

Roles & Responsibilities for: Not-for-Profit Board, Market Sponsor and Advisory Committee			
Responsibilities	Not for Profit Board of Directors	Market Sponsor	Advisory Committee
Accountable to the vendors and community for the long term success of the market	•	•	•
Market manager hiring and retention Responsible for developing the manager's job description, recruiting a qualified market manager, ensuring adequate compensation, approving and paying for professional development activities and conducting annual performance reviews with the market manager	•	•	
Business planning Responsible for creating a business plan that will guide the market including setting annual goals, action plans and yearly evaluations	•	•	•
Market rules, market policies & procedures (e.g. grievance policies) Responsible for creating market rules, policies and procedures and for yearly reviews	•	•	•
Developing bylaws Responsible for developing market bylaws and for ensuring those bylaws are reviewed annually	•	•	
Financial auditing and reporting to government Responsible for ensuring the market books are audited annually and results sent to the government as part of the not-for-profit reporting	•	•	
Ensuring accurate financial records are kept Responsible for all finances of the market which includes receiving money and ensuring all bills are paid.	•	•	•
Promotion Promotion of the farmers' market to the public and to the community	•	•	•
Overarching market accountability Responsible for all actions of the market, including managing staff and volunteers that are delegated duties	•	•	
Market liaison Responsible for providing a liaison to sit on the sponsor's farmers' market advisory committee	•	•	
Adherence to legislation and regulations Ensuring the approved farmers' market adheres to all legislation and regulations	•	•	•
Liability Ensuring the approved farmers' market is either insured or indemnified against liability	•	•	