



## **Kingfield Neighborhood Association (KFNA) Board of Directors Roles & Responsibilities**

Are you interested in working alongside your Kingfield neighbors to make our neighborhood and KFNA thrive? Run for election to the KFNA Board of Directors! We are seeking neighbors who are energetic, committed, and passionate about building their leadership, and that of fellow residents.

### About KFNA

KFNA serves the neighborhood by creating connections, building community, and fostering engagement. KFNA Board Meetings take place every 2nd Wednesday of the month from 7pm-9pm at the MLK Park Recreation Center.

KFNA strives to:

- 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.

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
  - Annual Board Retreat
  - Work group, event planning, and/or committee participation
  - Volunteer at KFNA events, to include: National Night Out, Empty Bowls, 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 and volunteers
- 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 donation 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 2023 Annual Meeting will serve until the 2025 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 7, 2023:** Fill out the [KFNA Board Application \(bit.ly/KFNABoard2023\)](https://bit.ly/KFNABoard2023)

**May 10, 2023 at 7pm:** Attend the Annual Meeting to introduce yourself as a candidate

All candidate applications will be made public and published on the KFNA website, social media, and emailed via the KFNA e-news.

Neighborhood voting will begin at the Annual Meeting on Wednesday, May 10. Election results will be posted by the end of May.

### Learn more

1. Contact a member of KFNA:
  - Katie Blanchard, KFNA Board President, [katie@kingfield.org](mailto:katie@kingfield.org)
  - Sarah Linnes-Robinson, KFNA Executive Director, [sarah@kingfield.org](mailto:sarah@kingfield.org)
  - View the full Board of Directors: <https://kingfield.org/board/>
2. Attend upcoming KFNA events to talk to staff and board of directors:
  - a. Community Sap Tap: March 25, 9am-11am at MLK Park & Rec Center
  - b. April Board Meeting: April 12, 7pm at MLK Park & Rec Center
3. Review board meeting minutes, bylaws, policies, and more at:  
<https://kingfield.org/about/board/>