

Morrisville Food Co-op 2021 Board Election Packet

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Board Candidate Criteria & Guidelines

Number of Board Seats

The Co-op board has a total of nine seats. This year, member-owners will vote to fill four seats, two of which are currently filled with interim appointees who are running for those seats.

Basics Expectations of All Candidates

- Attend monthly board meetings, typically 5:30 to 7 p.m. at Morristown Town Offices
- Attend any scheduled board trainings and/or retreats
- Serve on the board for a three-year term
- Visit/ shop at the store regularly
- 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 Co-op'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.
- Aspire to grow as a leader in some capacity in the Co-op organization.

Specific Skill Areas for 2021

- Finance
- Outreach
- 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 the Co-op, encouraging others to do 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 Co-op 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 Morrisville Food Co-op 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 and monitoring those policies,
- 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 is 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 the application (either online or on paper), and submit it to the Nominating Committee. (See page 5.)
2. A member of the Nominating Committee will contact you to confirm receipt of your packet and to set up an interview.
3. 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 the 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. The Nominating Committee chair will provide the instructions and the petition form.
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 and online prior to the Annual Meeting and also at the Annual Meeting in October. All candidates are expected to attend the Annual Meeting.

Timeline for 2021 Nominations & Board Elections

- **June - July:** Nominating Committee members do personal recruitment outreach.
- **From July 19 on:** Packet to potential candidates as they indicate interest.
- **From July 23 on:** Morrisville Food Co-op Web Page announcement of board elections and how to indicate interest in running for board.
- **July 26:** Board confirms date for Annual Meeting. Nominating Chair updates packet & current candidates as to date.

- **August 13:** Deadline for new candidates to submit Candidate Application to Nominating Committee chair. Deadline for incumbent candidates to notify Nominating Committee Chair of intention to run.
- **August 23 or September 27:** Potential new candidates attend a board meeting.
- **August 23 – 27:** Potential new candidates interview with the Nominating Committee.
- **August 30:** Nominating Committee informs candidates if their candidacy has been advanced to the election. If not, the candidate is informed of the petition process and deadline. (See September 15, below)

- **September 10:** Candidate statements and photos are submitted to the Nominating Committee Chair, who is responsible for having them posted in the store and on the website.
- **September 15:** Petitions to be added to ballot due to the Secretary. Secretary verifies all signatures and forwards verified petitions to the Nominating Committee Chair to be added to the ballot.
- **(tentative) September 29:** Two weeks of absentee voting begins. Candidate statements in the store and online.

- **(tentative) October 12:** Absentee voting ends at the store.
- **(tentative) October 13:** Annual Meeting and in-person voting. Nominating Committee members tally ballots. Nominating Committee Chair notifies candidates of results.
- **(tentative) October 14:** New Board Members are announced.

- **Before 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
Due by August 13, 2021

Apply via email: Larry Gibs, gibslsg@hotmail.com
Or via US mail: Morrisville Food Co-op, 46 Pleasant St. Morrisville, VT 05661
"Attention: Larry Gibs, Nominating Committee"
Or Online: <https://morrisvillecoop.com/become-a-board-member/>

Date:

Your Name:

Your Mailing Address:

Preferred Phone:

Email Address:

Eligibility

- Are you the **voting** co-op member for your household? Yes No Not sure
- Your member number: _____

(On the back of your member card; you may call the store if you can't locate your number.)

Candidate Statement

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

- Why would you like to run for the board?
- What would you bring to the board (skills, previous board experience, community connections, etc.)?
- How have you participated in the Morrisville Food Co-op, or a previous co-op?
- What opportunities and challenges do you see for the Morrisville Food Co-op?

Education & Employment

Please attach a brief description of your educational background and work experience. An existing resume or a simple outline on one page will suffice.

Thank you! We look forward to meeting with you. – Larry Gibs, Nominating Committee