

Title: Executive Committee - Bellingham Farmers Market

Purpose:

The Executive Committee of the Bellingham Farmers Market serves to streamline the decision-making process and provide timely and informed recommendations to the full board. The Executive Committee acts as a smaller, more agile group that can handle urgent matters, conduct preliminary review, and make recommendations to the larger board.

Authority:

The Executive Committee has the authority to make recommendations on matters related to finance, strategic partnerships, policy development, and organizational direction within the scope of the market's bylaws and mission statement. The committee's decisions are subject to review by the Board of Directors. The Executive Committee may make decisions without review by the full board in cases of urgency, where immediate action is required to address critical matters. Additionally, decisions related to day-to-day operation activities or routine matters may be made by the executive committee without review by the full board. This allows the executive committee to act swiftly and handle issues that do not necessitate the involvement of the entire board, thus expediting decision making.

Responsibilities:

1. Strategic Planning: The committee is responsible for developing and overseeing the implementation of long-term strategic plans to advance the market's mission and vision.
2. Financial Oversight: The committee will provide financial oversight, including budgeting, financial reporting, and fundraising initiatives to support the market's operational and programmatic needs.
3. Policy Development: The committee will develop and review policies related to vendor selection, market operations, and community engagement, ensuring alignment with the market's values and objectives.
4. Governance: The committee will oversee the recruitment, evaluation, and succession planning for the market's executive leadership and board members.
5. Stakeholder Relations: The committee will cultivate and maintain relationships with stakeholders, including vendors, community organizations, and local government entities.

Composition:

The Executive Committee comprises the following members:

- President: The President sets the agenda in collaboration with the director and other board members, provides leadership and facilitates committee meetings, ensuring that discussions and decisions are in line with the market's mission and strategic objectives.
- Vice-Chair: The Vice-Chair supports the Chair and fulfills their responsibilities in their absence.
- Treasurer: The Treasurer oversees financial matters, including budget development, financial reporting, and fundraising efforts.
- Secretary: The Secretary is responsible for recording meeting minutes, maintaining official records, and facilitating communication within the committee and with relevant stakeholders.
- Terms: The term length for this position is one year.

Meeting Frequency:

The Executive Committee will meet on a monthly basis, with additional meetings scheduled as necessary to address urgent board matters or strategic planning initiatives.

Decision-Making Process:

Decisions within the Executive Committee will be made by majority vote and implementation will be overseen by the chairperson.

Amendments and Approval:

This charter will be reviewed annually and may be amended with the approval of the Board of Directors. Amendments to the charter require a two-thirds majority vote of the Finance Committee.

This charter is approved and adopted by the Board of Directors of the Bellingham Farmers Market.

Signed:

_____ President of the Board of Directors
[Signature, Date]

_____ Vice-President of the Board of Directors
[Signature, Date]

Bellingham Farmers Market

Title: Finance Committee - Bellingham Farmers Market

Purpose:

The Finance Committee at the Bellingham Farmers Market will oversee and manage the financial affairs and resources of the market operation to ensure the market's financial sustainability and integrity.

Authority:

The Finance Committee has the authority to make recommendations to the Board of Directors on matters related to budgeting and financial reporting. The committee's recommendations are subject to review and approval by the Board of Directors.

Responsibilities:

1. **Budget Development:** The committee will assist the director and bookkeeper in developing the annual budget, ensuring alignment with the market's strategic priorities and financial sustainability goals.
2. **Financial Oversight:** The committee will monitor the market's financial performance, review financial statements, and provide recommendations to address areas of concern or opportunity.
3. **Fundraising and Revenue Generation:** The committee will collaborate with staff and board members to develop and execute fundraising strategies, including grants, sponsorships, and donor engagement, to support the market's operational and programmatic needs.
4. **Financial Policies:** The committee will develop and review financial policies, internal controls, and risk management practices to safeguard the market's financial resources and promote transparency.

Composition:

- The Finance Committee shall consist of no fewer than 3 and no more than 5 members.
- **Chair:** The Chair is responsible for leading committee meetings, facilitating discussions, and ensuring that the committee's activities align with the market's financial goals and mission.
- **Treasurer:** The Treasurer, appointed by the Board of Directors, serves as a member of the committee, providing financial expertise and oversight.
- Prospective members of the Finance Committee are required to submit an application for consideration and admission to the committee. The chair is authorized to review applicants and select committee members.
- The Committee may also include members of the general public with knowledge of financial analysis, budgeting, and accounting and shall be appointed by the Board of Directors.
- Terms: The term length for this position is one year.

Meeting Frequency:

The Finance Committee will meet on a quarterly basis, with additional meetings scheduled as necessary to address urgent financial matters or strategic planning initiatives.

Decision-Making Process:

Decisions within the Finance Committee will be made by majority vote and implementation will be overseen by the chairperson.

Amendments and Approval:

This charter will be reviewed annually and may be amended with the approval of the Board of Directors. Amendments to the charter require a two-thirds majority vote of the Finance Committee.

This charter is approved and adopted by the Board of Directors of the Bellingham Farmers Market.

Signed:

_____ Chair of the Finance Committee
[Signature, Date]

_____ President of the Board of Directors
[Signature, Date]

Bellingham Farmers Market

Title: Membership Committee Charter

Purpose:

The Membership Committee of the Bellingham Farmers Market is responsible for overseeing the membership jury process, ensuring compliance with membership requirements, and fostering a sense of community among members.

Authority:

The committee has authority to make recommendations to the Board of Directors on membership-related matters within the scope of its charter and the market's bylaws.

Responsibilities:

1. **Recruitment and Outreach:** The committee is responsible for developing and implementing strategies to attract new members, including farmers, food vendors, artisans, and community partners to participate in the market.
2. **Membership Application:** Review applications for new and returning members to ensure they meet the eligibility criteria outlined in the market's bylaws. Applications will be reviewed in a timely manner, juried, and admission or denial will be recommended to the Board for final decisions.
3. **Membership Relations, Engagement, and Support:** The committee will serve as a point of contact for existing members, offering support, guidance, and resources to foster positive relations and address member inquiries or concerns. It shall organize events and activities to promote camaraderie among members and foster a sense of belonging within the market community.
4. **Membership Renewal and Termination:** The committee will oversee the annual membership renewal process, ensuring that members are informed of renewal deadlines and requirements. It will also address membership terminations in accordance with the market's bylaws and membership guidelines.

Composition:

The Membership Committee comprises the following members:

- Chair: The Chair is responsible for leading committee meetings, facilitating discussions, and ensuring that the committee's activities align the markets goals and missions.
- At-Large Members: The Committee shall comprise a minimum of 5 and a maximum of 11 members. All vending categories (farm, processed/prepared food, and crafters) must be represented. Community members may represent up to 20% of the membership.
- Prospective committee members are required to submit an application for consideration and admission to the committee. The chair is authorized to review applicants and select committee members.
- Terms: The term length for this position is one year.

Meeting Frequency:

The Membership Committee will meet on a quarterly basis, with additional meetings schedules as necessary to address urgent financial matters or strategic planning initiatives.

Decision-Making Process:

Decisions within the Membership Committee will be made by majority vote and implementation will be overseen by the chairperson.

Amendments and Approval:

This charter will be reviewed annually and may be amended with the approval of the Board of Directors. Amendments to the charter require two-thirds majority vote of the Membership Committee.

This charter is adopted by the Bellingham Farmers Market to guide the functions and responsibilities of the Membership Committee.

This charter is approved and adopted by the Board of Directors of the Bellingham Farmers Market.

Signed:

_____ Chair of the Membership Committee
[Signature, Date]

_____ President of the Board of Directors
[Signature, Date]

Bellingham Farmers Market

Title: Policy & Bylaws Committee Charter

Purpose:

The Policy & Bylaws Committee is established to review, revise, and recommend amendments to the Bellingham Farmers Market bylaws. The purpose of the Bylaws Committee is to ensure that the Bellingham Farmers Market operates in accordance with its governing bylaws, and to recommend updates and revisions as necessary to reflect the evolving needs of the organization.

Authority:

The Bylaws Committee has the authority to make recommendations to the Board of Directors on matters related to our governing bylaws and policies contained therein. The committee's recommendations are subject to review and approval by the Board of Directors.

Responsibilities:

1. Review the current Bellingham Farmers Market bylaws in detail, identifying any outdated or ambiguous provisions.
2. Collaborate with legal counsel, if necessary, to ensure compliance with applicable laws and regulations.
3. Research best practices in bylaws governance for similar organizations and propose appropriate amendments for consideration.
4. Solicit feedback from Bellingham Farmers Market stakeholders, including board members, staff, vendors, and the public.
5. Present recommended updates and revisions to the Board of Directors for approval. Approved revisions shall be voted on by the entire market membership before being enacted.
6. Maintain accurate records of all proposed amendments, discussions, and decisions.

Composition:

- The Bylaws Committee shall consist of no fewer than 3 and no more than 5 members.
- Chair: The Chair is responsible for leading committee meetings, facilitating discussions, and ensuring that the committee's activities align with the market's goals and mission.
- Prospective members of the Bylaws Committee are required to submit an application for consideration and admission to the committee. The chair is authorized to review applicants and select committee members.
- The Committee may also include members of the general public with knowledge of legal matters, governance, and organizational management and shall be appointed by the Board of Directors.
- Terms: The term length for this position is one year.

Meeting Frequency:

The Bylaws Committee will meet on a quarterly basis, with additional meetings scheduled as necessary to address urgent financial matters or strategic planning initiatives.

Decision-Making Process:

Decisions within the Bylaws Committee will be made by majority vote and implementation will be overseen by the chairperson.

Amendments and Approval:

This charter will be reviewed annually and may be amended with the approval of the Board of Directors. Amendments to the charter require a two-thirds majority vote of the Finance Committee.

This charter is approved and adopted by the Board of Directors of the Bellingham Farmers Market.

Signed:

_____ Chair of the Bylaws Committee
[Signature, Date]

_____ President of the Board of Directors
[Signature, Date]