



EASTSIDE
FOOD CO-OP

BOARD OF DIRECTORS

2024

CANDIDATE
PACKET



Applications accepted
through **MONDAY, JULY 15TH**



Dear Eastside Food Co-op Owner,

Thank you for your interest in joining the Eastside Food Co-op Board of Directors! Serving on the board is a meaningful way to deepen your engagement with and shape the future of your co-op. The board's work guides the strategic direction of our business, ensuring the co-op will be "Here for Good" in the community for years to come.

In this packet, you will learn more about the role of the board, duties of directors, and what to expect in the next steps of your candidate journey. While previous board or leadership experience is helpful, it is not necessary. The ideal board candidate possesses a willingness to participate fully in board initiatives, a commitment to collective decision making, and an enthusiasm for Eastside Food Co-op. Current board members would love to answer any questions you may have about board candidacy or service. Drop us a line at board@eastsidefood.coop

In cooperation,

Eastside Food Co-op Board of Directors

2024 open Board positions:

3 year term x 3

1 year term x 1

What does the Eastside Board of Directors do?

As the governing body for the owners of Eastside Food Co-op, the board of directors:

- **Ensures** organizational performance on behalf of all of Eastside's owners and sets the long-term strategic vision of the co-op
- **Hires and delegates** all operational duties and day-to-day activities to the General Manager
- **Participates** actively in strategic planning, financial oversight, owner linkage, board training and development, and community outreach
- **Upholds** the 7 Cooperative Principles and ensures the mission of Eastside Food Co-op is carried out



Who is on the Board?

Nine board members who are all owners of the co-op (up to two board members may also be co-op employees) and elected by Eastside Food Co-op owners.

What makes a great Board candidate?

- ✓ Passionate Eastside Food Co-op Owner.
- ✓ Eager to learn and collaborate with other community members to help shape the future of EFC.
- ✓ Able to commit at least 10-15 hours per month to board work and meetings.
- ✓ Invested in the health and sustainability of local food systems and our community.

Board members must be fully vested Eastside owners without a substantial conflict of interest resulting from an affiliation with any enterprise that is in competition with the co-op. Board candidates may be subject to a background check to protect the fiduciary integrity and operations of the board. Candidates who have a record of financial, sexual, or violent crimes may be found to be ineligible to run for the Board of Directors.

Once elected, directors must agree to abide by the code of conduct and publicly disclose any potential conflicts of interest. Basic computer skills are essential; it is necessary to have internet access and the ability to email and open, modify, review, and save shared documents. However, lack of computer access will not be a barrier to serving. Access to a computer at the co-op can be provided or other arrangements can be made once elected.*

Board Member Expectations

- Weekly
 - Regular communication. Check board email, work on projects, prepare for Board and committee meetings [1-3 hours]
- Monthly
 - Board of Directors meeting. The board currently meets on the 2nd Monday of the month from 6-8pm. Attendance is mandatory. [2+ hours]
 - Committee meeting(s). Board directors are expected to participate in at least one specialized committee. Committees currently hold meetings once per month [1+ hours]
 - Executive Committee
 - Board Development Committee
 - Policy Governance Committee
- Annually
 - Attend one-day retreats 2x year
 - Attend training. Including orientation, fiduciary training, CBL 101.
 - Represent board at Eastside sponsored events/programming

Time commitment will vary by position; committee chair and officer positions involve additional responsibilities. Board members can expect to spend 10-15 hours per month in preparation for and in attendance of meetings, board material review, and special projects.

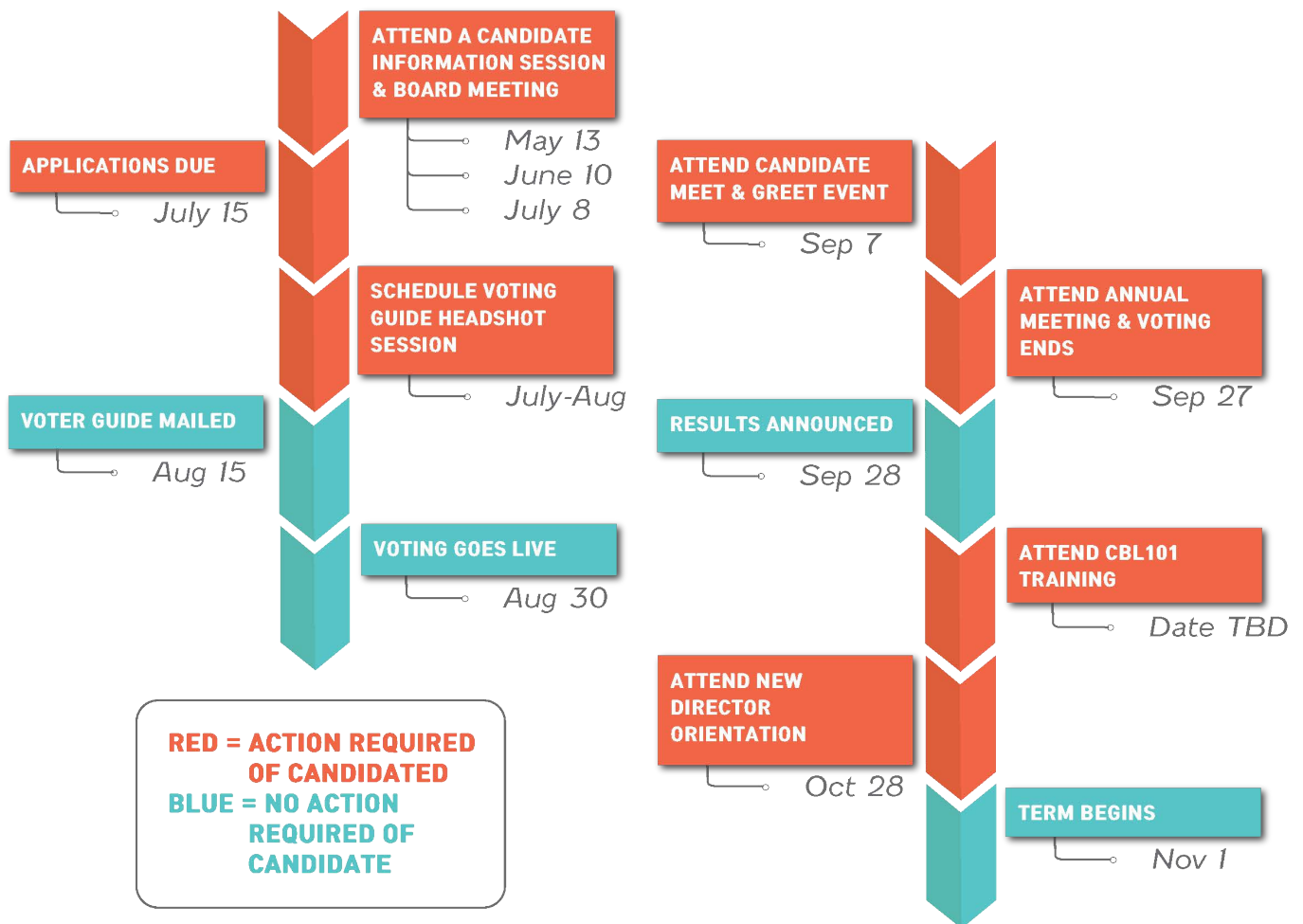
Board Member Benefits

Each board member receives at least a \$200 monthly stipend in the form of store credit. In recognition of the additional time commitment, the secretary, treasurer, vice president, and committee chair positions receive a \$250 monthly stipend, and the board president receives a \$300 monthly stipend.

Election Details

The annual election occurs in the fall and ends on the day of the annual meeting. Eastside Food Co-op uses an electronic voting system and election results are typically announced in the week after the annual meeting. Board candidates are notified if they were elected to the board by the board president prior to results being announced to the co-op members. Elected board candidates must confirm their desire to accept the appointment before election results are announced.

Election Timeline



Board Candidate Application

Name:	Pronouns:
Address:	
Email:	Phone:
Occupation + Employer:	
Eastside Food Co-op Owner Number:	
Please indicate your plan to attend one of the following board meetings: <input type="checkbox"/> Monday, May 13 <input type="checkbox"/> Monday, June 10 <input type="checkbox"/> Monday, July 8	
Information sessions for prospective board candidates will be held from 5:30 – 6:00 pm, prior to the board meeting. Board meetings are held the second Monday of each month from 6:00 - 8:00 pm.	

Board Candidate Expectations

- I agree to attend at least one board meeting prior to the election.
- I agree to participate in the candidate meet + greet event Saturday, September 7th.
- I agree to have my photograph taken for use in election promotional materials.

Board Member Commitment

In general, members of a co-op board of directors have the same duties as the directors of any business. In addition, co-op boards must act on behalf of Eastside's owners (as fiduciaries), meaning that individual directors must balance individual interests, business interests, and owner interests when making decisions. Please read each statement carefully and thoughtfully. By checking the box, you indicate you are willing to take on these responsibilities.

I agree to...

- Uphold fiduciary duty on behalf of Eastside's owners; exercise due diligence in monitoring Eastside's financial condition.
- Adhere to the principle of board holism, which means individuals are expected to voice independent opinions in board discussions yet respect group decisions.
- Prepare for, attend, and participate fully in all monthly Board meetings, to the best of my ability. Commit to this as well for any meetings of committees on which I may serve. Commit to attending other events as well, such as: board retreats (typically 1-2 per year); the annual meeting; in-store tabling and other special events.
- Attend board orientation.
- I agree to attend CBL 101 (free half-day training on cooperative board leadership, details to follow)

Faithfully honor fiduciary duty:*

- Duty of care:* Make informed decisions in good faith; act as a prudent person; use a good process for decision making; be honest; ensure adequate record keeping.
- Duty of loyalty:* Always act in the best interest of the cooperative; disclose and avoid conflicts of interest; engage in no self-dealing; maintain confidentiality; shop regularly at the co-op*.
- Duty of attention/diligence:* Attend meetings; participate in discussions, both in person and via email; be prepared; review materials; ask questions; know and adhere to state laws and the co-op's Bylaws; support Board decisions and policies; honor contracts.

Signature

Date

Board Candidate Statement

(Published online and in voting materials. **Total word count limit is 400 words.**)

1. Why do you want to serve on the Eastside Food Co-op Board of Directors?
3. Share any skills, interests, and experience you would bring to the board. Examples may be drawn from any personal, education, work, or volunteer experiences.
2. Eastside is founded on the 7 Cooperative Principles (<https://www.eastsidefood.coop/about-co-ops>). Please choose one of the principles and describe how you think the board can encourage and foster this in our cooperative.
4. One of the board's main responsibilities is to plan for the cooperative's future. Please describe any experience with long-term strategic planning and/or collaborative decision making.
5. Eastside Food Co-op is "Here for Good." What does that mean to you?

Additional Resources

- Read more about the board of directors at <https://www.eastsidefood.coop/board>
- Learn more about cooperatives, including the 7 Cooperative Principles, at <https://www.eastsidefood.coop/about-co-ops>
- *What is a conflict of interest?
 - “In general, there are three kinds of circumstance that lead to a potential conflict of interest. If a person, or that person’s family member or close friend, stands to benefit from a decision, there’s a potential for conflict. If a person stands to benefit financially from a decision, or has some allegiance to another organization that stands to benefit, there’s a potential for conflict. And if a person may avoid legal culpability for something as a result of a decision, there’s a potential for conflict.”
 - Source: <https://columinate.coop/analysis-of-board-members-conflicts-of-interest/>
- *What is fiduciary responsibility?
 - “One of the most important duties of the cooperative board of directors is its fiduciary responsibility to the cooperative. A fiduciary responsibility generally can be thought of as a special relationship in which one group of people (the owners) places its property in the trust of another (the board of directors), requiring as a condition that board members behave in an unselfish manner and that the board as a whole is reasonably prudent in its decision-making.”
 - Source: <https://columinate.coop/a-boards-duty-determining-what-is-reasonable/>