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 our neighborhood and KFNA thrive? We are seeking neighbors who are energetic, committed, and passionate about building their leadership, and that of fellow residents, to apply for two open Board of Directors seats.

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 our neighborhood.

KFNA Board Meetings are typically held every 2nd Wednesday of the month from 7pm-9pm. Due to the coronavirus pandemic, we are currently meeting via Zoom.

Guiding Principles

- 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.

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 commitment is 5 hours per month—which includes monthly board meetings and committee and events participation.
This is an exciting time to join KFNA! In 2021, we plan to embark on a strategic planning process to guide our future vision and mission. During this process, the Board of Directors will be asked to join one of the following teams: fundraising, strategic planning, or recruitment.

The KFNA Board of Directors is made up of people who live or work in the neighborhood, or are owners of businesses or property in Kingfield. 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 from 7pm-9pm via Zoom*
  - 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
● Make an annual financial commitment to KFNA that is meaningful to you

Board Terms

Board of Directors are typically elected for a two-year term and are eligible to serve four (4) consecutive terms. Due to the current board vacancies, the Directors appointed in December will serve from January 2021 through the Annual Meeting 2022. The annual meeting typically takes place in March/April. These Directors will be eligible to run for three (3) 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 Apply for the Board of Directors

By December 20: Fill out the KFNA Board Application at https://forms.gle/ssF12QtJCkAdvHdJA

The KFNA Board of Directors will review all submitted applications and seat two of the applicants at the December meeting. The remaining applicants will be encouraged to apply again at the Annual Meeting in April 2021.

Interested in learning more?

1. Contact a member of the KFNA Board Recruitment Team, the KFNA Executive Director, or any other KFNA Board of Director:
   ● Sarah Tschida, sarahtschida@kingfield.org
   ● Jerome Rankine, jerome@kingfield.org
   ● David Robbins, david@kingfield.org
   ● Sarah Linnes-Robinson, KFNA Executive Director, sarah@kingfield.org
   ● View the full Board of Directors: https://kingfield.org/board/

2. Review board meeting minutes, bylaws, policies, and more at: https://kingfield.org/board/