



Board of Directors Job Description

Our Mission

One Bistro is a faith-based non-profit Biznistry® established for the betterment of our community. At our core is a place from which we strive to serve a healthy, affordable meal to our neighbors, both those who have the ability to pay and those who under normal circumstances would not be able to eat out.

Our mission is to provide a place where our neighbors eat and come together as one community. For additional information, please visit our web site at onebistro.org to find out more about our vision, our values, and our “pay what you can” and “pay it forward” concepts.

Board of Directors Overview

At One Bistro, our Board Members hold an important role in the health and growth of the overall organization. It is crucial that the Board of Directors have a sense of ownership in our organization and community café model by being the first to volunteer, donate, garner support, and provide advisement.

By acting as a safety net for our mission, the Board not only provides careful watch over our organizational integrity through financial accountability, but also keeps sight of One Bistro’s constituency (those we serve in our community, those who volunteer, and those who give), and what they need us to do. In many cases, the Board not only cares about the constituency, but our Board Members come from the constituency, know the constituency, and are the constituency.

We seek Board Members with a wide range of skills and expertise, and provide a place for our members to give back to the community using their unique gifts and talents.

Typically, the Board of Directors at One Bistro meet monthly in the evening.

Board Member Responsibilities

Individual Board Member Responsibilities include but are not limited to:

- Regular attendance at board and committee meetings.
- Attend or volunteer at as many one bistro special events as possible.
- Represent One Bistro to stakeholders acting as an ambassador on behalf of the organization.
- Serve as a trusted advisor to the Director with regards to developing and implementing One Bistro's strategic plan.
- Review agenda and supporting materials prior to board meetings.
- Approve One Bistro's monthly financials, annual budget, audit reports, and material business decisions; being informed of, and meeting all, legal and fiduciary responsibilities.
- Responsible for annual performance evaluation of the Director.
- Assist with fundraising by either personal financial giving or securing outside financial support.
- Assist the Director and Board President in identifying and recruiting other Board Members.
- Serve on committees or task forces and taking on special assignments.
- Hold a Board position for a minimum of a one-year term with a maximum of a three-year term, and until a successor is elected and qualified.

Board Member Recruitment Process

1. Board Member candidates meet with the Board Chair and/or the Director, and are given an overview of our organization and its mission, and the board responsibilities and expectations.
2. Once candidates indicate interest in being a part of the Board, their resumes and applications are sent to the existing members for review, comments, and voting.
3. Once approved, the Board Chair meets with the candidate to discuss next steps.
4. Candidate will begin to attend meetings.



Board of Directors Candidate Application

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Mobile Number: _____ Email: _____

Current Occupation (*Please Attach Resume*): _____

Current Employer: _____

Areas of Expertise (*Please Check All That Apply*):

- | | | |
|---|---|--|
| <input type="checkbox"/> Business / Corporate | <input type="checkbox"/> Human Resources | <input type="checkbox"/> Legal |
| <input type="checkbox"/> Web Development / Graphic Design | <input type="checkbox"/> Finance / Accounting | <input type="checkbox"/> Government |
| <input type="checkbox"/> Marketing / Advertising | <input type="checkbox"/> Public Relations | <input type="checkbox"/> Education |
| <input type="checkbox"/> Social Media | <input type="checkbox"/> Volunteer Management | <input type="checkbox"/> Non-Profit Management |
| <input type="checkbox"/> Grant Writing | <input type="checkbox"/> Policy Development | <input type="checkbox"/> Restaurant Industry |
| <input type="checkbox"/> Counseling / Pastoral Care | <input type="checkbox"/> Information Technology | <input type="checkbox"/> Public Speaking |

Other Areas: _____

List other Boards and Committees in which you currently serve, or have previously served (business, civic, community, fraternal, political, professional, recreational, religious, and social).

Why are you interested in serving on the Board of Directors of One Bistro?

Do you have a personal or professional relationship with anyone who currently serves on the Board of Directors of One Bistro? If yes, with whom, and please describe the relationship.

Have you ever volunteered or do you regularly volunteer at One Bistro? If yes, please specify the capacity in which you serve and the frequency.

Have you ever supported or do you regularly support One Bistro financially? Yes No

Please review and respond to the following questions. If yes to any of the following, please use a separate sheet of paper to provide an explanation.

- A. Are you aware of any information about yourself which might tend to reflect unfavorably on your reputation, morals, character, or ability as a board member of One Bistro?
 Yes No
- B. Have you ever been convicted of a felony?
 Yes No
- C. Have you ever been convicted of a controlled substance offense?
 Yes No
- D. Have you ever been convicted of a sex-related crime?
 Yes No

Please provide two references, with at least one reference from someone with whom you have worked in an employment capacity or as part of a group.

1. Name: _____

Mobile Number: _____ Email: _____

2. Name: _____

Mobile Number: _____ Email: _____

By signing below, I attest that the information provided is true and correct. Additionally, my signature represents an agreement to participate pursuant to the Policies, Procedures, and Bylaws of the Board of Directors at One Bistro. I understand that if any conflicts arise that prevent me from performing the rules and expectations as a Board Member, I may be removed from the Board by a majority vote.

Signature: _____ Date: _____

For Board Use Only:

____ Meeting with nominee and board member Date: _____

____ Nominee reviewed by committee Date: _____

____ Nominee proposed to the board Date: _____

____ Board Action: Elected Rejected Date: _____

Additional Comments:

Thank you for completing the application. We appreciate your continued support of the One Bistro mission and your interest in joining our Board of Directors.