



PEOPLE'S FOOD CO-OP

NATURAL FOODS MARKET & DELI

Board of Directors Application 2023 Packet

Thank you for your interest in joining the People's Food Co-op Board of Directors. Serving on the Board is one of the most important ways a member can contribute to People's Food Co-op (PFC). We, the PFC Board of Directors, are excited to have you consider joining us! In addition to helping the Co-op, board members benefit from working with others cooperatively towards a common goal.

About the People's Food Co-op

The People's Food Co-op is Ann Arbor's first natural-foods grocery store. For over 50 years we've served the community by offering local, natural and organic options in every department of the store. We provide a space for the community to gather around fresh, healthy food in our very own PFC Café that serves hot-bar and salad-bar meals, grab-and-go food, fair-trade organic coffee and teas.

We are open seven days a week in Kerrytown just south of the Ann Arbor Farmers' Market. We are a democratically run, member-owned organization, although you do not have to be a member to shop.

The guiding mission of the Ann Arbor People's Food Co-op, includes:

1. Promoting the local economy, environmental sustainability, health, and economics justice;
2. Enhancing and encouraging cooperative community by fostering participatory ownership through volunteer opportunities and educational experiences;
3. Remembering and building on People's Food Co-op's history as we thrive into the future!

We invite you to explore more about our store at <https://peoplesfood.coop/>.

Important for applicants to know:

The PFC Board of Directors is a policy oriented board: we make decisions about PFC policy and work with our General Manager to plan higher level strategic direction. Decisions about the operations of the PFC are made by the General Manager and staff.

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.** (Email elections@peoplesfood.coop for information on meetings, or, if you'd like a personal contact with a board member, our Board President, Pat Zabawa, at pzabawa@peoplesfood.coop is more than willing to answer any questions.)
- The election process timeline (Page 5 of this packet).

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 (page 7).
2. Your **Candidate Statement** (page 8).

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 members to seek their input and foster their sense of ownership.
- Board training and self-evaluation to ensure effective governance.
- Organizing the Board election process.

Board Structure

The Board comprises up to 9 directors (5 currently) 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 members 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.

Benefits of Board Participation

Serving on the Board is a way to be actively engaged with your Co-op and our cooperative governance. It is also a way for you to participate in helping the Co-op to achieve its ends and objectives (for example: sustainability, zero waste, food justice, health and welfare, community engagement etc.). As a Board member, you will experience personal growth and development opportunities as you engage in our work together as a team member and leader. There are opportunities to develop your leadership skills, strategic planning and visioning, financial acumen and teamwork skills as well as building strong relationships with other community members and organizations.

Time Commitment

Directors spend on average **8-12 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 2 hours**. Directors also participate in committee work deemed necessary by the Board and are usually seated on 1-2 committees (Linkage, Nominations, etc.) Committee meeting dates, time, and workload distribution are established by the committee. There are also several training and additional meetings throughout the year.

Communication

Communication is essential for between-meeting information sharing, follow up 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 modest quarterly gift certificate for use at PFC ([Board Policy](#) G.8.5) and are reimbursed for childcare expenses ([Board Policy](#) G.8.6) 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. [The Four Pillars of Cooperative Governance](#) are the standard guide for what Directors should be comfortable with utilizing in their role on the board: Teaming, Democracy, Strategic Leadership, and Accountable Empowerment. However, beyond membership status, all that is required is your commitment to the organization and its future.

To better understand the 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, January 31, 2023**. You can submit these at the PFC business office or email them to elections@peoplesfood.coop. The Nominations Committee will contact you by **Tuesday, February 28, 2023** to let you know the status of your application.

If a member 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 members in good standing. A petition form may be obtained by contacting elections@peoplesfood.coop.

Candidacy and Election Timeline	
Thursday, December 22, 2022	Call for applications begins.
Tuesday, January 31, 2023	Deadline for all Application for Nomination and Candidate Statements to be submitted by email to elections@peoplesfood.coop or to the PFC business office.
Tuesday, February 28, 2023	Applicants are notified of their nomination status.
Monday, March 6, 2023	If running by petition, all petition forms with member signatures must be submitted to the PFC business office, with Candidate Statement and photo.
Tuesday, April 4, 2023	Voting begins.
Monday, April 24, 2023	Close of voting, 6:00 p.m.
Tuesday, April 25, 2023	PFC Annual Meeting and announcement of election results.
Wednesday, May 17, 2023	May 2023 PFC Board Meeting: Election results certified and new officers elected during meeting.

People's Food Co-op Board of Directors Election 2023 Application for Nomination

I declare that I am seeking a nomination in the People's Food Co-op Board of Directors Election of 2023. This board appointment would run for a three year term, starting May 2023 through April 2026.

I recognize that as a Director I would have a legal and fiduciary responsibility to the members of People's Food Co-op 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 People's Food Co-op bylaws (*found at <https://peoplesfood.coop/> -> PFC Board Governance -> Bylaws*), which defines our governance structure as defined by our members.

I declare I have read and understand the People's Food Co-op Board Policies (*found at <https://peoplesfood.coop/> -> PFC Board Governance -> Policies -> CLICK HERE TO DOWNLOAD BOARD POLICIES*), which describes Directors' Roles, Directors' Code of Conduct, and more regarding our board governance as defined by the Board.

Signature

Date

Name

Member #

Address

Email

Phone #

People's Food Co-op Board of Directors Election 2023 Candidate Statement

Please answer the questions below in a single statement of **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 PFC Business Office or email to elections@peoplesfood.coop by 10pm on *Tuesday, January 31, 2023*.