



Board of Directors Application Packet 2019

Thank you for your interest in joining the PFC Board of Directors. Serving on the Board is one of the most important ways a member-owner can contribute to PFC. In addition to helping the co-op, board members benefit from working with others cooperatively towards a common goal.

Applying for board participation involves two steps:

Step 1: Learn about PFC, the board, policy governance, and the qualities and commitment necessary to be an effective board member. Familiarity with these will help you decide if the necessary commitments for board service can be met and if the experience will ultimately be rewarding for you. The following items are included in this packet to help you get started with that exploration:

- Background on the board
- Links to the PFC policies and bylaws, which define the board's responsibilities.
- Information on upcoming board meetings, previous meeting minutes, and contact information for current board members. **We strongly encourage prospective candidates to attend meetings, peruse meeting minutes, and meet with current board members to better understand the scope of the board's work.**
- The election process timeline

Step 2: Submit your completed application materials to the Nominations Committee for their consideration. This nomination process helps both candidates and the Board by ensuring that candidates understand the Board's work before committing to serve. Your application needs to include:

1. A signed **Application for Nomination** form
2. Your **Candidate Statement**

If you have any questions about the material covered in this packet or the election process in general, please contact elections@peoplesfood.coop.

About the Board

Board Governance

The Board focuses on the future direction of PFC through the Policy Governance model developed by John Carver in his book *Boards that Make a Difference*. We develop and continually revise policies that define the difference we want PFC to make in the world, and provide that guidance to our General Manager.

It is important for candidates to understand that the Board does not “run the Co-op.” That task is delegated to the General Manager. We establish written expectations in the form of policies and carefully monitor the Co-op’s performance in relation to those policies. The General Manager conducts daily store operations and other PFC activities within the guidelines set by the Board, and Management is evaluated on how well it meets these guidelines. The main areas of Board work are:

- Enacting policy such that we direct, control and inspire the organization.
- Assure management/organizational performance through regular monitoring.
- Linking with member-owners to seek their input and foster their sense of ownership.
- Board training and self-evaluation to ensure effective governance.
- Organize the Board election process

Board Structure

The Board comprises 9 directors serving staggered 3-year terms. From its ranks the Board elects a President, Vice-President, Secretary and Treasurer each year at its first meeting after the election.

Duties and Responsibilities

- Learn and apply the policy governance model in Board proceedings.
- Read, understand, and support PFC [policies](#) and [bylaws](#).
- Attend all Board and Membership meetings.
- Prepare for each meeting by reading the materials and being ready to actively participate in discussion.
- Share equally with other directors in committee and task force work.
- Fulfill commitments within the agreed upon deadlines.
- Disclose conflicts of interest immediately.
- Hold in confidence any information so designated.
- Serve as an informed advocate for the co-op, actively recruiting new member-owners and encouraging their participation.
- Be familiar with how to access and work within the board’s internet repository

Please refer to [Board Policy G.3 "Director Code of Conduct"](#) for a more detailed description of Board member expectations.

Time Commitment

Directors spend on average **8-10 hours per month** on various Board related work. There is a monthly board meeting, usually held on the third Wednesday of the month and lasting for **approximately 3 hours**. Directors also participate in committee work deemed necessary by the Board and are usually seated on 2-3 committees (Linkage, Board Development, Ken King Award, etc.) Committee meeting dates, time, and workload distribution are established by the committee. There are also several training meetings throughout the year.

Communication

Communication is essential for between-meeting information sharing and discussion. Board members should be accessible by phone and email to other Board members and the general membership. Many board materials are provided, and worked on, over the internet. Therefore, potential Directors should have regular internet access.

Training and Planning

Directors meet for planning and/or training periodically to address upcoming Board initiatives and improve their knowledge in such areas as financial reporting, market conditions, or governance. This includes the all-day annual retreat with an expert on cooperative Board governance, and smaller meetings which focus on more specific areas of board leadership.

Board Compensation

The rewards of Board service derive from working together with others who share a love for PFC and desire to help shape the future of the organization we all believe in. There is no monetary compensation, however directors do receive a small quarterly gift certificate for use at PFC and are reimbursed for childcare expenses resulting from participation in Board meetings and functions.

Qualifications

Directors must be PFC Members in good standing and should be dedicated to the success of the cooperative. We value diversity and seek candidates with a wide range of backgrounds and viewpoints – people who can work together as a team as well as take initiative on independent projects. Those with backgrounds in social or market research, cooperative ventures, community involvement, business, accounting, law, or organizational development are often particularly well suited to contribute to the Board. However, beyond membership status, all that is required is your commitment to the organization and its future.

To better understand board process, you can [view our meeting minutes](#).
Prospective candidates are also encouraged to [connect with board members](#).

Application Procedure

To be considered for nomination for the election, please submit a completed **Application for Nomination form** and **Candidate Statement** (see below) no later than **10pm Tuesday March 5, 2019**. You can submit these at the PFC business office or email them to elections@peoplesfood.coop. The Nominations Committee will contact you by **Thursday March 7 2019** to let you know the status of your application.

If a member-owner is not selected for candidacy by the nominations committee, they may still be added to the ballot by petition upon obtaining the signatures of 100 other member-owners in good standing. A petition form may be obtained by contacting elections@peoplesfood.coop.

2019 Candidacy and Election Timeline	
Tuesday, March 5, 2019	Deadline for all Application for Nomination and Candidate Statements to be submitted to the PFC business office.
Thursday, March 7, 2019	Applicants are notified of their nomination status
Sunday, March 10, 2019	If running by petition, all petition forms with member signatures must be submitted to the PFC business office, with Candidate Statement and photo.
Monday, April 8, 2019:	Voting begins
Monday, April, 29,2019	Close of voting, 6:00 p.m.
Tuesday, April 30, 2019	PFC Annual Meeting and announcement of election results.
Wednesday, May 15, 2019	Board meeting where election results are certified and the newly elected directors installed. Officers are elected.

People's Food Co-op Board of Directors Election 2019 Application for Nomination

I declare that I am seeking nomination in the People's Food Co-op Board of Directors Election of 2019. This board appointment would run for a three year term, starting May 2019 through April 2022. In the event of an invalid election, PFC bylaw 5.2 will be in effect.

I recognize that as a Director I would have a legal and fiduciary responsibility to the Member-Owners to act in an informed and prudent manner, and that while the Board as a whole has this responsibility, I may be held personally liable should I fail to do so.

I declare I have read and understand the Duties and Responsibilities information and other material supplied in the Candidate Packet.

Signature	Date
Name	Member #
Address	
Phone	Email

Candidate Statement

Please answer the questions below in **500 words or less**. This will be the primary source of information on which members will base their voting decisions. Statements are published unedited, with accompanying photo, in the PFC newsletter and on the election website. Example statements are available upon request.

1. Why are you interested in serving on the PFC Board?
2. What knowledge, skills, experience, and energy would you bring to the Board?
3. What do you see as PFC's role in the broader community?

4. What priorities do you consider most important to a strong, sustainable future of our co-op?

Please return to our Business Office or email to elections@peoplesfood.coop by 10pm on Tuesday, March 5, 2019.