

## **KANSAS FARM BUREAU & AFFILIATED SERVICES**

*Job Description  
(Adopted November 16, 2018)*

**Title:** KFB State Board Member

**Team:** President/Board of Directors

**Function:** Provides leadership and oversight for Kansas Farm Bureau and affiliated companies by working with the President and CEO/Executive Director/General Counsel to provide adequate financial resources, establish short and long-term goals, strategic plans and organizational priorities.

**Reporting Structure:** Elected by Voting Delegates to a two-year term on the state-wide board. Directors represent all members of Kansas Farm Bureau.

### **Duties and Responsibilities:**

The board's authority is a collective one. No individual directors have executive powers except when acting as a board or when delegated specific authority by the board or President. In collective decision making, individual directors must subordinate the special interests of their county or district to the best interests of Kansas Farm Bureau.

### **Visionary and Strategic**

- Know the organization's mission, purpose, goals, policies, programs, services, strengths and needs.
- Think creatively, critically and strategically from a broad perspective and suggest new items for discussion or development.
- Assess performance of the President, CEO/Executive Director/General Counsel, and of the Board of Directors.

### **Competent and Knowledgeable**

- Perform duties of board membership responsibly and conform to the level of competence expected from board members with respect to the duties of care, loyalty and obedience as they apply to nonprofit board members.
- Prepare for and participate in board and committee meetings, including appropriate organizational activities.
- Respect and build on the knowledge of others at the table.
- Ask timely and substantive questions at board and committee meetings consistent with your conscience and convictions, while supporting majority decisions made by the board.
- Serve on standing or special committees as requested or assigned.
- Represent the organization from time-to-time at the President's request and communicate frequently and openly about needs, outcomes and

progress. Coordinate with the CEO/Executive Director/General Counsel to ensure adequate communication and staff resources are available.

- Report interaction with elected/appointed officials and seek prior approval before engaging in advocacy work in Topeka or Washington, DC.
- Carefully and consistently abide by KFB policy as adopted by Voting Delegates at the KFB Annual Meeting and interpreted by the President/board.
- Make timely recommendations for appointment of district representatives to KFB committees.

### **Responsible and Respectful**

- Avoids prejudiced judgments based on information received from individuals and urge those with grievances to follow established policies and procedures. All matters of potential significance should be called to the attention of the CEO/Executive Director/General Counsel and the President.
- Maintain confidentiality of the board's executive sessions and speak for the board only when authorized to do so by the board or by the President.
- Counsel the CEO/Executive Director/General Counsel as appropriate and support him or her in working with staff, individuals and groups in executing the strategic plan.
- Avoid asking for special favors, criticizing, or making demands of staff without prior consultation with the CEO/Executive Director/General Counsel.
- Coordinate with District Administrator to maintain and build relationships with district leaders and County Farm Bureaus to ensure that needs and concerns are identified and addressed and that consistent and clear communication between KFB and County Farm Bureaus occurs.
- Responsible for periodic reports to the Board of Directors.

### **Required Competencies, Education and Experience:**

- Requires an experienced leader, forward thinker and politically savvy individual with high ethical standards.
- Requires proficient analytical and strategic thinking, skills.
- Must be able to persuade, effectively communicate, and clearly articulate Kansas Farm Bureau's position on agricultural issues when requested.
- Must keep abreast of governmental issues and laws affecting agriculture, the organization and its members.
- Must possess excellent interpersonal relationship skills and be able to relate well with farming/ranching communities.
- Must portray an appropriate professional image within the agricultural community.