



Board of Directors Position Description

Our Mission:

The North Liberty Community Pantry exists to engage our community in feeding, clothing, and connecting our neighbors to resources and services.

General Description:

Work with pantry teams and Executive Director to carry out the mission of the North Liberty Community Pantry.

Time Commitment: 3 years

Hours per month: 5 – 10

Board Meeting Dates & Times: Fourth Wednesday of each month, 6-8pm

Expectations:

- Attend one board meeting per month (~2 hours) and actively participate
- Participate in one pantry committee* with monthly meetings (1-2 hours) and possible additional work (2-4 hours)
- Activate participation in Fundraising, Volunteer and Education/Community events
- Expectation of giving in a way meaningful to you

Desirable qualifications:

- Dedicated to the Pantry mission
- Invested in North Liberty
- Passionate about caring for those in need in our community
- Excited about engaging the community
- Supportive of a church/community collaboration
- Committed to a “neighbors helping neighbors” model of services provision
- Willing to be a voice for the pantry and those in need in the community
- Willing and able to work with others to accomplish the goals of the pantry

Position responsibilities:

- Develop and maintain organizational by-laws, pantry policies and procedures, and the Strategic Plan
- Through committee involvement; monitor and assess operation of pantry programs; develop and monitor a yearly pantry budget; assure funding of the pantry budget through fundraising, grant applications; implement strategies of the Pantry Strategic Plan



- Recruit, supervise and support the pantry Executive Director
- Promote the pantry in the community by speaking to individuals and groups within your social/professional network
- Recruit, train, and evaluate new board members
- Perform pantry shift activities at least once annually
- Other work as defined by the board

** Pantry committees include Operations, Volunteer Support, Fundraising/Marketing, Finance, Grants Writing, Garden, and Executive.