

# Secretary



## About Firstfruits Farm SLO

Firstfruits Farm SLO is a 100% volunteer-run non-profit organization. Our mission: Caring for the earth and our neighbors by growing and freely giving fresh produce to people experiencing food insecurity in San Luis Obispo County, California. We do this through three pillars: Planting Hope, Growing Generosity, and Honoring Dignity.

## How our board operates

Our board is both operational and advisory—while each role varies, all members contribute time and energy to ensure the farm runs smoothly. Board members serve two-year terms and receive no financial or material compensation for their service. No financial commitment is required to serve.

## Position summary

As a board member, you'll play a key role in shaping strategy, ensuring resources, and providing oversight to keep us mission-aligned. This is a hands-on role, perfect for someone passionate about food justice, sustainability, and community-driven solutions.

*At a high level, the secretary's role consists of the maintenance and organization of records and meetings.*

## Key responsibilities

- Lead with purpose – Advance the farm's mission and embody its values in decision-making, leadership, and outreach, ensuring that care, hope, and dignity remain at the heart of all we do.
- Uphold good governance – Ensure the farm operates ethically and legally.
- Stay informed & engaged – Maintain awareness of farm operations and board matters. Check email and messaging platforms daily.
- Collaborate – Attend monthly board meetings and occasional long-term planning meetings (virtual or in-person). Serve on at least one committee or take on a leadership role in an area of need.
- Fulfill position-specific responsibilities – Duties unique to your role on the board.
  - *Maintain accurate organization records, including bylaws, legal filings, and board member ledger*
  - *Schedule board meetings*
  - *Record and distribute minutes for board meetings*
  - *Collect physical mail from post office box regularly*
  - *Coordinate and send out board correspondences as needed*
  - *Monitor and update office supply inventory as needed*
- Adapt & support as needed – Contribute based on your skills and the farm's evolving needs.

## Preferred qualifications

- Resident of San Luis Obispo County
- Experience working with a non-profit organization
- Solid communication skills
- Detail-oriented