

Requirements for GHFC Directors

(all work/mtgs should be recorded in SP under "Board" category, except the GM which is tabulated by a sign-up sheet)

*Not adhering to these requirements *could* be cause for removal from the Board

Attendance at Board Meetings:

As per our [bylaws](#) - Directors are required to attend most "Board meetings." Board meetings occur monthly and are open to the public (4th Wed of every month, except Nov and Dec where it's the 3rd Wed). **Our bylaws state that each Board member ("director") may only have 4 total absences** per year. Of course, there are circumstances that arise and we take those into consideration, but we also strive to adhere to our bylaws as closely as possible. It should be noted that in order for a vote of the member-owners to pass it must be ratified by a "quorum" – i.e. a yes vote from 3 Directors, hence another reason that attendance is pertinent.

Board is First Priority:

Board member should make their Director role their first priority over any other Co-op responsibilities. If a Director is coming from a co-chair position, they need to relinquish this role within 6 months of being on the Board. If they do not, then they will be asked to take a temporary leave of absence from the Board until they have done so. We know it is challenging for those of us who were formally co-chairs to step down and pass the baton, but it is as important for the Co-op, as it is important for new Board members, to fully participate in their role on the Board — which means encouraging new leadership, identifying other member-owners to step up and take on the coordination of our committees and/or other key areas.

Liaise with a Committee:

Each Board member is required to liaise with a committee(s), to provide communication and support between that committee and the Board. Sometimes a particular committee may be required to speak to the Board, in which case, it is that liaison's responsibility to coordinate this, as well as notify them about the annual all-committee GM. On occasion, committees undergo staffing or other issues, at which time, the Board liaison may/should take a more active role to help the committee get back on its feet (such as encouraging them to promote available positions, temporarily assist with approving the chair's hours, etc). But this should not lead to taking an active part on the committee on a permanent basis.

Email Communication:

As there is only one Board meeting per month, there will be email communication amongst the group between meetings. We *try* to keep the email chatter to a minimum, however, since we are a very active Board, there are frequently topics that arise which will require immediate input and/or vote toward a recommendation. For the wellbeing of the Co-op, it is important to contribute to the discussion/voting and help find consensus on the Board. If a Board member finds the emails too overwhelming, here's a few suggestions:

- conversations that do not require all the Boards attn should be taken "off list"
- clear subject titles, such as: "vote needed" or "pls read" provide clearer communication about which emails need more immediate attn over others
- not ideal but if need be, set emails to digest (daily) format

Shop at the Co-op:

And, finally, we ask that each Director lead by example and shop at the Co-op. This is especially important as we continue to encourage all our member-owners to shop at the Store to ensure that it thrives.

Agenda and Notes:

Create and post the agenda in a timely manner (by newsletter publishing). Post notes in a timely manner (within 1-2 weeks of mtg)

Board Structure

Here's a quick diagram of the different director roles. While Directors still hold annual office positions, such as President, VP, Secretary and Treasurer (voted on annually after each Director election), it's only for legal purposes and therefore is in name only. The real roles are below.

