

GRACE Marketplace Governance Board Composition and Responsibilities/Duties

For discussion at August 30, 2010 Joint City/County Commission Meeting

Proposed Board Composition:

Seven members total -

- Two City of Gainesville Commissioners
- Two Alachua County Commissioners
- Director of the Alachua County Coalition for the Homeless and Hungry
- One member representative of the private business sector
- One member representative who is homeless or formerly homeless (possibly chair of HAC advisory council)

It will need to be decided how to/who will appoint the private business sector and homeless or formerly representative members.

Proposed Responsibilities/Duties:

- Determine mission and purpose. It is the board's responsibility to create and review a statement of mission and purpose that articulates GRACE Marketplaces goals, values, vision, means, and primary constituents served.
- Support and evaluate the non-for-profit provider administering/managing the services at the GRACE Marketplace. The board should ensure that the NPO has the moral and professional support it needs to further the goals of GRACE Marketplace.
- Enhance GRACE Marketplace's public standing. The board should clearly articulate the GRACE Marketplace mission, accomplishments, and goals to the public and garner support from the community.
- Represent public need and interest within GRACE Marketplace.
- Ensure effective planning. The board must actively participate in an overall planning process and assist in implementing and monitoring the plan's goals.
 - Approving the annual budget, annual report, etc.
 - Approving major contracts and grants.
 - Soliciting and reviewing program evaluations.
 - Reviewing and approving the organizational policies
- Monitor, and strengthen programs and services. The board's responsibility is to determine which programs are consistent with GRACE Marketplace's mission and monitor their effectiveness.
 - Troubleshooting as necessary.
 - Serve as final step in client grievance process if issue cannot be resolved at lower levels.
- Protect assets and provide proper financial oversight. The board must assist in developing the annual budget and ensuring that proper financial controls are in place.
 - Monitoring fiscal management of GRACE Marketplace.
 - Maintaining accountability to funders and donors.
- Ensure adequate financial resources. One of the board's foremost responsibilities is to secure adequate resources for GRACE Marketplace to fulfill its mission.
 - Serving as a public figure for GRACE Marketplace
 - Fundraising, by directly donating to the non-profit and soliciting donations from others.
 - Advocating for GRACE Marketplace.
 - Documenting policies and decisions to create an organizational memory.
- Preparing for and attending board meetings.
- Researching and discussing issues before decisions are made.
- Replacing and orienting board members when a vacancy arises.
- Build a competent board. All boards have a responsibility to articulate prerequisites for candidates, orient new members, and periodically and comprehensively evaluate their own performance.
- Ensure legal and ethical integrity. The board is ultimately responsible for adherence to legal standards and ethical norms.

The governance board responsibilities and duties should be reviewed with, and compared to, the Interlocal Agreement creating the Office on Homelessness for overlap and conflicts.

This is a draft document which needs Commission input, particularly as it relates to how active the members wish to be in the governance of GRACE Marketplace and for any potential conflicts between determined Board responsibilities/duties and Commission responsibilities/duties.