

INTRODUCTION

We appreciate your interest in serving on the Board of Directors of the Erie Food Co-op. The Erie Food Co-op's Board of Directors is composed of 9 directors: 4 officers and 5 directors at large. Terms are staggered so that no more than 3 directors are ever up for election each year.

In order to appear on the ballot, you must be nominated by the Board of Directors Nominating Committee. This impartial body is tasked with identifying qualified candidates, educating potential candidates about the responsibilities of serving on the Board, as well as running the election itself.

This packet contains information about the electoral process, the Board in general, and also serves as the application for nomination by the Board.

We welcome any opportunity to discuss questions you may have regarding these materials. We anticipate hearing from you and receiving your application, statement and photo.

Sincerely,

**Erie Food Co-op Board of
Directors Nominating Committee**

BACKGROUND INFORMATION FOR CANDIDATES

What is involved with serving on the Board?

The purpose of the board of directors is to oversee the General Manager, and represent the member-owners. Serving on the Board is a serious commitment of time and energy and is not for everyone. However, it is a very rewarding experience, and we hope that you will consider running. Traditionally, the Board of Directors meets once a month, there are sometimes additional meetings throughout the month, and some work is also done via email between meetings. (See Sidebar - Director Responsibilities)

Perks of Directorship

Directors are compensated for their service with a monthly stipend, and occasionally attend conferences and trainings. Directors always represent the interests of the member-owners in helping to grow the Co-op. It's a lot of fun and is a great opportunity for service to the community and for personal development. (See Sidebar - What the Board Does)

Getting Nominated

You do not need any special qualifications to run for and serve on the Board, and we welcome the full diversity of our member-owner community to apply. In order to be considered for nomination, fill out the application included in this document and **submit it to us before September 1, 2021**. The Nominating Committee will review your applications and will be in touch with you to confirm your nomination. We are available to answer any questions you may have about Board service or the electoral process. Our committee is also in charge of administering the election fairly and transparently, protecting the electoral process, and assisting candidates throughout the campaign and election.

NEXT STEPS

Once nominated, your candidate statement will be posted in the store, on the Internet, as well as appear in the Co-op's newsletter. We will make sure that your statement is made available for all our member-owners to see. **As a candidate running for the board, you will be expected to be present at the annual member-owner meeting on Sunday, October 24th.** During the meeting you will be able to introduce yourself in person to the members and give a short speech.

Elections begin at the close of the annual meeting and continue for 30 days, ending on November 23rd. If you are elected, the Nominating Committee will contact you by phone that evening.

Please note that **candidates are prohibited from campaigning in the store or on the Co-op's Facebook page.** The Erie Food Co-op is owned by our member-owners, but it's also a public business and the Board has set strict guidelines for the conduct of the campaign in order to protect the interests of the store and its customers.

DIRECTOR RESPONSIBILITIES

As a Director, you will be representing the member-owners of the Co-op. Some of your responsibilities will include:

Attending the monthly Board Meeting, attending the annual member-owner meeting in October, and any additional meetings, trainings, and events depending on your Committee assignments and interests. You can expect to spend 5-10 hours a month working on Board business.

Communicating with the other Directors between meetings, particularly through electronic means. Directors should have a reasonable familiarity with technology.

Reading policy documents, interpreting them, and writing reports and amendments. Don't worry, we provide training for all new Directors!

WHAT THE BOARD DOES

- Set the strategic direction of the store
- Establish financial goals
- Monitor the store's performance through ongoing policy review
- Receive compensation for our work in the form of a stipend

THE BOARD DOES NOT

- Set prices or store policies
- Get special privileges or treatment from the staff of the Co-op
- Participate in day-to-day operations in the store
- Work as employees of the store or engage in private enterprise with the store



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TAKE
A SEAT

Board
of Directors
Application