

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