

Application for
Board of Directors of the Berlin Family Food Pantry

Thank you for considering applying for membership on the Board of Directors of the Berlin Family Food Pantry. We would like members of the Board of Directors to include people who use the pantry and people who wish to help their neighbors. We recognize that each of us has talents and abilities that can help someone else. We hope to tap into those areas to make the pantry a source of food and friendship. We want our Berlin clients to feel comfortable and entitled to share in the generosity of their neighbors.

The Organizing Committee: Fran Gill, Pam Dona and Catherine Waugh, feel you should understand the responsibilities of becoming a member of the Board of Directors of the Berlin Family Food Pantry before you actually apply for a position. Please read this through and call one of us if you have questions.

The Structure of the Board of Directors for the Berlin Family Food Pantry

The Board of Directors will be composed of from 7-15 members, each agreeing to serve for three years with the option of being reappointed for an additional 3 years, if they so desire, and with a majority vote of the current Board.

Members of the Board may hold the positions of Chairperson, Second-chair, Secretary, Assistant Secretary, Treasurer or Assistant Treasurer in addition to being a member of the Board.

The initial (first) Board of Directors will be appointed by the Organizing Committee. The Organizing Committee will interview applicants after reading and discussing their applications. The Organizing Committee will hold all applications in confidence. Applicants for this first Board may apply for terms of one, two or three years, so we can have some experienced members on the Board as some members fulfill their terms. After your first term, all members may apply to be re-appointed to serve for three-year increments.

If we have more qualified applicants than we can appoint, applications will be kept on file along with new applicants, to be reviewed as positions on the Board become open.

We hope to maintain a balanced ratio of clients, volunteers and interested persons on the Board in order to have opinions and garner experience from the people most involved with the food pantry.

Board meetings will be held every other month, on the second Thursday of the month in January, March, May, July, September and November. Meeting place and time to be established. A minimum of five members is considered a quorum. Members are expected to attend at least three of these meeting per calendar year.

Special meetings, held between regular meetings, should only be called when three or more members deem necessary and necessitating immediate attention. Seven days notice of a special meeting must be given to all members.

The duties of the Board of Directors is to:

- (1) Enforce the organizations by-laws, which include honoring our Mission Statement; “to give some measure of support to Berlin residents experiencing difficulty providing food for their family”.
- (2) To fulfill the duties of Board Chairperson, Second Chair, Secretary, Assistant Secretary, Treasurer and Assistant Treasurer in relation to our Mission Statement and described in more detail further on.
- (3) To assist in or appoint committees to engage in fund raising, publicity and public relations that will determine the future direction and the continued success of the Berlin Family Food Pantry as stated in our Mission Statement.

To summarize: organize, delegate, participate.

The complete Articles of Incorporation and By-laws can be read or printed out from our web site: berlinfamilyfoodpantry.org or as a link on the town of Berlin site: townofberlin.com.

The following are Job Descriptions of Offices, which, as a Board Member, you may be interested in.

Chairperson: Shall preside at all meetings, and supervise and control the mission of the food pantry through the Food Pantry Offices and committees as prescribed by the Board of Directors.

Second Chair: In the absence, inability or refusal of the Chairperson to fulfill the duties of the office, the Second Chair shall complete the duties of the Chairperson until the Chairperson is able and willing to resume this office or until the Chairpersons term is complete or another is appointed by the Board.

Secretary: Shall certify and keep an original and a copy of all the meetings of the Board of Directors and make available a copy of those minutes to any member of the Board of Directors, the Selectmen and at the direction of the Board to residents of Berlin. The secretary shall advise members of meetings, both scheduled and special at least seven days before meetings are to be held, shall upon advise of the treasurer either write thank-you notes or have them written, in a timely manner, to acknowledge donations. A yearly summery, showing how the Berlin Family Food Pantry has honored its Mission Statement through the Board of Directors, must be prepared for the annual town meeting by the January meeting each year.

Assistant Secretary: In the absence, inability or refusal of the Secretary to fulfill the duties of the office, the Assistant Secretary shall complete the duties of Secretary until the Secretary is able and willing to resume this office or until the Secretaries term is complete or the Board appoints another.

Treasurer: Shall have charge and custody of, and be responsible for, all funds of the corporation (Berlin Family Food Pantry), and shall deposit all donations and other funds in the Berlin Family Food Pantry checking account #800437345 at the Clinton Savings Bank, keeping a clear record of all deposits. In a timely manner the Treasurer shall give the names and addresses of all donors to the secretary to insure a thank you note or donations receipt is sent. The Treasurer shall pay all bills that have been approved for payment by the Board, keeping a record of payments by date, check number, payee name and address and amount paid along with a corresponding voucher for payment from the payee.

When grocery cards are donated, the Treasurer shall record the numbers, store name and value amounts and pass the cards along to the Food Pantry Personnel for distribution, the donor information shall go to the secretary for acknowledgement.

Current, written records shall be made available to members at all scheduled meetings, and to the Berlin Board of Selectmen if requested. A yearly financial report must be prepared for the annual town meeting by the January meeting each year.

Assistant Treasurer: In the absence, inability or refusal of the Treasurer to fulfill the duties of the office, the Assistant Treasurer shall complete the duties of Treasurer until the Treasurer is able and willing to resume this office or until the Treasurers term is complete or the Board appoints another.

Member: Members, including those holding Office, should be acquainted with the Berlin Family Food Pantry Mission Statement and By-laws and agree to uphold them. Members should make every effort to attend meetings and participate in them to accomplish the food pantry's goals as stated in the Mission Statement and strive to make the Berlin Family Food Pantry more welcoming, accessible, and useful to the residents of Berlin.

We hope to have a Board of Directors in place by May 2011. Now that you know more about the Board of Directors of the Berlin Family Food Pantry, we hope you will give this application careful consideration and apply today for membership and perhaps an office.

Your Name:

Street address:

Town:

State & zip code:

Phone #

E-mail:

If you need more room to answer these questions, please use the back of this form, and once completed, please send it to: The Berlin Family Food Pantry, 23 Linden St., cluster box 6, Berlin MA 01503 or bring it to the pantry any time we are open. The first Thursday 7 – 8:30pm, and Tues and Sat. 11:30am – 1:00pm.

- ❖ Are you able and willing to commit the time needed to attend at least three Board meetings a year, be an active part of an ad-hoc committee, and /or a liaison between the Board and the Berlin Selectmen for the pantry?

- ❖ Do you have some skills that the Board can use for the benefit of the food pantry, such as fiscal accounting, experience in leadership, legal skills, public relations, fundraising experience? Are there other skills you would use? Please tell us about them.

- ❖ Are you using a food pantry now, or have you in the past? This experience could help us understand what is needed to make people feel ownership in the pantry and comfortable in using it.

- ❖ Does the role of an officer as well as membership on the Board of Directors interest you? If so, please circle the position(s) you feel capable of fulfilling. Each term is for one year.

Chairperson Second Chair Secretary Assistant Secretary Treasurer Assistant Treasurer

Suggestions, remarks?