.
- Through the fund development planning process, help establish the charitable contributions goals for the annual budget, review the annual fund development plan, and recommend results and benchmarks for action by the Board.
- Review results and evaluate return on investment (ROI) compared to the plan. Identify trends and implications and engage the Board in strategic dialogue and decision-making regarding philanthropy and fund development.
- Work with staff to articulate the case for philanthropic support directed at specific audiences and draft policy positions to share with elected officials.
- Provide personal follow-up to individual Board members to monitor their participation.
- Collaborate with the Governance Committee to include information on best practices in nonprofit development for Board continuing education.

FINANCE AND AUDIT COMMITTEE

The Finance Committee is responsible for assisting the board in ensuring the organization is financially viable and meeting its fiduciary and compliance responsibilities

- **Staff Liaison:** Fiscal Director

Scope of Work for the Finance and Audit Committee

- Ensure that accurate and complete financial records are maintained by monitoring income and expenditures against projections.
- Review and recommend financial policies to the board, including ensuring adequate internal controls and maintaining financial records in accordance with standard accounting practices.
- Ensure that accurate, timely, and meaningful financial statements are prepared and presented to the board monthly.
- Propose for board approval a budget that reflects the organization's goals and board policies, ensuring that the budget accurately reflects the needs, expenses, and revenue of the organization.
- Recommend to the board of directors the retention and/or termination of the independent auditor; review the completed audit and recommend acceptance or non-acceptance.
- Review proposed new funding for ongoing financial implications, recommending approval or disapproval to the board.
- Ensure that the organization has the proper risk-management provisions in place, including adequate insurance coverage.
- Ensure that the IRS Form 990, other forms, and employment and other taxes required by government are filed completely, correctly, and on time.
- Collaborate with the Governance Committee to include information on best practices in nonprofit financial oversight for Board continuing education.

PROGRAM COMMITTEE

The program committee is responsible for ensuring our programs have a viable and sustainable strategy and are achieving their intended impact and outcomes.

- **Staff Liaison:** Programs Director

Scope of Work for the Program Committee

- Oversight of new program development; monitor existing programs.
- Facilitate discussions about program priorities and opportunities, including partnerships, for the full board of directors.
- Monitor organizational progress against goals in program operations.
- Review and assess program evaluations.
- Review program operating policies to ensure compliance with all applicable laws and statutes.
- Collaborate with the Governance Committee to include information on best practices in nonprofit programming for Board continuing education.

END-OF-MEETING QUESTIONS

Each committee should adjourn with a series of questions such as:

1. What do we report to the full Board, how, and why?
2. What requires strategic dialogue with the Board? What kind of background information will we provide in advance, and how will we set the context for the conversation?
3. How can we complement the work of our Board colleagues?
4. What kind of personal follow-up with Board members and other committee members or volunteers is necessary? Why? Who will do what by when?

Board of Directors Membership Application



Candidate Name: _____

Home Address: _____

City, State ZIP: _____

Home Phone: _____ Work Phone: _____

Home Email: _____ Work Email: _____

Preferred Method of Contact: Home Email Work Email Home Phone Work Phone

Why are you interested in serving as a Board Member for NourishKC?

Please describe your relevant experience or employment below or attach your resume

Employer: _____

Location: _____

Job Title: _____

Start Date: _____ End Date: _____

Employer: _____

Location: _____

Job Title: _____

Start Date: _____ End Date: _____

Employer: _____

Location: _____

Job Title: _____

Start Date: _____ End Date: _____

Employer: _____

Location: _____

Job Title: _____

Start Date: _____ End Date: _____

Please describe the area(s) of expertise and/or contribution you believe you can make to further the mission of NourishKC.

Please list prior experience serving as a Board Member for other nonprofit organizations.

Organization Name	How Many Terms?	Start Year of Service	End Year of Service	On What Committees?	Did You Serve as an Officer?

What other volunteer commitments do you currently have and how much time do you give to those commitments each month?

Please share any other information you feel is relevant to consideration of this application.

The NourishKC Board of Directors currently meets on the third Tuesday of each month at 5:30 p.m. The meeting generally lasts an hour, but on occasion, may last longer. Do you have any standing commitments that would make it impossible for you to attend this meeting regularly? Yes No

Board of Directors Committee Membership Application



Candidate Name: _____

Home Address: _____

City, State ZIP: _____

Home Phone: _____ Work Phone: _____

Home Email: _____ Work Email: _____

Preferred Method of Contact: Home Email Work Email Home Phone Work Phone

On which Board of Directors Committee are you interested in serving?

Development Finance/Audit Governance Programs

Why are you interested in serving on this NourishKC Board Committee?

Please describe your relevant experience below or attach your resume

Please share any other information you feel is relevant to consideration of this application.

The Committees of the NourishKC Board of Directors meet monthly. The current schedule of committee meetings is given on the attached “Board Committees Scopes of Work.” The meetings generally last an hour but, on occasion, may last longer. At present, committee meetings are conducted via Zoom; however, the committees may return to in-person meetings in the future.