



Portland Area CSA Coalition

Vice Chair Job Description

The Portland Area Community Supported Agriculture (CSA) Coalition is seeking a Vice Chair to serve on our Board.

PACSAC is a coalition of local CSA farmers, ranchers, and fishers who are dedicated to sustainable agricultural practices, building community, and boosting the economic viability of small-scale producers. Our members provide over 11,000 households with vegetables, fruits, meat, dairy, grains, flowers, and other locally grown products. We have a long history of grassroots organization, and thrive on the energy of our board. PACSAC is a 501(c)(3) nonprofit organization.

Our mission is to promote Community Supported Agriculture by:

- Directly connecting local CSA farmers with their local community
- Provide farmers opportunities to learn, grow, and meet their business and sustainability goals.
- Educating the public about the CSA experience and the benefits of healthy eating.

Our board is a volunteer, working team, and we seek board members who are organized and prompt, and have time and willingness to commit to the Coalition's vision, mission, and values. Please know that you are applying for a volunteer *working* board with one paid staff member.

General Responsibilities

- Prepare for, attend and participate in monthly board meetings
- Serve on at least one PACSAC committee
- Volunteer 10 hours of work per month
- Execute, adjust and update strategic plan
- Contribute to and attend Coalition-sponsored events
- Champion the larger CSA movement and the Coalition specifically
- Perform the functions of board responsibilities as outlined in the Guide to Nonprofit Board Service in Oregon (downloadable at: <http://www.doj.state.or.us/charigroup/pages/tipsbrd.aspx>)

Vice Chair Responsibilities

- Works closely with the Chair and the Executive Director to carry out PACSAC initiatives and projects.
- Promotes PACSAC in the community
- Cultivates relationships with businesses and citizens who wish to provide financial support to PACSAC
- Oversees PACSAC's compliance with nonprofit governance guidelines
- Chairs board meetings in the absence of the Chair
- Meets regularly with Chair to discuss work of the Board, gaining knowledge to assume the role of Chair

Skills and Qualifications

- Experience with nonprofit board governance
- Connection to organizations and people working to establish sustainable food systems
- Exhibits a passion for Community Supported Agriculture
- Excellent written and verbal communication skills

- Demonstrated ability to participate in, and lead, effective teams
- Conveys a vision for expanding PACSAC's work and impact throughout Oregon and Washington

Apply

If you are interested in learning more about participating on the Coalition board, please send your resume and a short cover letter describing (a) why you are interested in participating on the Coalition board, and (b) what you will contribute as a board member. Please include your contact information and send to Shannon Kane, Board Chair, at info@portlandcsa.org.

We encourage Black, Indigenous, and people of color, women, LGBTQ people, religious minorities, recent migrants/refugees, differently abled, and applicants from different generational and economic backgrounds to apply.