

# **Kingfield Neighborhood Association (KFNA)**

## **Volunteer Board of Directors Roles & Responsibilities**

Are you looking to flex your civic engagement muscles and get involved at the hyperlocal level? Are you interested in working alongside your Kingfield neighbors to make the neighborhood and KFNA thrive? We need Board of Directors who are energetic, committed, and passionate about building their leadership and that of fellow residents.

### About KFNA

KFNA works to support and promote the common good and welfare of the Kingfield neighborhood. The KFNA Board demonstrates and encourages neighborhood leadership, provides a forum for community participation, and a structure to promote the vision and aspiration of the neighborhood.

Our guiding principles are:

- Responsible stewardship of all monies entrusted to the neighborhood.
- Systematic and periodic identification of neighborhood priorities.
- Providing a forum for communication and dissemination of community issues, concerns and information.
- Encouragement of increased participation reflecting the diversity of the neighborhood, especially by under-represented groups.
- Building the capacity and infrastructure of our neighborhood by cultivating and facilitating leaders at all levels.
- Advocate for the neighborhood's interest with others (i.e. City of Minneapolis, Hennepin County, MnDOT, Minneapolis Parks and Recreation Board (MPRB), Minneapolis Public Schools (MPS), the state of Minnesota, state legislature, etc.).
- Actively promote a positive sense of community in the neighborhood.

KFNA Board Meetings are held every 2nd Wednesday of the month (except August) at 7pm at MLK Park, 4055 Nicollet Ave. S., Minneapolis, MN 55409. In August, the Board

participates in National Night Out (the first Tuesday of August) by visiting and talking with neighbors and dishing up ice cream.

## About the Board of Directors

The KFNA Board of Directors provides fiduciary oversight, mission-based leadership, strategic governance, and advice to the Executive Director who manages day-to-day operations.

The average monthly board member commitment is 5 hours per month—which includes monthly board meetings, committee and events participation, new member orientation, and a retreat.

The KFNA Board of Directors is made up of people who live or work in the neighborhood or are business or property owners. There are 13 voting seats on the board and 3 non-voting seats.

KFNA Board of Directors strive to deliver:

## Leadership

- Focus on organizational strategic priorities and dedicate resources to achieve goals
- Represent KFNA to stakeholders; acting as an ambassador for the organization and neighborhood
- Facilitate conversations with neighbors and create public and small-group opportunities for them to practice various leadership roles

## Participation

- Board of Directors are required to participate in the following:
  - Orientation for New Board of Directors
  - Monthly Board Meetings: Every 2nd Wednesday of the month (except August) from 7pm-9pm at MLK Park\*
  - National Night Out: 1st Tuesday evening of August
  - Yearly Board Retreat
  - Event Planning and/or Committee participation

- Other neighborhood duties, as needed (volunteering at events, writing newsletter content, moving office and event supplies, data entry or administrative duties, etc.)
- Take part in the oversight of management and operations of the organization
- Prepare in advance and attend meetings of the board; ask questions, exercise independent judgment, and request information to take responsibility for making decisions on issues, policies and other board matters
- Participate in recruiting board members to meet the goals and objectives of the organization

*\*Board of Directors are allowed to miss up to two regularly-scheduled meetings at the discretion of the President of the Board.*

## Planning & Committees

- Help set long-term and short-term goals for the organization that align with the mission and vision of the organization in partnership with the Executive Director
- Follow KFNA's governing documents, which include bylaws,
- Participate in at least one board-established committee or event planning committee

## Finance & Fundraising

- Oversee the finances of KFNA, review financial documents, evaluate financial policies, and approve budgets
- Participate in fundraising efforts

## Board Terms

Board of Directors are elected for a two-year term and are eligible to serve four (4) consecutive terms.

## Diversity & Inclusion

KFNA is committed to being an equitable and inclusive organization that reflects the diversity and many identities in our neighborhood. We are stronger as an organization when we have a broad vision that includes diverse voices, ways of knowing, and ways of doing. We are committed to taking action to realize this vision. KFNA specifically seeks to foster the leadership and participation of people who neighborhood organizations have historically underinvested in. This includes people who rent, and

people who identify as BIPOC (black, indigenous, people of color), LGBTQ+, youth, and seniors.

## How to Run for the Board of Directors

By March 10: Interested candidates should fill out the [KFNA Board Interest form](#)

KFNA Board of Directors are elected by Kingfield residents at the Annual Meeting on March 18, 2020 and through online voting. Your profile and photo will be featured online and in the e-newsletter. Online voting will take place between March 11-18. You can also vote at the KFNA Annual Meeting on March 18 from 5:30pm-8pm.

### Interested in learning more?

1. Attend one of the KFNA Informational Open Houses:

- Sunday, February 9 from 4:00-6:00pm: at the home of KFNA Vice President, Sarah Tschida (Email [sarahtschida@kingfield.org](mailto:sarahtschida@kingfield.org) to RSVP)
- Monday, March 9 from 6:30-8:00 PM: at the home of Board of Director Alice Johnson (Email [alice@kingfield.org](mailto:alice@kingfield.org) to RSVP)

2. Stop by the KFNA Outreach Tent at the Presidential Primary at MLK Park on Tuesday, March 3 from 7:00am-8:00pm

3. You can also reach out to any of us with questions or to set up a meeting:

- Sarah Linnes-Robinson, KFNA Executive Director, [sarah@kingfield.org](mailto:sarah@kingfield.org)
- Chris DesRoches, KFNA President, [chris@kingfield.org](mailto:chris@kingfield.org)
- Sarah Tschida, KFNA Vice President, [sarahtschida@kingfield.org](mailto:sarahtschida@kingfield.org)
- BJ Titus, KFNA Board of Directors, [bj@kingfield.org](mailto:bj@kingfield.org)

4. Review board meeting minutes, bylaws, policies, and more at:

<https://kingfield.org/board/>







