

Information For Nomination to the Franklin Community Co-operative Board of Directors

Thank you for your interest in becoming a member of our co-op Board of Directors! Our Co-op could benefit from your service on the board. If nominated and elected you'll be part of helping a progressive organization important to the economy, vibrancy, and livability of our community to grow and flourish. You'll learn a great deal about policy governance, and participate in work focused on long-range, big picture items. You'll engage with talented and energetic folks (board colleagues and staff) and be able to make a solid contribution to the Franklin County community.

DIRECTIONS ON NEXT STEPS

1. Learn more about the co-op, the board, and its system of governance and the qualities and commitment required of an effective director. This packet will provide you with basic information. You are also encouraged to attend one or more board meetings and to speak with current board members. This background will help you decide if you are able and willing to be a productive member of the board.
2. Complete and submit the enclosed application form as well as nomination paper signed by three co-op members (please don't ask staff to sign your nomination form while they are working). The application and nomination forms are due in the Greenfield store no later than: **February 1, 2021**.
3. Please return these materials to: Sarah Kanabay, Outreach & Communications Manager.
4. Candidate information is shared with the membership and then elections are held at the Annual Meeting on March 3, 2019. Please plan to attend the annual meeting and be prepared to make a brief statement and answer member questions.
5. We also would like to post a photo of you for members. Please send electronically a photo to sarah.kanabay@franklincommunity.coop or we can arrange a time to take one.

MATERIALS AND RESOURCES

- Brief co-op history (go to www.franklincommunity.coop).
- Policy governance information (see attached papers for paper packet).
- Board meetings are held on the second Wednesday of each month at 170 Main Street in Greenfield– check the bulletin board in either store for the month's meeting particulars.
- Application form (which will be posted for members to read; please type or print legibly.)
- Nomination form (which must be submitted in person or by mail by **February 1, 2021**)

In November 2006, the Board committed itself to doing its work through a governing system called “Policy Governance” (developed by John Carver). This was a significant philosophical change for both board members and management. Prospective members should carefully read the linked article, “A Theory of Corporate Governance--Finding a New Balance for Boards and Their CEOs” by John Carver, with the expectation that they will be working within this framework as new board members. (Available online at: <http://www.carvergovernance.com/pg-corp.htm>)

If you have questions about this process or about the board in general, please contact George Touloumtzis (current board president) 772-8830 or gtouloumtzis@yahoo.com.

BASIC BOARD STRUCTURE AND RESPONSIBILITIES

The co-op is governed by a Board of Directors who are elected by the member/owners. The Board is directly accountable to these owners for the continued health and sustainability of the co-op. Specific responsibilities include:

- Interacting with owners to understand the owners' values for/visions of the co-op.
- Developing, monitoring, and revising policies which guide the work of both the General Manager and the Board to achieve ends consistent with the owners' values and visions.
- Using consistent monitoring mechanisms to ensure that management achieves goals set by the Board and that the Board itself operates in accordance with established goals and policies.

ELIGIBILITY

As stated in the co-op bylaws, the board consists of no more than eleven members. Each must be a member in good standing. To be appointed, a person must have been a member on or before November 6, 2020. Each application must be accompanied by a nominating paper endorsed by three co-op **members** in good standing. Employees who are members are eligible for the board.

QUALIFICATIONS, COMMITMENTS, AND REWARDS

Being an effective board member **requires** the following general skills and qualities:

- Interest in serving the Franklin Community Co-op and commitment to its mission & values
- Ability to effectively discuss complex goals and future implications of decisions
- Ability to read financial statements
- Communication and group process skills
- Understanding of and commitment to Board requirements for confidentiality
- Ability to meet time commitment of 5-9 hours per month
- Commitment to learning about and becoming competent with Policy Governance

In addition, board members each bring more specialized skills to their service. They should include at least three or more of the following:

- Business experience, retail or wholesale (especially grocery)
- Experience working with complex organizations
- Experience with real estate acquisitions
- Labor relations and/or personnel management experience
- Marketing experience
- Financial analysis and/or investment experience
- Leadership and group facilitation skills
- Other board of directors experience
- Other co-op experience
- Experience with food growing or preparation

The board meets once a month, currently on the second Wednesday of the month, 6:30 p.m. to 9:30 p.m. Several hours of reading are required to prepare for each meeting; a packet is provided the week prior to a board meeting. Directors also serve on at least 1 board committee and attend various member meetings, including the Annual Meeting (1st Sunday in March) and work on outside projects or proposals. An annual board workshop is generally held each year. Members also are encouraged to attend co-op national or regional conferences. The board provides special training for new board members and ongoing training for **all** board members.

The chief reward for serving on the Board is the satisfaction which comes from doing useful work. Board members also receive a 15% working-member discount on their store purchases.

**Thank you for considering serving on the board of directors
of your co-op!**