

## **People's Food Cooperative Member/Community Linkage Committee Charter**

### **Purpose**

The Committee exists to assist the Board with the job of forming a linkage with the ownership and the broader community. The Committee also ensures an annual meeting and election adherent to our policies and by-laws.

### **Relevant Bylaws and Policies:**

Bylaws 4.1- 4.6 - rules and procedures for annual meeting  
Bylaws 5.4-5.8 - rules and procedures for election of board of directors  
Bylaw 6.5 - Input from Members  
G.1.4 - Continuance of governing capability  
G.2.3 - Encouragement to new Members to participate in PFC  
G.4.2 - Role of Vice-President in overseeing annual meeting and election  
G.5 - Rules and procedures for operating committees  
G.9.3 –Input from Members

### **Membership:**

Membership will consist of at least two Directors. PFC members at large and Staff Members are also encouraged to join the Member Linkage Committee. Member Linkage will attempt to have at least 2 Non-Director members on the Committee. The Vice President of the Board will serve as the Committee Chair. Intended candidates in the next election may not participate in the Annual Meeting/Election activities of the Committee. The Chair is responsible for conducting meetings and for seeing that the Committee output is delivered to the Board.

### **Responsibilities:**

- Develop options about what kinds of Member linkage are desirable and how to achieve them.
- Monitor the overall status of board-member linkage.
- Monitor the status of individual member linkage efforts.
- Maintain connections with member affinity groups, and special interest groups.
- Network with other cooperative and local food organizations.
- Oversee the annual election process.
- Oversee the agenda creation for the annual meeting of the Membership.
- When election process is completed and certified, contact Member-Owners with spoiled ballots, if possible, in order to ensure their voting rights in future.
- Coordinate member engagement events and activities with the General Manager, including Coffee with the Board
- Coordinate the Board Notes column in the newsletter
- Present proposals for member linkage and oversee their execution if approved

by Board.

- Meet at least quarterly.

**Outputs:**

- Produce minutes for meetings of the Committee for the Board.
- Submit a budget proposal for the Committee in time for the annual budget discussion that includes expenditures for the annual meeting
- Review its own charter yearly and report to the Board for consideration of Committee renewal.
- Publish BOD committee needs in the newsletter and post on the Bulletin Board on a regular basis
- Maintain a current and transferable list of potential volunteers for BOD work, their contact information, date of offer or interest and skill sets/services

**Meetings:**

Will be at the discretion of the Chair but not less often than 4 times per year.