Join the Board of Directors !

APPLICATIONS DUE: February 7th 2016

BY 9 PM

**Board Vacancy Application**

# BOARD OF DIRECTORS INFORMATION

The Olympia Food Co-op Board of Directors is the elected body that represents the membership by establishing policies, overseeing the operating and capital budgets, approving plans and recommendations, and setting general guidelines for staff and working members. The Board holds ultimate legal responsibility for the operations and actions of the Co-op.

The Mission Statement for the Co-op (from Section I.2. of The Bylaws) is:

The purpose of the Cooperative is to contribute to the health and well-being of people by providing wholesome foods and other goods and services, accessible to all, through a locally-oriented, collectively managed, not-for-profit cooperative organization that relies on consensus decision making. We strive to make human effects on the earth and its inhabitants positive and renewing and to encourage economic and social justice. Our goals are to:

A. Provide information about food;

B. Make good food accessible to more people;

C. Support efforts to increase democratic process;

D. Support efforts to foster a socially and economically egalitarian society;

E. Provide information about collective process and consensus decision making;

F. Support local production;

G. See to the long term health of the business;

H. Assist in the development of local community resources.

**Board Responsibilities (as outlined in Section III.12. of The Bylaws) are:**

13. BOARD DUTIES Except as to matters reserved to membership by law or by these bylaws, the business and affairs of the Cooperative shall be directed by the Board of Directors. The major duties of the Board are to:

A. Employ Staff, approve the make-up of the hiring committee, approve job descriptions, and approve a hiring policy;

B. Select officers, and fill Board vacancies as needed;

C. Approve an operating budget annually;

D. Monitor the financial health of the Cooperative;

E. Appoint standing and special committees as needed;

F. Authorize appropriate agents to sign contracts, leases, or other obligations on behalf of the Cooperative;

G. Adopt, review, and revise Cooperative plans;

H. Approve major capital projects;

I. Adopt major policy changes;

J. Adopt policies to foster member involvement;

K. Authorize major debt obligations of the Cooperative;

L. Ensure compliance with all corporate obligations, including the keeping of corporate records and filing all necessary documents;

M. Ensure adequate audits of Cooperative finances;

N. Maintain free-flowing communication between the Board, Staff, committees, and the membership;

O. Adopt policies which promote achievement of the mission statement and goals of the Cooperative;

P. Resolve organizational conflicts after all other avenues of resolution have been exhausted;

Q. Establish and review the Cooperative's goals and objectives.

R. Provide an annual report to the members to include a financial report, committee reports, and a summary of other significant events held and actions taken by the Cooperative during the year.

Board members receive volunteer working member credit for their time spent in Board and committee meetings. The monthly hour commitment ranges between 10 to 20 hours.

The Board meets once a month. Each Board member is required to join 2-3 committees which also meet 1-2 times per month (though this will vary from committee to committee.) These committees establish plans and policies that are then passed on to the Board or membership for approval. The standing committees include Finance, Expansion, Co-op Development, Ecological Planning, Standing Hiring, Local Products, and Member Relations. Temporary committees may be formed to deal with specific short-term projects (International Year of the Co-op, Discount Task force etc.)

To be eligible to run for the Board you must be a member of the Co-op with a current address on file, and you must be willing to make a 1 year commitment. Board members appointed to vacancies are assigned to a one year terms and may run for election in the 2016 Board Elections. This year the Board has three vacant seats. The newly elected Board members will receive an in-depth training on consensus decision-making, anti-oppression, the Co-op’s finances, policies and general procedures, and a history of the organization.

The Board will be holding a Special Meeting to select Appointees on **February 11th at 7pm.** At this meeting the Board will review the submitted applications. Applicants are invited to attend this meeting and will have have the opportunity to speak to their interest and qualifications. Applicants will be selected to Board vacancies by Consensus of the Board.

**If you are interested in running for the Board, you must fill out the application and submit it *and* a current digital photo of yourself to boardapplication@olympiafood.coop by 9pm on February 7th.**

Take this opportunity to be an active participant in your Co-op’s future and the future of our community! For more information contact Fern at boardapplication@olympiafood.coop



Board of Directors Application

**Please answer the following questions and email them,**

**along with a current digital photograph of yourself,**

**to boardapplication@olympiafood.coop.**

**There is a strict, combined 500 word limit to your responses below.**

1. **NAME:**

**EMAIL ADDRESS:**

**PHONE NUMBERS:**

1. **Why do you want to be on the Co-op Board of Directors?**
2. **What general abilities and skills would you bring to the Board?**
3. **What vision do you have for the Co-op?**
4. **What else would you like to share?**

\*Applications will only be accepted by email at boardapplication@olympiafood.coop, unless a reasonable accommodation is needed and requested.