

Morrisville Food Co-op (MOCO) 2020 Board Election Packet

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Board Candidate Criteria & Guidelines

Number of Board Seats

The MOCO board has a total of nine seats. This year, member-owners will vote to fill five seats.

Basics Expectations of All Candidates

- Attend monthly board meetings, typically 5-6:30 p.m. at Morristown Town Offices (now via Zoom)
- Attend any scheduled board trainings and/or retreats
- Serve on board for a three-year term
- Be passionate about local food, health & wellbeing, and community engagement
- Advocate actively in the community for the co-op's mission & the store's ongoing success
- Communicate with and be accountable to MOCO's member-owners
- Participate in public events and volunteer at co-op events

Ideal Candidates

- Think strategically and work within the existing board governance structure
- Participate actively in board committee work and member-owner outreach activities
- Be community-minded and engaged in community-building activities
- Have prior board experience and an understanding of practices for effective meetings
- Have a strong interest in developing the co-op's financial success & community connections.

Specific Skill Areas for 2020

- Finance
- Marketing
- Communications & Writing
- Strategic Planning
- Effective Meetings

In addition to the characteristics and skills listed above, essential board activities include:

- **Collaborator** - Works cooperatively with board, staff and members, focusing on both leading and listening
- **Activist** - Pitches in and volunteers to support and promote MOCO, encouraging others to the same
- **Ambassador** – Acts as the public face of the co-op, informing members and others about the health and life of the co-op, promoting the value of the MOCO to the larger community
- **Visionary** - Balances a focus on the immediate financial health of the co-op with a vision for future growth and success.

Information for Board Candidates

The Role of the Board

The MOCO Board of Directors is responsible to the co-op's member-owners for guiding the business operations of the cooperative. As a policy-setting body, the board provides support and advice, and broad direction to the rest of the organization. It is the board's responsibility to ensure that the co-op fulfills its mission statement by:

- Setting the overall policies and objectives for the co-op
- Communicating with owners, and
- Overseeing the general manager

With input from member-owners and based on information from the general manager, the board engages in strategic planning to guide its work. The board establishes subcommittees, ensuring that each committee supports the general vision of the co-op and coordinates its work through regular updates to the board.

Board members are elected by the member-owners, using a majority vote as outlined in the bylaws. Elections are at the time of the Annual Meeting, which held after the close of the previous fiscal year.

Qualifications – Board members are owners in good standing with the Morrisville Food Co-op and are identified as the voting member of their household. They may not be paid employees of the store.

Terms – Typically, a board member's term is three years. However, when a board seat has become vacant due to a resignation, the board may appoint an interim board member to fill that vacancy. In that case, the interim board member may run to fill out the time left in the term for that vacant seat. Board members may serve for up to three consecutive terms.

Time Commitment – Board members should expect to commit a minimum of 2-3 hours per week on co-op related work. This may fluctuate through the year, depending on what activities the board is engaged in, such as public events and the Annual Meeting. It may vary if the member is on a co-op committee.

Compensation - Members of the board are not currently compensated.

Board Application Process

1. Read this packet, complete application and submit to the Nominating Committee.

Via email: boardmemberapps@morrisvillecoop.com

Via mail to: Morrisville Food Co-op, 46 Pleasant St. Morrisville, VT 05661
Marked "Attention: Nominating Committee"
Postmarked no later than August 12, 2020

2. A member of Nominating Committee will contact you to confirm receipt of your packet and to set up an interview.
3. Option to attend the August or September board meeting to familiarize yourself a bit with the board.
4. Following interviews, the Nominating Committee will recommend a list of candidates for Annual Meeting ballot. This list will include any incumbent board members who wish to run for another term and new board candidates.
5. Any candidate who is not recommended by the Nominating Committee may use the petition process as a possible pathway to be included on the ballot.
6. If your candidacy is advanced to the Board election, you will be expected to submit a photo and candidate statement for publication to the members. Candidate statements will be posted in the store and on the website.
7. Voting will occur in the store prior to the Annual Meeting and also at the Annual Meeting in October.

Timeline for 2020 Nominations and Board Elections

July 20: Announcement of board elections and how to apply to be on the ballot

August 26 or September 23: Potential candidates may attend a board meeting; 5:00 - 6:30 p.m. via Zoom

September 1: Deadline for new candidates to submit Candidate Application to Nominating Committee chair and deadline for incumbent candidates to notify Nominating Committee Chair of intention to run

September 8-11: Candidates interview with Board Nominating Committee.

September 14: Nominating Committee informs candidates if their candidacy has been advanced to the election. If not, candidate is informed of petition process and deadline. (See September 27)

September 16: Candidate statements and photos are submitted to Nominating Committee Chair, who is responsible for getting posting them in the store and on the website.

September 27: Petitions to be added to ballot due to Secretary. Secretary verifies all signatures and forwards verified petitions to Nominating Committee Chair to be added to ballot.

October 2: Candidate statements continue to be available in the store and online. Absentee voting begins.

TBD October 21: Absentee voting ends at the store. In-person voting occurs at the Annual Meeting. Nominating Committee members tally ballots. Candidates notified of results.

October 22: New Board Members are announced.

By November 13: Nominating Committee Chair arranges orientation for new board members.

November Board Meeting: New Board Members are seated.

Morrisville Food Co-op Board Member Application

Apply via email: boardmemberapps@morrisvillecoop.com

Or via US mail: Morrisville Food Co-op, 46 Pleasant St. Morrisville, VT 05661
"Attention: Nominating Committee"
Postmarked no later than August 12, 2020

Date:

Name:

Mailing Address:

Street

Town, State, Zip

Phone:

Email Address:

Eligibility: Are you the voting member-owner for your household? Yes No Not sure
Please add your member number here: _____

Candidate Statement: Please write a statement including the points below (and whatever else you would like to share) of 500 words or less.

- Why you would like to run for the board
- What you would bring to the board- include skills, previous board experience and community connections
- Your vision for the Morrisville Food Co-op
- The opportunities and challenges you see for the Morrisville Food Co-op
- How you have participated in the Morrisville Co-op, or a previous co-op