

Employee Election Timeline

- June 1** Applications available for one open seat
- July 7** Employee application, statement, and photo is due to be turned in to Customer Service by 9pm
- July 14** Employees will be notified of eligibility
- Aug. 1** Employee elections begin
- Aug. 23** Employee election ends; ballot boxes will be Picked up from both stores at 9pm
- Aug. 24** Count Employee ballots
- Aug. 25** NC chair will contact all candidates with results
- Oct. 2** General election begins; Employee candidate will be on the general election ballot to be ratified with a 'yes' or 'no' by the membership
- Oct. 2** Election kick-off event: meet the candidates mixer and movie night at Richards' Goat
- Oct. 4** Board meeting: meet the candidates mixer before meeting
- Oct. 22** Annual Membership Meeting
- Oct. 25** General election ends at 9pm
- Oct. 26** Count ballots; notify winners and non-winners
- Oct. 27** Winners will be announced in stores and online
- Nov. 2** First board meeting for new directors

General Election Timeline

- June 1** Applications available for one open seat
- July 30** General election candidate application, statement, and photo is due to be turned in to Customer Service by 9pm
- Aug. 25** NC chair will notify candidates of eligibility
- Oct. 2** General election begins; Election kick-off event: meet the candidates mixer and movie night at Richards' Goat
- Oct. 4** Board meeting: meet the candidates mixer before meeting
- Oct. 22** Annual Membership Meeting
- Oct. 25** General election ends; ballot boxes will be picked up from both stores at 9pm
- Oct. 26** Count ballots; notify winners and non-winners
- Oct. 27** Winners will be announced in stores and online
- Nov. 2** First board meeting for new directors

Questions? Contact Nominating Committee Chair
Ed Smith: board@northcoast.coop

Message from the Board of Directors

Thank you for your willingness to run for the North Coast Co-op Board of Directors. Member involvement in a member-owned co-op is important, and we all appreciate your interest and willingness to serve.

We realize that running for the board can seem like a daunting task. This guide is intended to outline what can be expected when running for the board, as well as lay out some of what you can expect as a board member.

On behalf of the entire 2017 Board of Directors we wish you good luck!

Leah Stamper

Cheri Strong

Colin Fiske

Mary Ella Anderson

Ed Smith

Robert Donovan

James Kloor

BOARD OF DIRECTORS ELECTION 2017

**Good food
needs good
leadership,
run for the
board!**



**Employee application
due July 7**

**General application
due July 30**

Learn more about our board:
www.northcoast.coop/about_us/board

About the Board of Directors

North Coast Co-op is a member-owned organization run by a board of directors. There are seven board members – five member-directors, and two employee-directors – who are elected for three-year terms. The primary responsibilities of the Board of Directors are to provide overall direction and ensure the long-range security and viability of the Co-op, and to develop policies necessary to carry out the duties of the Board and the functions of the cooperative.

Qualifications for Board Candidates

The following are the basic qualifications for candidates for the Co-op Board:

- Has no record of shoplifting at the Co-op or has had the right to shop reinstated according to operating procedures.
- If previously employed by the Co-op, was not fired within the past 12 months.
- Any actual or potential conflict of interest, including any potential conflict relating to previous employment at the Co-op, is disclosed and there is no overriding conflict of interest.
- Any past felony conviction is disclosed and there is no conviction which in the judgment of a reasonable person precludes service on the board.
- Is a member of the Co-op at the time of submitting application for candidacy.

The Nominating Committee shall use these qualifications to determine whether a candidate is excluded from candidacy. Should the Nominating Committee exclude a candidate, the full board may reconsider the exclusion provided the candidate chooses to contest it in a timely manner.

Board of Directors Responsibilities

Duty of Care

A board member has the duty to exercise reasonable care when making decisions for the Co-op. Reasonable care is what an “ordinarily prudent” person in a similar situation would do.

Duty of Loyalty

A board member must never use information gained through his/her position for personal gain and must always act in the best interest of the Co-op.

Duty of Obedience

A board member must be faithful to the Co-op’s mission. He or she cannot act in a way that is inconsistent with the Co-op’s goals.

As a Board Director of North Coast Co-op it is essential that you are responsible to the membership as a whole. We are looking for persons of good faith and sound judgment willing to work cooperatively within our process and board culture.

As a part of their overall responsibilities, **all board members must:**

- Commit to a three year term.
- Regularly attend board meetings and other related meetings. Shall not have three unexcused consecutive absences from regular or special meetings of the Board.
- Serve on the Finance Committee.
- Stay informed about committee matters, prepare well for meetings, review and comment on minutes and reports (10-20 hours per month, monthly stipend provided).
- Build a working relationship with fellow board members.
- Actively participate in the committees’ annual evaluation, planning efforts, and relevant Co-op events.
- Disclose Social Security number, Live-Scan and other information to government agencies, as necessary.
- Participate on a minimum of two board committees.

Board Committees

All board members are on the Finance Committee, which meets quarterly, and you get to choose the other committee you want to be on. Most other committees meet monthly.

- **Earth Action Committee**
Focuses on the Co-op’s environmental actions.
- **Finance Committee**
Reviews and analyzes all financial information to be presented to the board and considers financial motions that ultimately must be approved by the board.
- **Member Action Committee**
Provides an organized structure for members to come together to communicate their ideas and concerns about the Co-op.
- **Nominating Committee**
Recruits and nominates candidates for the board and its committees. Supervises elections and the training and development of leadership in the board and committee members.
- **Policies & Procedures Committee**
Takes on issues delegated by the board as well as reviewing all governing documents including the articles of incorporation and bylaws.

**Submit your application,
candidate statement and photo by
email to: board@northcoast.coop
or by bringing it to
Customer Service today!**

More about the boards process,
committees, meetings, and more can be
found at www.northcoast.coop.