

Dear Potential Board Candidate,

Thank you for your interest in serving on the Middlebury Natural Foods Co-op's (MNFC) Board of Directors.

All are welcome here. Racism and discrimination of any kind will not be tolerated at MNFC.

This packet provides you with an overview of the Board's functions and responsibilities to help you make your decision about running for the Board. Please contact Amanda Warren, apawarren@gmail.com, (617-721-0673) or any member of the Board if you have any questions.

Here are our values:

*MNFC member-owners, customers and the community benefit from:*  
**Healthy Foods**  
**A Vibrant Local Economy**  
**Environmentally Sustainable and Energy-efficient Practices**  
**Cooperative Democratic Ownership**  
**And Learning About These Values**

The Board of Directors is the legal representative of the member-owners of MNFC and is therefore responsible for the overall financial well-being of the Co-op. The Board exercises its responsibilities through its relationship with the General Manager, whom it hires and oversees. The Board is made up of 11 directors. Each term of office is three years, and terms are staggered so no more than 4 terms expire each year. Currently, there are no term limits.

#### **DETAILS:**

**You must be a member-owner of MNFC**

#### **Time Requirements and Responsibilities for Directors**

- Make a three-year commitment to the Board of Directors.
- Attend two Board orientation sessions.
- Attend a workshop for cooperative boards in the first two years of your term (paid for by MNFC).
- Be familiar with MNFC's by-laws and Board policies.
- Prepare for and attend monthly Board meetings (6:30-8:30pm, currently scheduled for the fourth Wednesday of the month at the Co-op), occasional sub-committee meetings, and a daylong annual retreat (usually February). Monthly time commitment 4-6 hours a month.

- Attend the Co-op's Annual Meeting (early June) and Co-op community events.
- Keep information and materials confidential when appropriate.

### **Powers and Duties**

- Monitor the General Manager's performance (store operations are the sole responsibility of the GM)
- Monitor financial statements
- Monitor, revise, create appropriate policies on a yearly basis
- Communicate with the member-owners
- Work to perpetuate the cooperative
- Monitor Board performance

### **Brief Explanation of Policy Governance Model**

The Board of Directors of MNFC governs using the model of Policy Governance. The Board develops policies outlining how the Board functions; what authority is delegated to the General Manager; and the limitations within which the General Manager operates. The General Manager communicates with the Board through monthly reports. In Policy Governance, the General Manager makes all operational decisions while the Board focuses its attention on the strategic direction of the Co-op; engages with member-owners; and monitors management performance.

### **Compensation**

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

**Please Apply!** As the MNFC handbook says: Regardless of race, color, religion, age, sex, sexual orientation, gender identity, transgender status, national origin or ancestry, place of birth, disability, and genetic information, you are welcome at the Co-op. Racism or discrimination of any kind will not be tolerated.

**Before You Apply** To see if being an MNFC Director is the right fit for you, please come and:

1. attend a board meeting (always open, year-round, to our member owners)
2. read a monthly board packet (available by contacting Amanda, apawarren@gmail.com)
3. meet with a member of the board

**Note** that these three suggestions are *not required*; however, they will help give you a better understanding of the board's process and role in the co-op.

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

|                          |       |
|--------------------------|-------|
| <b>Name:</b>             | _____ |
| <b>Address:</b>          | _____ |
| <b>City, State, Zip:</b> | _____ |
| <b>E-mail:</b>           | _____ |
| <b>Telephone:</b>        | _____ |

Please write one statement that answers the four questions below. Feel free to include any information you believe is important for member-owners to know (e.g., how your skills and experiences would enhance your ability to be an effective board member).

**Please limit your response to 350 words total, and submit your application by March 15, 2020. 350 words is a strict limit.**

Your statement will be printed in the MNFC E-newsletter, as well as in a special mailing to all members, and will be 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, May 31, 2019 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 Amanda Warren, [awawarren@gmail.com](mailto:awawarren@gmail.com)

\* or mail to: Amanda Warren c/o Middlebury Natural Foods Coop, 1 Washington Street, Middlebury, VT 05753

**Your application must be received by March 15, 2020.**