

# **Board of Directors Recruitment Packet**

**Job Description and Expectations  
2016**



**National Sorghum Producers  
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## **About National Sorghum Producers**

NSP is the national commodity organization for grain, sweet and energy sorghum and represents U.S. sorghum farmers nationwide. The member-focused organization is the voice of the sorghum industry and works through education, legislative and regulatory issues relevant to the industry. NSP is headquartered in Lubbock, Texas, with members in 30 states and affiliate organizations in seven states throughout the U.S. Sorghum Belt.

## **Mission**

NSP will improve the sorghum industry through advocacy and leadership.

## **Vision**

NSP will lead legislative and regulatory change through effective policy and relationships for a more profitable, diverse and competitive sorghum industry.

## **We Value**

- Members, they are why we exist
- Knowledge – analysis
- Relationships
- Growth
- Education
- Change
- Reputation
- Communication
- Loyalty
- Results

## **Organizational Characteristics**

- We work for our members.
- We will expand the sorghum industry.
- We are well positioned to impact the sorghum industry.
- We maintain a level-headed data driven approach to change.
- We are an organization that does more with less than other organizations our size.
- We take pride in our work.

## **The Selection Process**

- To be considered for the board, a candidate must complete an application.
- The nominating committee reviews applications, and members of the committee will interview candidates.
- Nominations will then be made to the board of directors for consideration and election.
- Candidates will be notified of the result immediately following this process.

## **Selecting Board Members**

Because the board of directors plays such an important role in our organization, we must apply stringent standards in the search for board members and look for individuals who:

- Can bring a variety of skills, experience, and diversity to the organization.
- Have backgrounds and contacts that differ from—but compliment—those of the other directors. This diversity is vital to maintaining a “balanced” board composition.
- Have concern for the organization’s development and are willing to learn about the substantive program areas of the organization.
- Are prepared to set aside any potential conflict between personal or individual business interests to support the well being of NSP.
- Have a developed sense of values and personal integrity.
- Are sensitive to and tolerant of views and opinions different from their own.
- Are friendly, responsive, and patient, and have a sense of humor.
- Work well with individuals and groups.
- Can listen, analyze, and think clearly and creatively.
- Are not hesitant to ask questions.
- Are willing to prepare for and attend board and committee meetings.
- Will take responsibility and follow through on assignments.
- Are willing to contribute personal time and financial resources to the organization and to cultivate and solicit outside funds.
- Can open doors in the sorghum community.
- Can recruit board members and other volunteers.
- Are willing to develop the skills they need in order to be an effective board member (e.g., the ability to read and understand financial statements).

## **Time Commitment**

- Three-year term (up to two consecutive terms) terms begin October 1.
- Annual conference in conjunction with the Commodity Classic (3 – 5 days during the first week of March)
- Summer board meeting (2 days, August)
- Winter board meeting (3 days, November)
- Annual DC Fly-in and legislative committee will meet at this time (3 - 4 days, Spring)
- Conference calls and committee meetings as required

## **Director Position Description**

The role of each director is to serve a three-year term by representing, leading, advising, and supporting the activities of National Sorghum Producers. Board activities are strategic in nature; staff activities are operational. Each director is expected to:

- Attend all board and committee meetings and functions, and be prepared to participate.
- Stay informed about board and committee matters; review and comment on minutes and reports.
- Stay informed about the organization's mission, services, policies, and programs.
- Keep up-to-date on pertinent developments including those in the community, economy, government, industry, etc. that may affect the organization.
- Serve on committees and offer to take on special assignments.
- Make a personal financial contribution to the organization.
- Participate in organizational fundraising.
- Inform others about the organization.
- Get to know other members; build working relationships that contribute to building consensus.
- Suggest nominees to the board who can make significant contributions to the work of the board and the organization.
- Follow conflict of interest and confidentiality policies.
- Assist the board in carrying out its fiduciary responsibilities such as reviewing the organization's annual financial statements.
- Participate actively in the board's annual evaluation and planning efforts.

# **The Board of Directors**

## **Functions**

As leaders and representatives of the membership of NSP, the board of directors is responsible for setting policy and strategic direction, which propel the organization forward to accomplish its goals.

## **Responsibilities**

1. Planning
  - Approve NSP mission and vision and review management's performance in achieving it. Management is defined as the chair, the board of directors, and the CEO.
  - Annually assess the ever-changing environment in which NSP functions and approves the organization's strategies.
  - Review and approve programs, plans and directions.
2. Funding
  - Be actively involved in fundraising for the organization by identifying potential funding sources and assisting the CEO and staff in securing organizational funding.
  - Assist staff and participate in political fundraising.
3. Organization
  - Work with the CEO to create a strategic direction for NSP and to set short and long-term goals.
  - Assure that management continuity is properly provided.
  - Approve appropriate compensation and benefit policies and practices.
  - Identify candidates and determine the eligibility of candidates for the nomination of officers and directors as submitted by the nominating committee and approve the report as deemed appropriate.
  - Actively participate at the board meetings and on committee assignments.
  - Annually evaluate the performance of the CEO and determine compensation.
  - Annually review the performance of the board of directors, and take steps (including recommendation for its composition, organization, and responsibilities) to improve its performance.

#### 4. Operations

- Review the results achieved by management as compared to the mission and program plans.
- Ascertain the financial structure of NSP and determine if it is adequate for its current needs by approving the annual budget.
- Provide candid and constructive criticism, advice, and comments to the chair, other members of the board of directors, and the CEO.
- Approve major actions of NSP, such as capital expenditures on all projects over authorized limits or major changes in programs, services, office location, etc.
- Review monthly and annually financial results for the organization, and ensure, through the oversight of the audit committee, that reports are accurate and in accordance with accepted accounting principles.
- Execute activities maintaining the highest standard of fiduciary duty and responsibility to the organization.
- Ensure legal and ethical integrity, and maintain accountability. The board is ultimately responsible for ensuring adherence to legal standards and ethical norms. The board must establish pertinent policies and procedures (e.g., personnel policies, grievance procedures) and adhere to provisions of the organization's bylaws and articles of incorporation.

#### 5. Audit

- Assure the board of directors and its committees are adequately and currently informed through reports and other methods of the state of NSP.
- Assure published reports properly reflect operating results and the financial condition of the organization.
- Conclude management has established appropriate policies to define and identify conflicts of interest throughout the organization and is diligently overseeing the enforcement of these policies.
- Approve independent auditors.
- Review compliance with relevant material law affecting the association.