

Information For Nomination to the Franklin Community Cooperative Board of Directors

Thank you for your interest in becoming a member of our co-op Board of Directors!

How might you benefit from serving on this board? If nominated and elected you'll be able to help a progressive organization grow and flourish. You'll learn a great deal about policy governance, and spend much of your board time focused on long-range, big picture items. You'll work with talented and energetic folks (board colleagues and staff) and be able to make a solid contribution to the Franklin County community.

There are two basic steps involved in becoming a candidate:

1. Learn more about the co-op, the board, and its system of governance and the qualities and commitment required of an effective director. This packet will provide you with basic information. You are also encouraged to attend one or more board meetings and to speak with current board members. This will help you decide if you are able and willing to be a productive member of the board.
2. Complete and submit the enclosed application form as well as nomination paper signed by three co-op member/owners.

Materials for completing both of the above steps:

- Information for Nomination, below.
- Brief co-op history (go to www.franklincommunity.coop).
- Policy governance information (see attached papers for paper packet).
- Board meetings are held on the second Wednesday of each month, unless rescheduled by the board. Meetings are held at Green Fields Market in the upstairs meeting room or at McCusker's Market in the dining room – check the bulletin board in either store for this month's meeting particulars.
- Application form (which will be posted for member/owners to read; please type or print legibly.)
- Nomination form (which must be submitted in person or by mail by February 3, 2012.)

If you have questions about this process or about the board in general, please contact Carol Silver (current board president) at (413) 773-5606 or carolbodfcc@gmail.com.

Basic Board Structure and Responsibilities

The co-op is governed by a Board of Directors that is elected by the member/owners. The Board is directly accountable to these member/owners for the activities and accomplishments of the co-op.

Specific responsibilities include:

- Interacting with owners to understand the member/owners' values for/visions of the co-op.
- Developing, monitoring, and revising a body of policies which guide the work of both the General Management Team and the Board to achieve outcomes consistent with the owners' values and visions.
- Using consistent monitoring mechanisms to ensure that management achieves goals set by the Board and that the Board itself operates in accordance with the goals and policies it has

set for itself.

In November 2006, the Board committed itself to doing its work through a governing system called “Policy Governance” (developed by John Carver). This was a significant philosophical change for both board members and management. Prospective members should carefully read the linked article, [Taking Policy Governance to Heart](http://cooperativegrocer.coop/articles/2009-04-26/taking-policy-governance-heart) by Mark Goehring, with the expectation that they will be working within this framework as new board members. (Available on line at: <http://cooperativegrocer.coop/articles/2009-04-26/taking-policy-governance-heart>)

Eligibility

As stated in the co-op by-laws, the board consists of no more than eleven members. Each must be a member/owner in good standing. To run in the 2012 election, a person must have been member/owner on or before November 4th 2011. A nominating form endorsed by three co-op member/owners in good standing must be submitted by February 3, 2012. Also, please fill out and return the Application Form. Employees who are member/owners are eligible to run. Each board member serves a term of two years.

More about Board Member Qualifications, Commitments and Rewards

An effective board member has the following general skills and qualities:

- Interest in serving the Franklin Community Co-op and commitment to its mission and values
- Ability to discuss conflicting goals and future implications of decisions
- Ability to read financial statements
- Communication and group process skills
- Understanding of and commitment to Board requirements for confidentiality
- Ability to meet time commitment of 5-9 hours per month
- Commitment to learning about and becoming competent with Policy Governance

In addition, board members each bring more specialized skills to their service. They may include any of the following:

- Business experience, retail or wholesale (especially grocery)
- Experience working in or with complex organizations
- Financial investment experience
- Experience with real estate acquisitions
- Labor relations and/or personnel management experience
- Marketing experience
- Financial analysis experience
- Leadership and group facilitation skills
- Other board of directors experience
- Other co-op experience
- Experience with food growing or preparation

The board meets once a month, currently on the second Wednesday of the month, 6:30 pm to 9:30 pm. Several hours of reading are required to prepare for each meeting, generally in a combination of emails and a board packet provided the week prior to the board meeting. Board members also

attend various member/owner meetings, including the Annual Meeting (1st Sunday in March) and work on outside projects or proposals. An annual board retreat is generally held each year. Members also are encouraged to attend co-op national or regional conferences.

The board provides special training for new board members and ongoing training for all board members.

The chief reward for serving on the Board is the satisfaction that comes from doing useful work. Board members also receive a 15% working member discount on their store purchases.

Directions

Prospective board members prepare their application materials and solicit nominations. **The application and nomination forms are due in the Greenfield store no later than February 3, 2012.**

Candidate information is shared with the membership and then elections are held during the annual meeting on March 4, 2012. Please plan to attend the annual meeting and be prepared to make a brief statement and answer member/owner questions.

Our goal is to have many nominations so that member/owner have a choice in shaping their Board. We strive for contested elections!

Thank you for considering running for a board of directors seat for your co-op!

4. Which of the specialized skills (also listed on page 2) or other community or organizational experience would you bring to your board service? Again, please be specific.

5. After reading the enclosed article, "Policy Governance and the Role of the Board," do you have any questions, concerns, or comments about Policy Governance?

6. Is there anything else, relevant or irrelevant, that you would like us to know about you?

Thank you very much for your interest in the co-op and its governance!

By the nomination deadline, please bring or mail all materials to:

Green Fields Market
144 Main Street
Greenfield, MA 01301

attn.: General Manager