



## Member Relations Committee (MRC) Member-at-Large Application

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

### MRC CHARTER

**Purpose:** To facilitate communication between the membership and the organization by doing the following:

1. Respond to member complaints and concerns
2. Create and maintain a member handbook that includes all policies and procedures relevant to members.
3. Facilitate the member-initiated ballot procedure
4. Create documents, as needed, to describe co-op decision-making structure, and who to go to for what s kinds of questions/needs/problems, how to join a committee, etc
5. Create and maintain clear petitions/tabling policies for the stores.
6. Organize more informal gatherings of staff/board/members so that people can get to know one another.
7. Organize outreach efforts for Board elections.
8. Create a process for, and oversee, a 'round-up at the registers' program.
9. Host Annual Meeting, including advance membership mailing (required by bylaws).
10. Take on other miscellaneous Board-driven projects as needed and able.

Committee Members:

- 2-4 Board Members
- 2-4 Members-at-Large (*two vacancies*)
- 2-4 Staff Members

### QUESTIONNAIRE

1. **Describe any experience you have working in groups, especially involving facilitating the communication between an organization and its community. (Including your resume would be appreciated but not required.)**

2. **Why would you like to be part of the Member Relations Committee?**

3. **This committee typically meets Wednesday evenings (4-6 pm) once a month for two hours. Other commitments include communicating via email and working on projects for an average commitment of 3 hours, or more as needed, per month. Are you able to make this volunteer commitment? (Note: You will earn working member credit or discount on purchases at the Co-op for time spent on the Committee.)**

Submit by email at [memberrelations@olympiafood.coop](mailto:memberrelations@olympiafood.coop). **Deadline for submission is March 15, 2016.** Please email your completed application form or drop off at either store location with attention to Member Relations.