

# Calumet Natural Foods Cooperative (dba: Clintonville Community Market) Board of Trustees Application for Nomination

Thank you for your interest in running for the Board of Trustees. CNFC's Board of Trustees is comprised of seven active members of the Cooperative elected by the member-owners. CNFC's Bylaws require that Trustee candidates be members in good standing for six months prior to running for a Trustee position. **Any member-owner who became a member on or before March 1, 2011, is eligible to be a Trustee candidate.** Each Trustee serves a two-year term. The timeline for this election is as follows: Candidates must formally declare their candidacy by submitting the attached application form to the Nominating Committee by **August 31, 2011**. A candidate "Meet and Greet" will take place in September. The ballot will be mailed out to the membership in late September. The votes will be counted on October 31. You can expect to begin attending Board Meetings in November of 2011.

## Board Trustee Responsibilities

### PURPOSE:

The purpose of the Board is to act as trustees for the member-owners and to ensure that the Cooperative produces benefit and value, while avoiding unacceptable actions and situations.

### BENEFITS:

Participate in democracy in action; directly impact our community by building a space for healthy food and living; meet your neighbors.

### RESPONSIBILITIES:

#### 1) Minimum Requirements:

- Attend and participate in monthly Board meetings and scheduled Board orientation and development sessions
- Attend and participate in the Annual Membership Meeting and other meetings of owners
- Participate as needed in ad hoc Board Committees

#### 2) Attendance and Schedule:

- Arrive on time to all scheduled meetings
- Be reasonably accessible to member-owners by participating in Co-op events
- Fulfill any rotating duties, such as tabling or meeting officer duties

#### 3) General:

- Support and further develop Ends Statements and other policies to reflect the needs of the Cooperative ownership
- Ensure financial solvency and integrity of the Co-op by reviewing monitoring reports
- Support the mission, vision, values, goals and objectives of the Co-op
- Support the agreements of the Board of Trustees
- Perform tasks conveyed by the Board of Trustees
- Understand and participate in Board decision-making processes
- Keep informed on the affairs of the Cooperative and be prepared to discuss issues before the Board
- Evaluate management and operational performance based on monitoring reports and external audits
- Participate in all Board evaluations
- Learn about the natural foods industry and cooperative/democratic organizations

4) Connection to Member-Owners:

- Consider at all times owner input in decision making
- Keep owners informed about the affairs of the cooperative.

## **Board Trustee Qualifications**

### **REQUIRED QUALIFICATIONS:**

- Member-Owner of the Cooperative for at least six months
- Familiarity with the Cooperative Community
- Excellent communication skills – clear instructions, open communication, attentive listening
- Commitment to the 7 Cooperative Principles and CCM's Ends
- Commitment to local, organic, whole foods and sustainability
- Understanding of the 10 Principles of Policy Governance
- Available to commit to average 8-10 hours a month minimum in order to fulfill the responsibilities outlined above
- Basic computer skills, including e-mail and word processing

### **DESIRED QUALIFICATIONS:**

- Understanding of or willingness to learn financial benchmarks/documents
- Experience serving on other boards or involvement in other civic organizations
- Knowledge of the qualities of effective boards
- Experience drafting policy and understanding policy ramifications
- Ability to see big-picture questions facing the board
- Leadership skill in facilitating problem solving and providing constructive direction

## **CCM Ends Statements**

1. Build the member-owner base in involvement and loyalty, in accordance with the Cooperative principles, as we maintain an atmosphere where non-members also feel welcome.
2. Serve as a transformative force in our community and work to serve as an alternative sustainable business model that nurtures social and economic well-being in an environmentally sensitive manner.
3. Provide a respectful and safe work environment in which fairly compensated employees have a strong sense of ownership in the success of the Cooperative.
4. Create and sustain an ever-widening circle of community members with healthier and more environmentally restorative lives, in an atmosphere that encourages communication and discourse.
5. Provide access to high quality, reasonably priced food, with an emphasis on local, minimally processed and ethically produced foods.

