

2020

Board Candidate Information Packet



**The Silver City Food Co-op
and**

The Board of Directors

THANK YOU!

2020 Information for Candidates to the Silver City Food Co-op Board of Directors

The Silver City Food Co-op needs skilled and attentive member-owners for effective board functioning. Thank you for considering being a part of the governing body of our co-op.

What is the board of directors?

The board of directors is the governing body of the Silver City Food Co-op, providing long-range visioning, ensuring the protection of the co-op's assets, hiring and monitoring the general manager against developed policies and financial indicators, and ensuring that the purpose and mission of the co-op are properly carried out.

How are directors elected?

Co-op member-owners elect directors once a year in April/May.

How many board positions are open for the 2020 election?

Up to four positions. There will be six returning board members and we need between 7-9 board members to function efficiently.

How long do directors serve?

Directors usually serve a term of three years and may run for re-election. This year, we have up to 3 three-year terms available, one two-year term available, and 1 one-year term available.

What are the responsibilities of directors?

- Monthly board meetings. The official business of the board is conducted in monthly meetings which last about two hours. The board uses consensus decision making.
- Board committees. Each director is expected to participate on two of the four standing board committees, which typically meet monthly. Committees are: Board and Manager Evaluation; Finance; Member Connect; Recruitment, Orientation, and Development
- Special meetings and trainings. Each director is expected to participate in special meetings, which include: evaluation sessions, member forums, the co-op's annual membership meeting, and trainings as set by the board.
- Spring and/or fall retreats. One or two retreats are held each year to build teamwork or work on a specific task related to the strategic plan.
- Regular preparation, attendance, and active participation. Time spent on board work by individual directors varies, but most directors spend about three hours each week, which includes board and committee meetings, task completion, email discussions, and reading of relevant materials.

What do our by-laws require of board candidates?

- Be at least 18 years of age.
- Be a Silver City Food Co-op member-owner, in good standing, for at least 90 days prior to the end of the voting period. NOTE: Household members who are not the member-owner who signed the share certificate are ineligible.

Are there any other requirements for member-owners who are interested in running for the board?

- Have or be willing to acquire regular email and internet access for communication purposes.

- Be able to attend monthly meetings and retreats.
- We are looking for skilled, team-oriented, professional, and reliable co-op members with varying backgrounds who are ready to serve the Co-op. Experience with business, cooperative models, prior board work, human relations, food industry, or state laws is helpful. The next year or two, as we approach an expansion of our store, we are also looking for directors with real estate experience, fundraising or grant writing experience, finance/lending experience, and effective community outreach.

Are there any suggestions for member-owners who are interested in earning an endorsement from the board prior to election?

- Attend at least 1-2 board meetings prior to the election (strongly encouraged).
- For a more personal view of what being a director is really like, we suggest talking with current or past directors.
- Plan to attend the candidate orientation session in mid-march. Email Jennifer Johnston (johnstonjenny40@gmail.com) if you would like to attend or have any questions.

Candidate Statements and the Election process

Statements, photos, and ballots will appear on our website and in the Co-op beginning April 1, 2020.

Election dates:

Candidate statement deadline	03/04/20
Candidate orientation session	03/16-20/20
Printing deadline for ballots	04/01/20
Voting begins	04/10/20
Meet the candidates in the store	04/10-24/20
Voting ends	04/24/20
Last mail-in ballots counted	04/30/20
Election results and term lengths for new board members announced	05/01/20
General Membership Meeting (GMM) (introduce new board members)	05/10/20
New board member orientation	05/06-13/20
New board seated at May meeting	05/20/20
Board Retreat (4 hours)	TBD (June)

When is the deadline for running for the board?

Statements must be received by March 4, 2020. Candidates who submit statements after the deadline date will not have their statement printed or posted online, and will be a "write-in" candidate on the ballot.

Board Compensation

Board members are compensated with either a 20% off discount, or a \$70 monthly gift card to the Co-op. Officers receive a \$75 gift card and the president receives a \$90 gift card. Also, some ordinary and extraordinary expenses incurred by board members are reimbursable, such as mileage beyond 75 miles per month, about \$10/month for internet/phone/computer costs, about \$75/year for paper and toner costs (printing), and up to \$200/year for dependent costs. Also, out of town board trainings are reimbursed for travel, food, and lodging costs.

Where can member-owners find further information?

Please contact directors:

Jennifer Johnston, johnstonjenny40@gmail.com

Kristin Lundgren, klundgren2@gmail.com

You are also encouraged to visit the board page of our website at: www.silvercityfoodcoop.coop/our-co-op/board/ to review our bylaws, articles of incorporation, and our mission, vision, values, and strategic plan.

Thank You for Your Interest!!

Additional Information for Candidates

Desirable Qualifications:

Understanding the value of cooperatives; commitment to governing by establishing policies using a cooperative, team approach; willingness to strive for consensus; the ability to take responsibility for meeting deadlines; effective communication skills including reading for meaning, writing with clarity, listening, and speaking; an ability to consider values and vision; honesty and integrity; tolerance and respect for others; commitment to approved processes and procedures; curiosity and a love of learning that welcomes education and training; the ability to impartially consider issues before the board; and creativity in the face of challenges

Board Committees:

Member Connect Committee is a conduit of information from member-owners to the board and to operations, and assists communication from the board of directors to the member-owners. Meets monthly.

Finance Committee provides guidance and makes recommendations to the board of directors regarding fiscal decisions and responsibilities. Meets quarterly.

Recruitment, Orientation, and Development Committee recruits candidates for the board of directors, conducts orientation of new directors, and ensures ongoing board development and training. Meets monthly.

Board/Manager Evaluation Committee develops and implements appropriate evaluation tools for the annual evaluation of the board of directors and the general manager. Meets most months.

Bylaws Committee is activated when the bylaws need to be reviewed and revised. Will be active in 2017-2018.

Ad Hoc Committees form as a specific task arises, such as Feasibility committee. It is active at this time.