### Criteria for Board of Directors Composition

1. The Board shall have at least 3 members, none of whom are related to each other. The Program Director cannot be one of the Board Members. A pastor may serve as director or on the Board of Directors if desired.
2. No close relative of the Program Director, of the pastor, or of any member of the staff should serve on the Board because of the possibility and/or perception of conflict of interest.
3. The Board should stay informed of general organizational activities.
4. The Board should have regularly scheduled meetings (at least quarterly).
5. The Board should set policies and goals for the director and staff to implement.
6. The Board should ensure the organization has adequate funding and that money is spent responsibly**.**
7. The Board should be legally, financially, and morally responsible for the total operation and conduct of the organization and ensure that the mission is carried out effectively.
8. The Board should be accountable to the organization’s financial contributors, the recipients of its service, and any funding source that monitor’s its operation.
9. The Board should have at least 3 officers: a president, a vice-president, and a secretary/treasurer.
10. In larger organizations, the Board generally has at least 5 committees: executive committee, by-laws/nominating, finance, program/planning, and community relations/public relations.
11. Board lists published to the Food Bank **MUST** include: Name, address, telephone number, and position held and term served by each member. Please include a statement of how the Board members relate to the agency’s program.
12. Any changes in Board of Directors’ membership should be communicated to Food Bank of the Albemarle immediately.