

On behalf of the Steering Committee/Acting Board of Directors and your fellow member-owners, thank you for considering a leadership position at Wolfeboro Community Food Co-op.

Attached is a short list of board expectations, some FAQs, information about the application process and the board application. The final date to submit your application is October 9 as we need a month to notify fellow member-owners and allow time for voting prior to the Annual Meeting on November 9th.

If you have any questions regarding the process, we encourage you to direct them to members of the Steering Committee/Acting Board at wolfeborofoodcoop@gmail.com.

Sincerely,
Wolfeboro Community Food Co-op Steering Committee/Acting Board of Directors

BOARD EXPECTATIONS

Members of the Board of Directors are expected to:

- Be a Wolfeboro Community Food Co-op member-owner in good standing.
- Represent the interests of all our member-owners.
- Attend Board meetings & be an active participant in discussions.
- Participate in Board discussions outside of regular meetings via email, etc.
- Be prepared for Board meetings by reviewing documents received prior to meetings and completing agreed upon duties.
- Work on one or more committees - which may require more of a time commitment.
- Attend events, fundraisers and the annual member-owner meetings.

FAQs about the Wolfeboro Community Food Co-op Board

Q: How many owners will serve on the Board?

A: Per our Bylaws, the Board of Directors can consist of a minimum of 5 members and a maximum of 15. Four will be officers, who are selected by the Board as a whole.

Q: How many seats are up for election at this time?

A: Because we are working toward becoming a fully elected board, there will be four total seats open for this initial Board election. After that, three seats will be up for election each year.

Q: How long are the terms?

A: Although the usual term of commitment for a Board member is 3 years, for the purposes of creating future overlap in experience and information, we are also looking for 2 year commitments at this time. After this initial Board election, all future elected Board members will serve 3 year terms.

Q: Who can run for the Board?

A: Any Co-op owner in good standing and who is not employed by the Co-op, may run for the Board. "Good standing" means that your equity is paid in full and that your current, correct contact information is on file with the Co-op. In addition, Board members must be at least 18 years of age by the time of their first scheduled Board meeting and shall not have any overriding conflict of interest with the Co-op.

Q. What is the Board of Directors and what does it do?

A. The Board of Directors is the governing body for the member-owners of the Wolfeboro Food Co-op and acts in a fiduciary capacity representing the member-owners of the Co-op. The Board is also responsible for safeguarding organizational performance on behalf of the member-owners.

Q. What does the Board of Directors NOT do?

A. Unless the board needs to act in a fiduciary capacity, the Board of Directors does not become involved with, or take part in the day-to-day activities and operation of the Wolfeboro Community Food Co-op store. The Board's connection to the operations of the cooperative will be through the Manager, who in turn hires and manages the staff to run the store. The Board has developed policies to guide the Manager and will review the Manager's compliance on a regular basis.

Q. What is the time commitment to serving on the Board?

A: The Bylaws require the Board to meet quarterly and regular attendance is expected. However, the Steering Committee/Acting Board feels it is more productive to meet on a monthly basis. Beyond this monthly meeting, a director can expect to dedicate 6-8 hours per month to prepare for meeting and participate on various committees.

Q: Does the ownership still vote if the number of people running is less than or equal to the number of seats?

A: Yes.

Q. Is there any training for Board members?

A: Because Wolfeboro Community Food Co-op is still a start-up, we currently don't offer formal board training.

Q: When are Board meetings?

A: The Steering Committee/Acting Board currently meets from 3:30 to 5:30 on Wednesdays. However, the newly elected Board will decide the best meeting time for those involved.

Q. Are Board meetings open to the public?

A: Meetings are open to Co-op members. However, since we deal with sensitive financial and personnel concerns, portions of Board business may happen in Executive Session. Regarding such sensitive items, confidentiality is critical. Board members exercise discretion in discussing such issues outside the meetings.

Q: How does the Board stay in contact between meetings?

A: The Steering Committee/Acting Board primarily communicates through email.

Q: How well does the Board get along?

A: The Steering Committee/Acting Board attempts to maintain a relaxed atmosphere, while encouraging mutual respect and striving to adapt to the needs of all its member-owners. We work well together and take a reflective approach to continuous improvement.

WOLFEBORO COMMUNITY FOOD CO-OP BOARD APPLICATION

In order for our Co-op member-owners to get to know you, we will post your candidate statement on the Co-op website, in an email and in a newsletter. Please be sure to complete all parts of the application.

Part 1: Document

Please submit your candidate statement in a document that provides the following information:

- Name
- Owner Number
- Address Phone
- Email
- Current Occupation & Education

Plus a short biography that answers the following questions:

- Why are you interested in running for the Wolfeboro Community Food Co-op Board?
- Do you have prior board experience?
- Have you had any experience with food co-ops in the past?
- What food issues are you passionate about?
- What would you like to tell us about yourself that would assure members you are a good candidate for the Board?
- Are you aware of any conflict of interest if you are elected to serve on the board?

Part 2: Photograph

Also, please email us a recent photo (high quality) of yourself to accompany your bio statement. Send to: **wolfeborofoodcoop@gmail.com**.

You may return your application via mail or email. Mailed applications should be postmarked by October 7th and emailed applications should be sent by the end of the day on October 9th. Please send to the appropriate address:

Wolfeboro Community Food Co-op
ATTN: Board of Directors Election
P.O. Box 565
Wolfeboro, New Hampshire 03894

wolfeborofoodcoop@gmail.com

The Steering Committee/Acting Board thanks you!