



2026 Board of Directors Application Packet

A guide for owners and employees interested in running
for the North Coast Co-op Board of Directors.

ELECTION YEAR

2026

OPEN SEATS

One general
One employee

APPLY BY

August 12
(July 22 for employees)

A Message from the Board of Directors

Thank you for your interest in running for the North Coast Co-op Board of Directors. Owner involvement in a member-owned co-op is what sustains our business and makes it possible to do great things in our community. There is one general seat and one employee seat open in this election.

Running for the board is both an exciting opportunity and challenge. This guide will help you understand the process of running and what your roles and responsibilities will be if you are elected.

On behalf of the entire 2026 Board of Directors we wish you good luck!

IMPORTANT NOTE

While in past years submission of the application form was generally sufficient to place an interested person on the ballot for election to the Board, for this year's election the Board is implementing additional application requirements, including candidate interviews and submitting one professional reference, aimed at ensuring that applicants have a solid idea of how the Board operates and the amount and types of work and expectations they will have signed up for. These requirements will also allow newly elected Board Members to begin their term on the Board with a good understanding of the way the Board works.

To qualify as a candidate for the Board Directors, you must be a Co-op owner by August 15 and participate in a screening interview with the Board Elections Committee to check for basic qualifications and potential conflicts of interest. The Board Elections Committee will read all applications and schedule interviews with candidates prior to August 20 (July 29 for employees). All candidates who are forwarded by the committee will be notified and officially entered into the election process. Should the Elections Committee exclude a candidate, the full board may reconsider the exclusion provided the candidate chooses to contest it within 72 hours of receiving notice.

Qualifications

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

- 01** Candidates for Directors shall be members of the Corporation and residents of California.

- 02** Any Director of the Corporation must be eligible to vote in the election for which they are a candidate. (You must be a Co-op owner by August 15, 2026)

- 03** Has no record of shoplifting at the Co-op and is not currently barred from shopping at the Co-op.

- 04** If previously employed by the Co-op, was not fired within the past twelve months.

- 05** 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.

- 06** Any past felony conviction is disclosed and there is no conviction which in the judgement of a reasonable person precludes service on the board.

- 07** As stated in Bylaws Section 5.02: “No two directors of the Corporation shall share a single membership, nor shall they reside in the same household.” Additionally, any two or more Family Members must disclose this fact when running for an election. In this context, “Family Member” means spouse, domestic partner, child, grandchild, sibling, parent, grandparent, aunt, uncle, or first cousin.

- 08** Any Director of the corporation must be at least 21 years of age by the first day of the term they are to serve (November 1 of the election year).

- 09** Individuals serving in management positions of the corporation shall not serve on the board of directors while they occupy such positions. “Management positions” are defined as the General Manager and employees having management and administrative responsibilities and who report directly to the General Manager.

- 10** Must meet California state requirements for individuals involved with businesses licensed to sell alcohol. Must agree to background check and fingerprinting if elected as a Director.

Preferred Qualifications

The following are preferred qualifications the Elections Committee will take into consideration when creating a slate of candidates.

- Applicant is available for current schedule of required meetings.

- Applicant has the ability, and willingness, to regularly read and respond to email correspondence. An official Co-op board email is provided to all Board Directors.

- Applicant has the skills, and willingness to attend meetings by Zoom if needed.

- Applicant agrees to be interviewed by the Elections Committee.

- Applicant submits one professional reference.

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

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 general directors and two employee-directors. 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 of Directors Responsibilities

It is essential that board members be responsible to the ownership as a whole. We are looking for people 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. (10-20 hours per month.)

- Attend monthly board meetings (second Thursday of the month) and other special meetings as they arise.

- Serve on at least one committee (Finance, Elections, or Policies & Procedures)

- Stay informed about committee matters, prepare well for meetings, review and comment on minutes and reports. etc.

- 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.

Meetings and Events

It is strongly recommended to attend a board meeting prior to the start of elections/ board service. Upcoming board meetings take place Thursdays at 6pm July 9, August 13, September 10 and October 8. All meetings are listed on the North Coast Cooperative website calendar (northcoast.coop/calendar). Email the Administrative Assistant Emily Walter (emilywalter@northcoast.coop) if you want to be on an email list that receives agendas and packet materials one week in advance of meetings.

MONTHLY

**2nd Thursday
6pm–8:30pm**

Board Meetings

The Board meets on the 2nd Thursday of the month, 6pm to 8:30pm. One to two hours of reading is required to prepare for each meeting, generally in a combination of emails and a board packet prior to the meeting.

MONTHLY

Varies by committee

Committee Meetings

The Board has three active committees: Finance, Elections, and Policies and Procedures. Directors are expected to serve on at least one committee. Committees generally meet once a month. Additionally, new Board members are required to attend at least three Finance Committee meetings in their first year of service and it is recommended that they attend all Finance meetings.

ANNUALLY

**One day or
two half days**

Annual Retreat(s)

A one-day (or two half day) retreats are held each year. Directors are expected to attend.

ANNUALLY

Saturday, Oct. 10

Annual Owner Meeting

The Annual Owner Meeting takes place every October. This year it will be held Saturday, October 10. All candidates are invited to speak at this meeting and all Board members are expected to attend.

Compensation, Training and Other Benefits

- Monthly Stipend
- Professional Training
- A discount on products purchased at North Coast Co-op
- Opportunity to provide meaningful service to the local community and economy

2026 Elections Timeline

EMPLOYEE ELECTION

DATE	ACTIVITY
June 24 (WED)	Applications available for 1 seat
July 22 (WED)	Employee applications due
July 29 (WED)	Elections Committee reviews employee applications
July 30 (THR)	Employee notified of eligibility
Aug. 5 (WED)	Employee voting begins
Aug. 19 (WED)	Employee voting ends
Aug. 20 (THR)	Elections Committee counts employee ballots

GENERAL ELECTION

DATE	ACTIVITY
June 24 (WED)	Applications available for 1 seat
Aug. 12 (WED)	General applications due
Aug. 20 (THR)	Elections Committee reviews general applications
Sept. 29 (TUE)	General election begins
Oct. 10 (SAT)	Annual Ownership Meeting
Oct. 20 (TUE)	General election ends
Oct. 22 (THR)	Elections Committee meets to count ballots
Oct. 27 (TUE)	Election results posted by this date
Oct. 29 (THR)	Board Orientation
Nov. 12 (THR)	First Board meeting

To Apply

Owners who are interested in joining the board must apply by completing an online form found at northcoast.coop/apply.

EMPLOYEE APPLICATIONS DUE

July 22

Wednesday

GENERAL APPLICATIONS DUE

August 12

Wednesday

[Click Here to Apply](#)

Following submission, you will be contacted by the Elections Committee to set up a time, prior to August 20 (July 29 for employees,) for a brief interview and to answer any questions you may have.