



Serving on the Co-op's Board of Directors Expectations, Process, Application

Basic Expectations of All Candidates

- Attend monthly board meetings, typically 5:00 to 7:00 p.m. on the 3rd Wednesday of the month (these are primarily in person, but there may be some zoom meetings).
- Attend scheduled board training and/or retreats.
- Serve on the board for a three-year term*.
- Visit/shop at the store.
- Be passionate about local food, health & wellbeing, and community engagement.
- Advocate actively in the community for the Morrisville Food Co-op's mission and the store's ongoing success.
- Communicate with and be accountable to Morrisville Food Co-op's member-owners.
- Participate in public events and volunteer at Morrisville Food 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 Morrisville Food Co-op organization.

In addition to the expectations and experience listed above, the following are characteristics of an ideal candidate:

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

Board members are elected by the member-owners, using a majority vote as outlined in the bylaws. Elections occur during 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.

***Term** – 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 the 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.

If you would like more information about becoming a Morrisville Food Co-op board member or to receive an application, please contact Megan Davin at megandavin@gmail.com.

Board Application Process

Read this packet, complete the application and submit it to the Nominating Committee. There are two processes for board membership (described below). In either case, please use the information below to submit your application.

Via email: megandavin@gmail.com

Via mail to: Morrisville Food Co-op, 46 Pleasant St. Morrisville, VT 05661
Marked "Attention: Nominating Committee"

Process #1 - Filling a Vacancy

If there is a board vacancy that needs to be filled prior to the annual meeting, the following process is followed:

- 1) Reach out to nominating committee by email to express interest in serving on board
- 2) Submit an application by the designated time
- 3) Attend the next board meeting. Plan to introduce yourself and discuss your interest in serving on the board
- 4) If you are selected, you will be appointed by the board to serve until the annual meeting in October. If you are interested in continuing to serve, you will follow the "regular" process below.

Process #2 - Regular Board Membership

The following process is followed for regular nominations for board membership.

- 1) Reach out to nominating committee by email or phone to express interest in serving on board
- 2) Submit an application to the nominating committee by September 1.
- 3) A member of the Nominating Committee will contact you to confirm receipt of your packet and to set up an interview.
- 4) Option to attend the September board meeting to familiarize yourself with the board, introduce yourself, and discuss your interest in serving.
- 5) Following interviews, the Nominating Committee will recommend a list of candidates for the Annual Meeting ballot. This list may include any incumbent board members who wish to run for another term and new board candidates. *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 asked to submit a photo and candidate statement for publication. 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 2025 Nominations and Regular Board Elections

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

September 15: 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 15-30: Interviews with prospective candidates by the board.

September 30: Nominating Committee informs candidates if their candidacy has been advanced to the election committee. If not, the candidate is informed of the petition process and deadline. If candidates are advanced, they are requested to submit a candidate statement and photo to the nominating committee within 3 days.

Late September: Petitions that are to be added to ballot are due to the Secretary before the end of the month. Secretary verifies all signatures and forwards the verified petitions to the Nominating Committee Chair to be added to the ballot.

September 30: Candidate statements and photos are added to the website.

October 2 (?): Absentee voting begins.

TBD October 16: Absentee voting ends at the store. In-person voting occurs at the Annual Meeting. Nominating Committee members tally ballots. Candidates notified of results.

October: New Board Members are announced.

Before November Board Meeting: 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: megandavin@gmail.com

Or via US mail: Morrisville Food Co-op, 46 Pleasant St. Morrisville, VT 05661
"Attention: Nominating Committee"

Submit by September 15, 2025

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