



VILLAGE CO-OP MARKET OF WILLIAMSVILLE BOARD OF DIRECTORS JOB DESCRIPTION

The Village Co-op Market of Williamsville encourages member-owners to participate in the life of the Co-op and provide input into its long-term direction and policy-making. Serving on the Board of Directors is a rewarding and challenging way to be involved.

Rewards

Serving on the Board of Directors provides:

- A chance to work with other cooperatively-minded member-owners;
- An opportunity to become skilled in the use of policy governance;
- Professional development and training opportunities;
- An active role in providing our community with fresh and organic foods, offering local growers and producers a marketing distribution point, contributing to the maintenance of a vibrant village area in Williamsville, and promoting healthy and sustainable living.

Board Purposes

Members of the Board of Directors:

- Serve as trustees on behalf of member-owners;
- Provide leadership of The Village Co-op's 100% democratically member-owned co-op;
- Set long-range goals for The Village Co-op;
- Ensure sound management of The Village Co-op through the use of policy governance.

Eligibility

- Board members must be member-owners of The Village Co-op.
- Only one individual per membership is eligible to serve on the Board of Directors at a time. • An employee other than the General Manager, if interested, may be elected each year for a one year term by member-owners of the Co-op. Eligible staff must be a Village Co-op member owner. No more than one board member may be a paid employee of the Co-op.

Terms

- Each board member serves a three-year term, except for the employee board member who serves a one-year term.
- Board members' terms are staggered to ensure continuity.

Responsibilities

Governance:

- The Village Co-op uses policy governance, a system of specific policies defining:
 - The Village Co-op ends (purpose),
 - Executive Limitations (of the General Manager),
 - Board and General Manager relationship,
 - Board's governance process.
- The Board policies ensure that the Co-op provides a model of responsible business practices based on co-operative principles.

- The Board elects a chairman, one or more vice chairmen, a secretary, and a treasurer. The positions of secretary and treasurer may be combined if necessary.

Membership

- The Board will approve or reject membership applications at the first board meeting after receipt. • Membership approval or rejection is based on policies established and approved by the Board. The Board shall not discriminate.
- The Board provides and maintains a link between the Co-op and member-owners.

Fiscal

The Board:

- Oversees the fiscal health of the Co-op,
- Approves capital and operating budgets,
- Reviews all financial statements prepared and presented by the General Manager at regular meetings.
- Maintains wise stewardship of member-owners' investment.
- Makes strategic decisions on The Village Co-op's financial future.

Personnel:

- The Board has the power to hire, evaluate, and dismiss the General Manager. • The Board determines the duties and compensation of the General Manager. • The General Manager is directly accountable to the Board.
- The Board has only one employee, the General Manager. All other Village Co-op staff are accountable to the General Manager.

Expectations

- Be familiar with Board materials and policy governance.
- Prepare for and attend monthly and special board meetings. Meetings last approximately two hours, with an additional two hours of preparation time. Failure to attend two consecutive Board meetings or one-third of the Board meetings during a year may result in removal. • Attend and actively participate in training sessions and retreats.
- Attend the Annual Meeting – approximately two hours.
- Fulfill Board duties, including committees or task forces. This may require approximately 10 hours per month.
- Be visible in the store and at Co-op events when possible.
- Encourage interested Co-op member-owners to consider serving on the Board.

Additional Opportunities

- At the discretion of the Board and depending on the Co-op budget, every effort will be made to have at least one member attend the annual Consumer Cooperative Management Association (CCMA) conference, at the expense of the Co-op. More than one may be able to attend depending on the conference location and Co-op's fiscal priorities.
- In addition to the annual training/retreat, the Board may decide to schedule other trainings on specific issues.
- Access to *Cooperative Grocer*, which is available both in print and on-line.

Criteria (Not in order of priority)

Please note that experience and/or potential to serve on the Board may come from any context and does not have to be from paid employment.

- Dedication to the Co-op, its member-owners and its mission
- Ability to read a financial statement. (This skill will be taught, if necessary.)
- Propensity to think in terms of systems and contexts.
- Experience with tough decision-making and subsequent consequences.
- Ability to participate in collaborative decision-making.
- Communication and group process skills.
- Professional attitude, including maintaining confidentiality.
- Time commitment of at least 10 hours per month.
- Understanding of the Board's role and responsibilities.
- Integrity, flexibility, and common sense.

Our Board would be strengthened by the following skills or attitudes:

- Experience in community development and outreach
- Business experience, retail or wholesale
- Long range planning experience
- Financial skills: budget analysis, experience with major financial decisions
- Leadership and facilitation skills
- Personnel management experience
- Access to and experience with the use of email as a means of communication •
- Understanding of natural foods and nutrition
- Understanding of cooperative movement and philosophy
- Previous board experience
- Grocery industry experience
- Commitment to sustainable and/or organic farming practices

Application Information,

- Board applicants are welcomed and encouraged to attend Board meetings.
- Applicants should become familiar with The Village Co-op Articles of Incorporation and Bylaws. •
- Interested member-owners should attend an orientation meeting held to review expectations and responsibilities of the Board of Directors.
- Applications for regular Board elections are due by a mid-August date specified by the Nominating Committee.
- Candidates will meet with the Nominating Committee to discuss the responsibilities of a Board member as well as the experience the candidate may be able to offer the Board.
- Upon the recommendation of the Nominating Committee, the Board may put forward any number of candidates for election to the Board.
 - Members may also be nominated for Board candidacy upon procuring at least ten signatures of current The Village Co-op member-owners. The Nominating Committee must receive this nomination along with a completed application at least 30 days prior to the Annual Meeting.

- Information submitted in the application will be sent to members-owners in an election mailing prior to the Annual Meeting.