

Uptown Market Board Position Description

Purpose: To advise, govern, carry out board operations, oversee policy and direction, and assist with the leadership and general promotion of the Uptown Market so as to support the organization's mission and needs.

Mission: The Uptown Market is a venue to enhance the quality of life for the community through the gathering of local artisans, craftspeople, small business owners, area farmers, and neighbors.

A place where small vendors can come and sell their goods to the public, the Minneapolis Uptown Market unites the community. The Uptown Market will offer an opportunity for community organizations to outreach to the public.

Major responsibilities:

- Staffing the market during the market season.
- Organizational leadership and advisement on issues key to the operation and direction of the Uptown Market.
- Financial management, including adoption and oversight of the annual budget.
- Oversee vendor recruitment.
- Promotion of the organization.
- Participating in fundraising and outreach activities.
- Other regular market logistics and operations as needed.

Length of term: Two years, which may be renewed up to a maximum of three consecutive terms, pending approval of the board.

Meetings and time commitment:

- The Uptown Market board of directors meets monthly on the second Thursday of the month, 6:30 p.m., at Painter Park or Common Roots Cafe. Meetings typically last 90 minutes.
- Committees of the board meet an average of six times per year, pending their respective work agenda. Meetings are at the discretion of the committee chair.
- Board members are asked to attend at least two special events or meetings per year, as they are determined.
- Volunteer to staff the markets as determined by the schedule at the beginning of the Market season in June.
- Board members are expected to attend all meetings. Members that miss more than 4 meetings a year could be removed, pending approval from the board.

Expectations of board members:

- Attend and participate in meetings on a regular basis, and special events as able.

- Participate on a standing committee of the board, and serve on ad-hoc committees as necessary.
- Be alert to community concerns that can be addressed by Uptown Market's mission.
- Help communicate and promote the Uptown Market to the community.
- Financially support the Uptown Market in a manner commensurate with one's ability.
- Suggest possible nominees to the board who can make significant contributions to the work of the board and the organization.
- Keep up-to-date on developments in the organization's field.
- 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 on a regular basis.

List of committees to serve on (note: you do not have to serve on the board to serve on a committee)

- Vendors
- Fundraising
- Marketing
- Logistics
- Executive board

Expected time commitment: 2-5 hours a month during the off season. 5-10 hours a month during the market season (June – September).