

## Farmers' Markets of Nova Scotia Cooperative Call for Treasurer Nominations – June 25, 2020

Farmers' Markets of Nova Scotia (FMNS) is a non-profit cooperative of over 30 member farmers' markets across the province. Our Board of Directors is a committed team of people who energize and support the vision, mission and development of the cooperative. FMNS is calling for nominations for the position of Treasurer on our Board of Directors. Our Treasurer plays an important role, and we're excited to hear from you!

**Note: FMNS is actively seeking applications from members of key demographic groups including African Nova Scotians and other racially visible people, Mi'kmaq and other Indigenous people, persons with disabilities, immigrants and newcomers, and persons from the 2SLGBTQ+ community.**

Are you or do you know someone who:

- Has experience as a treasurer or in a relevant financial management / advisory position?
- Possesses skills, knowledge, experience and expertise that would benefit our organization and sector, including:
  - Strategic and Forward Thinking
  - Fundraising and Financial Development
  - Policy Advancement
  - Board Governance Experience
  - Networking, Public Relations and/or Government
  - Relevancy to the Farmers' Market Sector
- Is engaged, passionate and committed to people, communities, healthy food and local economies?
- Cares about local production and the farmers' market movement?

**If you, or someone you know fits this criteria, please contact us now with the information below.**

Please note that, according to our by-laws and policy document, all Board members need not be from within our membership. We welcome nominees from outside of farmers' market management and vendorship.

Interested and qualified candidates will be considered internally by the current FMNS Board of Directors. The selected candidate will be expected to begin helping FMNS as soon as possible, and will be officially voted onto Board of Directors at the FMNS Annual General Meeting at the end of the summer of 2020.

**To apply, please contact:**

Justin Cantafio, Executive Director

Phone: 902.932.7282 / email: [fmns@farmersmarketsnovascotia.ca](mailto:fmns@farmersmarketsnovascotia.ca)

*Please continue to the following pages for further details.*

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## Treasurer Nominee Background Information

### Who we are & what we do

Founded in 2004, Farmers' Markets of Nova Scotia (FMNS) is a non-profit cooperative of farmers' markets for farmers' markets. With over 30 unique members across the province and growing, our cooperative is the unified voice of our region's farmers' market sector.

#### Our Vision

Together, our organization and our members are building a cooperative and dynamic farmers' market sector cultivating successful businesses, vibrant local economies, and healthy communities.

#### Our Mission

Our cooperative advances growth and prosperity for our member farmers' markets and their vendors through training, resources, advocacy, promotion, and community.

#### Our Core Values

##### *Our Core Values*

1. **Buying Local:** Because FMNS values a "make it, bake it, grow it" policy and a buy local philosophy, we actively work to ensure that our cooperative, our member markets, and our vendors do our part to support local economic activity, create local jobs, and promote import substitution.
2. **Economic Development:** Because FMNS values economic development and vibrant communities, we work to promote and strengthen our member farmers' markets to be leaders and hubs of social and economic activity in their communities.
3. **Incubation:** Because FMNS recognizes that our farmers' markets are business incubators, we track, encourage, and support our member markets to enable their vendors to grow their businesses.
4. **Education:** Because FMNS values education and the growth and professionalization of our sector, we offer a variety of in-person trainings, webinars, and online resources so our member markets can continue to succeed.
5. **Cooperation:** Because FMNS values community, cooperation, and collaboration, we build and grow a community of practice and support, including hosting in-person and online gatherings and discussion groups for our member managers, support staff, volunteers, and vendors.

**Our Board of Directors** is passionate about our farmers' markets and our work for the sector. The board ensures that FMNS continues to grow sustainably while pursuing our vision, mission and goals.

To learn more about the current FMNS Board members, as well as our staff, [click here](#).

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## Treasurer Recruitment

**We are looking for an engaged, passionate, and committed person to join our Board of Directors as our Treasurer immediately.**

The skills, knowledge, experience and expertise we are seeking for the Treasurer are:

Primary:

- **Treasurer experience: You have experience as a treasurer or in a relevant financial management / advisory position.**
- Strategic thinking: This is among the primary roles of the FMNS Board. FMNS is guided by a strong mission and vision set by the Board and annually the Board meets for a day of strategic planning. Operational decisions are made by the Executive Director.
- Financial expertise & fund development: Fundraising, crafting innovative new revenue streams, seeking sponsors and partners is also a primary role of the FMNS Board, in practice done in partnership with staff. Financial oversight and leadership is the role of the Board.
- Policy & policy development: Policy is the third and final primary role of the FMNS Board. The Board maintains the organization's by-laws and policies, making adjustments as needed and introducing new policies as need appears.
- Experience serving on or working with a Board of Directors.

Additional:

- Networking Skills and/or a strong network
- Government experience and/or understanding and connections
- Public Relations and Communications

Time Commitment:

Our Board of Directors meets monthly by conference call. All Board members are required to attend our AGM and to participate in at least one of two our annual strategy days. Outside of these meetings the Board, and all its members, is entrusted to complete associated work needed to meet our vision, mission and goals. For a detailed description of Board commitment, continue reading.

Roles and responsibilities of the FMNS Board of Directors:

1. The FMNS Board of Directors is a Policy Board.
2. It is the role of the board of directors to hire the Executive Director and lead the overall direction and strategy of the organization.
3. The Executive Director is responsible for hiring all of the other employees and overseeing the operation of the organization.

4. The major responsibilities of the board of directors are:

- Provide direction for the organization. The board has a strategic function in providing the vision, mission and goals of the organization. In practice, these are determined in combination with the executive director.
- The board has the responsibility of developing a governance system for the organization. The articles of governance (i.e. our coop by-laws) provide a framework but the board also develops and maintains a series of policies in order to guide its own actions, the actions of the executive director and the actions of its member markets.
- Recruit, supervise, retain, evaluate and compensate the executive director. The FMNS Executive Director submits an annual work plan to the board, participates in a monthly conference call with the board and presents to the cooperative at the AGM.
- Fiduciary duty to protect the organization's assets and member's investment, to monitor all management reports and to ensure good order of our incorporation and finances. And to establish financial oversight through its Treasurer, as chair of its Audit Committee.
- It is the role and responsibility of the board to recruit and orient new board members.

5. To establish and maintain the currency of FMNS policy, in the form of this document.

6. To respond to, and work with the membership to resolve policy and governance issues as identified through our scheduled meetings and on-going management communication program; to appoint persons responsible for achieving such resolution.

7. To conduct an annual review of its records and report to membership at the Annual General Meeting (spring) including the Executive Director, Financial and President's Reports. Reports, and minutes of the meeting, are then shared on our website.

8. To maintain the conditions necessary for effective communication among the owners of the enterprise, so that agreement and full participation in relation to their mutual enterprise is maintained at all times.

9. To ensure that all owner members understand and endorse our cooperative strategy and policy.

10. To determine the conditions of membership of the organization, i.e. the expectations the owners of the enterprise have of each other, and of any applicant for membership.

#### Board of Directors Commitment

- The FMNS Board of Directors meets:
  - Once a month by phone and/or computer;
  - Three times a year in person: Winter Strategy Day (full day), spring AGM (2-3 hour meeting before or after the AGM agenda), Fall Strategy Day (full day). A board member must attend a minimum of 2 in-person board meetings per calendar year;
- A board term is 3 years and can be served for a maximum of 2 consecutive terms;
- A board member must not be absent for 2 consecutive monthly meetings (conference call) without obtaining a temporary leave of absence from the Board;
- A board member must not be absent for more than 3 monthly meetings (conference call) in a calendar year without obtaining a temporary leave of absence from the Board;

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- Additionally, the board meets as often as required, by means of its own choosing, to fulfill its functions and responsibilities;
  - A board member must arrive at board meetings fully prepared and engaged (whether in person or by phone);
  - A board member must take on and follow up on their share of action items outlined in board meetings;
  - A board member will support FMNS through personal involvement by attending FMNS events such as fundraisers, conference days and workshops and dropping in on training programs at the discretion of the Executive Director and at a minimum of 1 per year;
  - A board member is not a “first voice” for their market/region/business/business category/etc. Rather, a board member serves the good of the cooperative as a whole;
  - One board member serves as chair of all board meetings. Who, is the decision of the Board;(set out is responsibilities of president above, do we want to change)
  - While day-to-day operations are the responsibility of the Executive Director, it is the role of a board member to provide ongoing advice and support to the Executive Director as requested.