

City of Austin

Sustainable Food Policy Board

Board Member General Responsibilities

- Fulfill the duties and all legal and ethical obligations established for a member of a City of Austin Board.
- Operate consistently with the Texas Open Meeting Act in fulfilling the duties of a director.
- Attend board meetings regularly. SFPB members are expected to attend 75% of all regularly scheduled and all specially-called board meetings. Communicate in advance if you will be unable to attend a meeting.
- Serve on at least one Working Group of the board and attend meetings regularly. Complete the Working Group Progress Report before each regular Board meeting.
- Participate in an annual Strategic Planning process and help the Board set achievable goals for the following year.
- Prepare thoroughly for all board and committee meetings.
- Meet with your City/ County appointee at least quarterly and brief the Board on updates at regular Board meetings. Follow up with your appointee to ensure they are informed of any SFPB recommendations and have all the information needed to support a funding or policy request.
- Participate in board and committee meetings in a meaningful, constructive and effective manner.
- Communicate with candor and tact, helping the board to manage conflict constructively.
- Encourage other directors to contribute to board discussions; listen to and demonstrate respect for the opinions of others.
- Seek necessary information and appropriate due process before voting.

- Seek and consider information and opinions from others regarding matters before the board or working groups.
- Meet all requirements for director orientation, education and training established by the board.

I have read these board member responsibilities and agree to uphold them during my service on the Austin/Travis County Sustainable Food Policy Board

Printed Name

Signature

Date

Please return completed Board Commitment letter to:

Ronda Rutledge, SFPB Board Chair