

White Rock  
Farmers  
Market  
Board of  
Directors  
Orientation





# Orientation Objectives

- Welcome & context
- Clarify governance roles
- Review responsibilities & policies
- Set expectations for the year ahead

# Mission, History & Goals

*Where community and freshness  
meet every Sunday*

- Market history & community impact
- Strategic goals 2025–2027

# PRESIDENT

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graph TD; President[PRESIDENT] --- VP[VICE-PRESIDENT]; President --- Secretary[SECRETARY]; President --- Treasurer[TREASURER];
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## **VICE-PRESIDENT**

Assists the President steps in when absent, performs

## **SECRETARY**

Manages meeting notices, records, member register correspondence

## **TREASURER**

Handles financial records, reports, tax compliance, and financial statement

Officer  
Position  
Descriptions

# Role of a Board Members



Provide strategic leadership



Enhance community engagement



Ensure financial sustainability



Uphold duties & best practices



Support marketing & outreach

# Legal Duties & Standards

- Duty of Diligence (Care)
- Duty of Obedience
- Duty of Loyalty (Fiduciary)
- Officer liability overview
- Confidentiality & solidarity
- Conflict of interest

# Key Documents & Resources

- Bylaws & incorporation documents
- Strategic plan & annual report
- Financial statements
- BCAFM Board Governance Manual

# Committees & Structure



Standing committees:  
Policy, Customer  
Appreciation



Ad-hoc committees as  
needed



Terms of reference &  
reporting



Engage non-board  
volunteers

# Policies & Procedures

- Personnel & travel policies
- Expense reimbursement (Bylaw §10.4)
- Refund policy for vendors

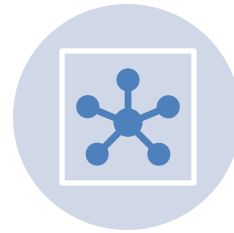
# Emergency Response & Risk Management

- Emergency plan highlights
- Roles during incidents
- Communication protocols
- Continuous improvement

# Board Member Volunteer Expectations



Attend & prepare  
for meetings



Contribute skills &  
networks



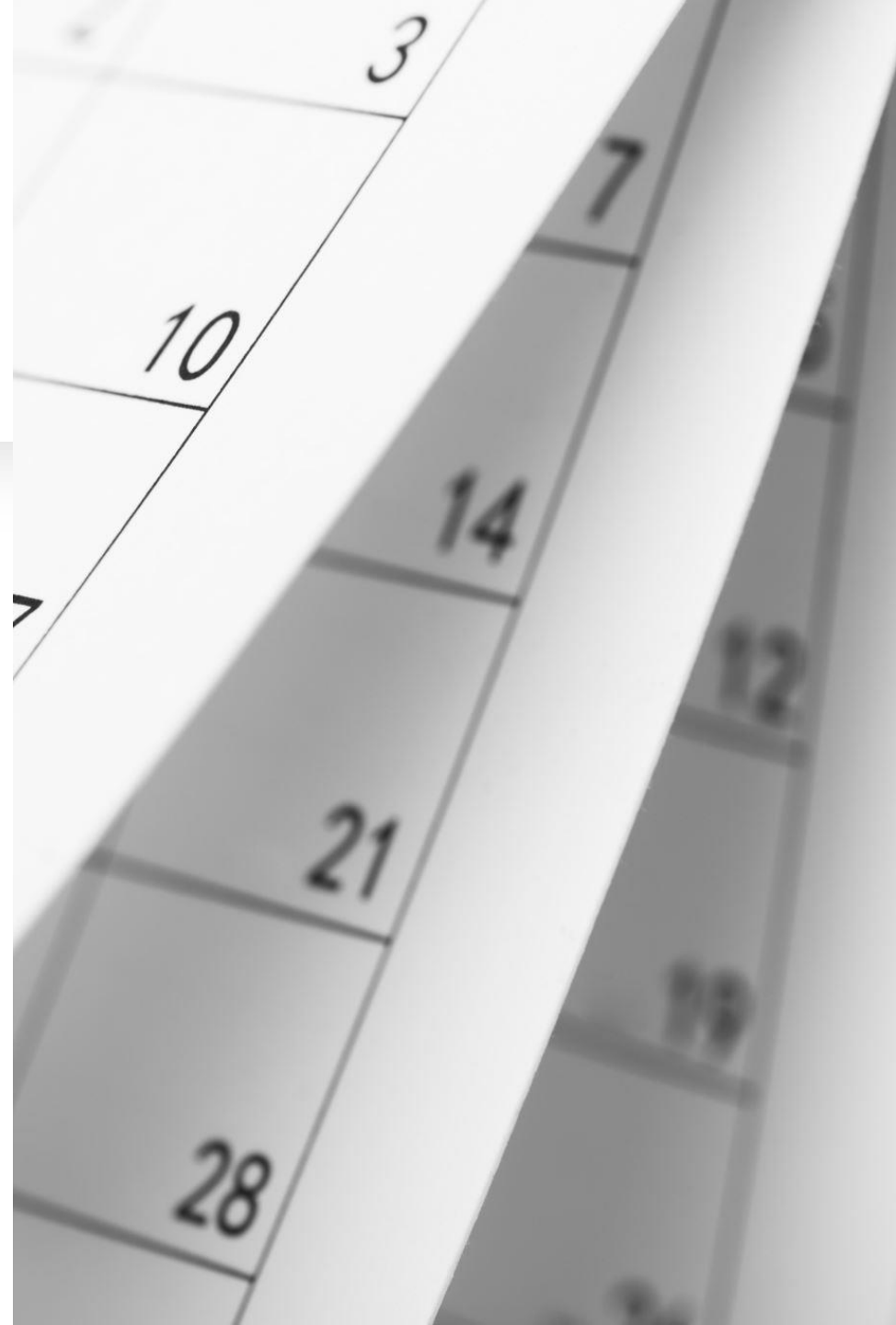
Support events &  
fundraising



Serve on at least  
one committee

# Calendar & Meeting Logistics

- Board meetings schedule
- Annual General Meeting
- Vendor application cycle
- Notice & quorum requirements
- Meeting materials distributed 14 days prior



# Resources & Next Steps



Orientation package & reading list

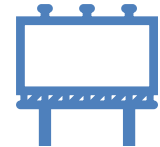


Training opportunities (BCAFM modules)

<https://bcfarmersmarket.org/app/uploads/2020/02/BCAFM-Effective-Leadership-Board-Governance-A-Board-Governance-Training-Manual.pdf>



Commitment to ongoing governance learning



Questions? Reach out to President or Market Manager



Thank you for your commitment!

## Questions & Discussion