

BOARD OF DIRECTORS ELECTION 2018

Application due July 30, 2018

RUN FOR
THE BOARD!

A Message from the Board of Directors

Thank you for your interest in running for the North Coast Co-op Board of Directors. Member involvement in a member-owned co-op is what sustains our business and makes it possible to do great things in our community.

We realize that running for the board can seem daunting. This guide is intended to outline what can be expected when running for the board, as well as lay out some of what you can expect as a board member.

On behalf of the entire 2018 Board of Directors we wish you good luck!

Colin Fiske • Leah Stamper • Cheri Strong • Mary Ella Anderson • Ed Smith • James Kloor • Robert Donovan

About the Board of Directors

North Coast Co-op is a member-owned organization run by a board of directors. There are seven board members, five member-directors and two employee-directors, who are elected for three-year terms. The primary responsibilities of the Board of Directors are to provide overall direction and ensure the long-range security and viability of the Co-op, and to develop policies necessary to carry out the duties of the board and the functions of the cooperative.

Board Candidate Eligibility

The following are the basic qualifications for candidates for the Co-op Board:

- Is a member of the Co-op at the time of submitting application for candidacy.
- Has no record of shoplifting at the Co-op or has had the right to shop reinstated according to operating procedures.
- If previously employed by the Co-op, was not fired within the past 12 months.
- Any actual or potential conflict of interest, including any potential conflict relating to previous employment at the Co-op, is disclosed and there is no overriding conflict of interest.
- Any past felony conviction is disclosed and there is no conviction which in the judgment of a reasonable person precludes service on the board.

The Nominating Committee uses these qualifications to determine whether a candidate is excluded from candidacy. Should the Nominating Committee exclude a candidate, the full board may reconsider the exclusion provided the candidate chooses to contest it within 72 hours of notification.

Board of Directors Responsibilities

It is essential that board members be responsible to the membership as a whole. We are looking for persons of good faith and sound judgment willing to work cooperatively within our process and board culture. As a part of their overall responsibilities, all board members must:

- Commit to a three-year term.
- Attend monthly board meetings (first Thursday of the month) and other special meetings as they arise. Shall not have three unexcused consecutive absences from regular or special meetings of the board.
- Serve on the Finance Committee and at least one additional committee of choice.
- Stay informed about committee matters, prepare well for meetings, review and comment on minutes and reports. etc. (10-20 hours per month, monthly stipend provided).
- Build a working relationship with fellow board members.
- Disclose social security number, live-scan and other personal documentation to local, state and government agencies, as necessary.
- A board member has the duty to exercise reasonable care when making decisions for the Co-op. Reasonable care is what an "ordinarily prudent" person in a similar situation would do.
- A board member must never use information gained through their position for personal gain and must always act in the best interest of the Co-op.
- A board member must be faithful to the Co-op's mission. They shouldn't act in a way that is inconsistent with the Co-op's goals.

Board Committees

All board members are on the Finance Committee, which meets quarterly, and get to choose the other committee they want to be on. Most other committees meet monthly.

- **Earth Action Committee** - Discusses environmental and sustainability issues.
- **Member Action Committee** - Provides an organized structure for members to come together to communicate their ideas and concerns about the Co-op.
- **Nominating Committee** - Recruits and nominates candidates for the board and its committees. Supervises elections and the training and development of leadership in the board and committee members.
- **Policies & Procedures Committee** - Takes on issues delegated by the board as well as reviews all governing documents including the Articles of Incorporation, Bylaws and Board Policy Manual.
- **Finance Committee** - Reviews and analyzes all financial information to be presented to the board and considers financial motions that ultimately must be approved by the board.

Election Timeline

It is recommended to attend a board or committee meeting prior to the start of elections. "Meet the Board" receptions are scheduled for June 7 and July 5 (see the election timeline).

- June 1 (Fri)** Applications available.
- June 7 (Thr)** Meet the Board reception with refreshments 5:30-6pm, prior to board of directors meeting.
- July 5 (Thr)** Meet the Board reception with refreshments 5:30-6pm, prior to board of directors meeting.
- July 30 (Mon)** Completed applications due.
- Aug. 31 (Fri)** Nominating Committee Chair will notify candidates of eligibility by Aug. 31.
- Oct. 2 (Tue)** General election begins.
- Oct. 6 (Sat)** Arts Alive election kick-off event in Eureka. Candidates strongly encouraged to attend.
- Oct. 21 (Sun)** Annual Membership Meeting. Candidates strongly encouraged to attend.
- Oct. 24 (Wed)** General election ends.
- Oct. 25 (Thr)** Count ballots – notify winners and non-winners.
- Oct. 30 (Tue)** Within 5 days of election closing, the election results, including vote counts per candidate or other ballot item, are announced and posted in all Co-op stores and on the Co-op website.
- Nov. 1 (Thr)** Orientation and first board meeting for new directors starts at 5pm.

Submit your completed application and high-resolution photo headshot via email to board@northcoast.coop or bring it to Customer Service by 9pm on July 30.

Questions? Contact Nominating Committee Chair Cheri Strong: board@northcoast.coop

