



Kingfield Neighborhood Association (KFNA) 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 run for election to the Board of Directors.

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 COVID-19 pandemic, we are currently meeting via Zoom. In-person meetings are typically held at MLK Park.

KFNA Guiding Principles

- Ensure responsible stewardship of all monies entrusted to KFNA;
- Identify neighborhood priorities;
Provide a forum for communication and dissemination of community issues, concerns and information;
- Encourage increased participation reflecting the diversity of the neighborhood, especially by under-represented groups;

- Build 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.).
- 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 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.

The average commitment is 5 hours per month—which includes monthly board meetings, work group, and committee and events participation.

This is an exciting time to join KFNA! Throughout 2022 we will continue our 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 work groups: fundraising, strategic planning, or recruitment.

Board of Directors strive to deliver:

Leadership

- Focus on organizational strategic priorities
- Represent KFNA to stakeholders; act as an ambassador for the organization and neighborhood
- Facilitate conversations with neighbors and create opportunities to practice leadership roles
- Propose, design, organize, and lead new neighborhood events and initiatives that further KFNA's organizational goals

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
 - Yearly Board Retreat
 - Work group, event planning, and/or committee participation
 - Volunteer at KFNA events, to include: National Night Out, Empty Bowls, the KFNA Annual Meeting, and Open Streets
 - Other neighborhood duties, as needed (volunteering at events, writing newsletter content, moving office and event supplies, data entry or administrative duties, etc.)
- Oversight of KFNA management and operations
- Prepare in advance and attend board meetings; ask questions, exercise independent judgment, and request information to take responsibility for making decisions on issues, policies, and other board matters
- Recruit new board members
- Have fun getting to know your neighbors and making Kingfield a more welcoming, equitable, and inclusive community!

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
- Be familiar with and follow KFNA's governing documents, which include the articles of organization and bylaws.
- Participate in at least one board-established committee or event planning committee

Finance & Fundraising

- Oversee KFNA finances: review financial documents, evaluate financial policies, and approve budgets
- Actively participate in fundraising efforts
- Make an annual financial commitment to KFNA that is meaningful to you and encourage others to do the same

Board Terms

Board of Directors are elected for a two-year term and are eligible to serve for up to six consecutive years. The incoming Directors elected at the 2022 Annual Meeting will

serve until the 2024 Annual Meeting. The annual meeting typically takes place in the spring of each year.

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 Election to the Board of Directors

By May 11, 2022: Fill out the [KFNA Board Application \(bit.ly/KFNABoard\)](https://bit.ly/KFNABoard)

May 14, 2022: Attend the Annual Meeting to introduce yourself as a candidate

All applications will be published on the KFNA website, social media, and emailed via the KFNA e-news prior to the 2022 Annual Meeting.

Neighborhood voting will begin at the Annual Meeting on Saturday, May 14. Election results will be posted by the end of May.

Learn more

1. Contact a member of KFNA:
 - 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. Attend a Board Meet & Greet:
 - a. May 4 at 9am: Butter Bakery Community Table
 - b. May 4 at 8pm: Lowbrow
3. Review board meeting minutes, bylaws, policies, and more at:
<https://kingfield.org/board/>