



PO Box 813 • Grand Marais, MN 55604 • 218-387-2503 • info@cookcounty.coop

BOARD OF DIRECTORS

July 2018

Dear Co-op Owner,

Thank you for your interest in becoming a Co-op Board Member. No experience is necessary. All we ask is that you have a passion for learning about the co-op and its values, and commit to playing an integral role in its continued success. We welcome diverse backgrounds and knowledge and hope that fresh faces and ideas continue to come to the Board. This year there will be two seats up for election.

Being a Board Member is a great way to get involved in long range planning which shapes this vital community resource. There's always lively conversation and healthy food at the monthly Board meetings. Board Members receive a monthly \$30.00 Co-op gift card; Board Officers slightly more.

The Co-op will be holding elections for the Board of Directors at the annual meeting on October 30, 2018. In order to include information about prospective candidates in the fall newsletter we will need to receive a completed copy of the Declaration of Candidacy included in this packet before September 1, 2018. Feel free to call Don Grant or Lorrie Oswald with any questions.

Thank you,

Cook County Whole Foods Co-op Board of Directors
Don Grant, Barb LaVigne, Nick Vavrichek, Erin Watson,
Lorrie Oswald, and Yusef Orest

Don (218) 370-9998, Lorrie (920) 737-1190



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BOARD OF DIRECTORS

JOB DESCRIPTION

Under Policy Governance, The Board's job description comes from the belief that a governing board exists on behalf of the owners who legally and morally own the organization. The Board is accountable to the cooperative's owners. To be accountable the Board makes sure that the organization achieves what it should while avoiding what it should not. Therefore, the Board defines, delegates, and monitors but does not "carry out" the co-op's work. Specifically the Board has these five responsibilities:

1. Connect with the owners; reflect their values and visions in the decision process.
2. Act as trustee on behalf of the owners by monitoring the Co-op's financial status, hiring an auditor to review financial records, give regular reports on the status of the co-op to the owners, and be sure the Co-op follows its bylaws, policies and appropriate regulations.
3. Enact, monitor, and review written policies to guide the Co-op by debating, deciding and declaring the Board's values.
4. Ensure sound management by monitoring compliance with policies. Directors are responsible for hiring and supervising the Co-op's general manager. This involves reviewing the general manager's reports, monitoring key indicators and evaluating the general manager's performance.
5. Dream the future. Directors set long-range goals and plan for the co-op's future by discussing strategic planning, approving yearly and long range plans, and setting performance goals.

RESPONSIBILITIES OF A DIRECTOR

- Devote the time needed to fulfill the responsibilities of the position;
- Attend all regular and special board and committee meetings;
- Respond promptly to voice mail or e-mail between meetings to address urgent issues that may arise;
- Keep informed of larger co-op trends by attending training sessions, conferences and pursue educational opportunities;
- Consider the business of the Co-op and its owners to be confidential;
- Always act in the owners' best interests.

DESIRABLE CHARACTERISTICS FOR A DIRECTOR

1. Ability and eagerness to deal with values, vision and the long term.
2. Ability to focus on the *purpose* and *results* of activities more than solutions and actions.
3. Commitment to the ownership and to the Co-op's mission Statement and Ends.

4. Propensity to think in terms of systems and contexts.
5. Ability to participate assertively in deliberation.
6. Willingness to delegate, to allow others to make decisions and to share power.

CONNECTING WITH OWNERS

The Board sponsors various events to get direct feedback from owners. Board owners may spend time in the store on Owner Appreciation Day or attend other events that may be planned for the purpose of connecting with owners. Directors also take turns submitting articles for the Co-op newsletter.

TERM~TIME COMMITMENT~EXPERIENCE

The Board of Directors consists of seven co-op owners; each serves a three-year term, with a three consecutive term limit.

No experience is necessary! All we ask is that you have a passion for learning about the co-op and its values and commit to playing an integral role in its continued success.

- Initially a block of time is necessary for learning about Policy Governance and our Co-op's by laws.
- Meetings are monthly - generally for 2-3 hours.
- There is pre and post meeting preparation, such as reading materials or having e-mail discussions on important board topics.
- There is an annual 1-2 day retreat (locally).
- Additional training is offered at various times throughout the year with fees and travel expenses paid.

Directors average 6-10 hours per month on BOD work (including meetings). Time is a huge factor for our directors, and we do everything possible to make it manageable. However, serving on the board is a big responsibility and we ask directors to take the matter seriously. The Co-op does carry Board Liability insurance.

ELECTION

As per our by-laws the election is held at the annual meeting, typically held in October. Owners have an opportunity to mail in ballots or drop them off at the store prior to the meeting. There are also ballots available the night of the meeting.



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Declaration of Candidacy for the Cook County Coop Board of Directors

Candidate declaration:

I declare that I am a candidate for the Cook County Whole Foods Co-op board of directors.

I am a member of Cook County Whole Foods Co-op in good standing.

I recognize that as a director I will have a fiduciary responsibility to the owners to act in an informed and prudent manner.

I recognize that as a director I will have a duty to represent the owners at large and to act in their best interests (not those of any faction thereof).

I understand that serving as a director is a job which requires that I:

- Prepare for and attend board meetings regularly
- Attend board training sessions
- Serve on a committee from time to time
- Become familiar with the co-op's bylaws, policies and financial statements

CANDIDATE SIGNATURE _____

Printed name: _____ Address: _____

E-mail: _____ Phone Number: _____ Member # _____

Please provide a brief (100-150 word) statement about why you would like to serve on the Board of Directors and what experience you would bring to the position.

This statement will appear in the member newsletter along with the ballot material and will also be available on the Coop's website www.cookcounty.coop.

Please return this Declaration and Candidate Statement to Cook County Whole Foods Co-op, or mail to:

Board Candidacy, CCWF Co-op, PO Box 813, Grand Marais, MN 55604

All Declarations and Candidate statements to be published prior to the election are due on September 1st.