

Dear Potential Board Candidate,

Thank you for your interest in serving on the Middlebury Natural Foods Co-op's Board of Directors. This packet provides you with an overview of Board functions and responsibilities to help you make your decision about running for the Board. Please contact Kate Gridley, kmgridley@gmail.com, (802-989-1928) or any member of the Board for further information.

<p style="text-align: center;">MNFC ENDS STATEMENT <i>MNFC member-owners, customers and the community benefit from:</i> Healthy Foods A Vibrant Local Economy Environmentally Sustainable and Energy-efficient Practices Cooperative Democratic Ownership And Learning About These Values</p>

Board of Directors

The Board of Directors is the legal representative of the member-owners of the Middlebury Natural Foods Co-op and thus is responsible for the overall well-being of the Co-op. The Board exercises its responsibilities through its relationship with the General Manager, whom it hires and monitors. It is made up of 11 directors and one non-voting staff representative. Each term of office is three years, and terms are staggered so no more than 4 terms expire each year. There are no term limits.

Powers and Duties

- Provide linkage between the Board and member-owners.
- Create policies that are consistent with cooperative principals and MNFC Ends. (Policy Governance-see below)
- Monitor management performance on implementing policy.
- Work to perpetuate the cooperative.
- Remember that operations are the sole responsibility of the General Manager.

Qualifications of Candidates

- Be or become a member-owner of the Co-op in good standing.
- Have the ability to:
- Express yourself in a clear, concise manner.
 - Work in a group and support decisions made by consensus.
 - Devote the time necessary to accomplish Board objectives and fulfill your term.
 - Communicate electronically using email and the Board's web-based information sharing program.
 - Understand financial statements or be willing to learn through instruction.

Expectations for Directors

- Make a three-year commitment to the Board of Directors.
- Attend two Board orientation sessions and a CBL 101 training for cooperative boards in the first two years of your term. This is a one-day session typically held In Brattleboro on a Saturday in January. MNFC pays for travel expenses).
- Have familiarity with and adherence to the Co-op's by-laws and Board policies.
- Prepare for and attend monthly Board meetings (6:30-8:30pm, usually on the fourth Wednesday of the month at the Co-op), sub-committee meetings, a daylong annual retreat (usually February), the Co-op's Annual Meeting (early June) and Co-op community events. Time commitment averages 3-5 hours per month.
- Exhibit a willingness to take responsibility for Board duties and work together with understanding, mutual support and respect to make decisions that will enhance the viability of the Co-op.
- Keep information and materials confidential when appropriate.

Policy Governance

The Board of Directors of MNFC operates using the model of Policy Governance. This model of leadership results in the General Manager making all operational decisions. Rather, the Board focuses its attention on the strategic direction of the Co-op, engaging with member-owners and monitoring management performance. Policies are developed by the Board outlining how the Board functions, how authority is delegated to management, what limitations management may have and to define Ends toward which management works. Management then reports to the Board in written monitoring reports as to compliance or non-compliance with these policies.

Compensation

In recognition of the time and commitment required to prepare for and attend meetings, required trainings and events, directors receive a stipend of \$ 600/year plus a 10% discount on all purchases (except alcohol) at the coop. Committee chairs and Executive Officers receive additional stipends.

**Application for Candidacy
Middlebury Natural Foods Co-op
Board of Directors**

Name:	_____
Address:	_____
City, State, Zip:	_____
E-mail:	_____
Telephone:	_____

Please respond to the questions below regarding why you are interested in serving on the Board of Directors. Feel free to include any information you believe is important for member-owners to know (e.g., how your skills would enhance your ability to be an effective board member). **Please limit your responses to 350 words total, and submit your application by Tuesday, March 14, 2017.**

Your statement will be printed in the MNFC E-newsletter, as well as in a special mailing to all members, and posted in the store as well as on the MNFC website. Please submit a photograph of yourself to be posted with your statement. Voting takes place by members-owners during the month of May, all ballots must be cast by Friday 5/26/17 at 7:00PM. Results will be communicated to all candidates as soon as votes are counted and prior to the Annual Meeting.

- 1. Why are you interested in serving on the Board of Directors?**

- 2. Briefly describe any experience you have had with co-operatives or not-for-profit organizations.**

- 3. What has been your experience working with groups and what is your approach to group dynamics?**

- 4. Is there anything else you would like the membership to know about you?**

Please return your application:

* by email to Kate Gridley, kmgridley@gmail.com

* or mail to: Kate Gridley c/o Middlebury Natural Foods Coop, 1 Washington Street, Middlebury, VT 05753

Your application must be received by Tuesday, March 14, 2017.

