

Dear Potential Board Candidate,

Thank you for your interest in serving on the Middlebury Natural Foods Co-op's (MNFC) Board of Directors. Remember that **you must be a member-owner of MNFC in order to run for the Board.**

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 Board Development Committee Chair, Erin Buckwalter (she/her), at [erin.buckwalter@gmail.com](mailto:erin.buckwalter@gmail.com) or (802-343-5396), or any member of the Board if you have any questions.

Here are our Ends; they guide us in our day-to-day work, inform our decision-making, and serve as a constant reminder of our purpose as a cooperative:

*MNFC exists to help our 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 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.
- 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 responsible for the strategic direction of the Co-op, engaging with member-owners, and monitoring management performance. The Board delegates all operational decisions to the General Manager through a system called Policy Governance. To learn more about the Policy Governance system, please read more at [columinate.coop/policy-governance-quick-guide/](https://columinate.coop/policy-governance-quick-guide/).

#### **DETAILS:**

##### **Requirements for Directors**

- Make a three-year commitment to the Board of Directors.
- Participate in Board orientation.
- Attend a workshop for cooperative boards in the first year of your term (paid for by MNFC).
- Be familiar with MNFC's bylaws and Board policies.
- Attend the Co-op's Annual Meetings each year.
- Keep information and materials confidential when appropriate.

### **Monthly Requirements for Board Members At-Large (average 5-9 hours)**

- Prepare for and attend monthly Board meetings. Board meetings are currently scheduled for the third Wednesdays of the month from 6:30-8:30pm, with timing revisited annually. We are having a mix of in-person, virtual and hybrid meetings.
- Keep up-to-date on board communications between meetings and respond in a timely manner.
- Attend annual board retreat(s) - estimated two retreats per year.
- Write at least one article for the Under the Sun print newsletter or Co-op E-news each year.

### **Powers and Duties**

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

### **Optional Duties for Board Members**

- Attend Co-op Community Events (e.g. Member Appreciation Days, Harvest Festival).
- Join a committee(s) and attend sub-committee meetings (1 hour/mo).
- Participate in workshops and board development opportunities as appropriate (paid by MNFC) - recommended one per year per board member for ongoing board professional development.
- Consider serving as a Board Officer.

### **Compensation**

In recognition of the time and commitment required to prepare for and attend meetings, required trainings and events, directors receive a stipend (currently \$752/year for non-officer board members in 2022) plus a 10% discount on all purchases (except alcohol) at the Coop. Committee chairs and Executive Officers receive additional stipends.

**Please Apply!** We strive to be welcoming of everyone inclusive of race, color, religion, age, sex, sexual orientation, gender identity, transgender status, national origin or ancestry, place of birth, disability, and genetic information. 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 Erin, [erin.buckwalter@gmail.com](mailto:erin.buckwalter@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>	_____
<b>Pronouns (optional):</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).

1. Why are you interested in serving on the Board of Directors?
2. Briefly describe any experience you have had with co-operatives, not-for-profit organizations, and justice, equity, diversity, and inclusion (JEDI).
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 limit your response to 350 words total, and submit your application by March 12, 2023. 350 words is a strict limit.**

\* Email to Erin Buckwalter, [erin.buckwalter@gmail.com](mailto:erin.buckwalter@gmail.com)

\* Mail to: Erin Buckwalter c/o Middlebury Natural Foods Coop, 1 Washington Street, Middlebury, VT 05753

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 and 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 Wednesday, May 31, 2023 at 7:00PM. Results will be communicated to all candidates by the end of the day on June 1, 2023.