

Sugar Beet Food Co-op

2017 Board Election Packet

Prospective Candidate Criteria and Guidelines 1

Information for Board Candidates 3

What does the Board Do?

Qualifications

Terms

Requirements

Compensation

Board Application Process 4

Important Dates

Sugar Beet Food Co-op Board Application and Candidate Statement 5

**Prospective Candidate Criteria and Guidelines**

This year we are looking for up to four new Board members.

*Basic Qualifications Expected of All Candidates*

* A Sugar Beet Food Co-op Owner in good standing
* Able to attend monthly meetings and serve on Board for a three-year term
* Passionate about local / healthy food and community
* Active advocate in the community for the Co-op’s mission and the store’s ongoing success

*Ideal Candidate Qualifications*

* Ability to work in a group and to think strategically within the existing Board governance structure
* Will be an active participant in board committee work & social outreach activities
* Community-minded, outgoing, currently engaged in other community-building activities
* Interested in connecting the Co-op to the larger regional healthy food community
* Prior board experience, ideally in a Co-op setting
* Interest in developing ideas to increase the Co-op’s financial success and community connection

*Specific Skills Sought for 2017 Board Candidates*

* Legal
* Financial Management
* Organizational Development
* Agricultural Production
* Marketing
* Fundraising

\*Note: We are also looking to enhance the gender and racial diversity of our Board.

We are also looking for individuals who embody the following:

Leaders – Individuals should work collaboratively and know how to both lead and listen.

Advocates – Individuals need to get their hands dirty and really help in the promotion of the store and our message through volunteerism.

Ambassadors – Individuals should be connectors to the community. Board members need to be the outward face of the Co-op and promote the positive aspects of having a food co-op in our community.

Oversight – Individuals should, in addition to promoting the Co-op, also ensure that the Co-op remains in good financial and legal standing.

Vision – Beyond the day to day, individuals see, discuss, and plan for both the immediate and future success of the Co-op.

**Information for Board Candidates**

*What does the Board do?*

The Board of Directors provides support, advice, and broad direction to the rest of the organization. It is the Board’s responsibility to ensure that the Co-op fulfills its mission statement by setting the overall policies and objectives for the Co-op, communicating with Owners, and overseeing the General Manager. The Board offers guidance to subcommittees and holds the general vision of the Co-op.

The Board executes strategic planning meetings, approves budget, and communicates with the owners. The board also provides oversight and feedback for the General Manager.

**Qualifications** – Board members must be Owners in good standing with Sugar Beet Food Co-op and cannot be paid employees of the store.

**Terms** – The first term for new board members is three years. Board members may run for re-election.

**Time Commitment** – Board members should be able to commit 3-5 hours per week on Co-op related work. This may fluctuate as we get busy/slow down through the year, execute public events, or prioritize other committee involvement.

**Requirements**

* Attend and participate in board meetings, which generally occur on the fourth Tuesday of each month from 7pm- 9pm at the Main Library in Oak Park.
* Attend board trainings and retreats.
* Participate in public events and volunteer at Co-op events.

**Compensation** – Members of the board are not currently compensated.

**Board Application Process**

1. After reading this packet, complete the application and submit to the nominating committee.

Via email to Peter Nolan, [peternolan1@gmail.com](mailto:peternolan1@gmail.com)

Via mail (postmarked no later than March 19, 2017) to:

Sugar Beet Food Co-op

812 W. Madison Street

Oak Park, IL 60302

2. A member of our Board Nominating Committee will contact you to confirm receipt of your packet and to set up an interview.

3. Our Board Nominating Committee will recommend to the full Board the list of candidates who will run in the election.

4. If your candidacy is advanced to the Board election, we will ask you to please submit a photo and candidate statement.

5. Candidate statements will be posted in our store and on our website. Voting will occur in our store prior to our Annual Meeting and at our Annual Meeting.

*Dates / Deadlines for 2017 Election:*

Note: There are two board meeting dates during the course of the election: Tuesday, February 28th and Tuesday, March 21st. Both are at 7:00 pm at the Oak Park Main Library. We encourage all interested candidates to come see the board in action.

February 20: Announcement of Board Elections and applications accepted

**March 19: Last date to submit a candidate application**.

March 20: April 2: Candidate interviews with the Board Nominating Committee

April 10: Board Nominating Committee informs candidates if their candidacy has been advanced to the election.

April 11: Candidate statements are available in the store, and in-store voting begins.

April 30: Voting occurs at the Annual Meeting and voting ends in store.

May 3: New Board Members will be announced.

May Board meeting (tentative date May 23rd): The new Board Members will be seated.

**Sugar Beet Food Co-op Board Member Application**

Please send a candidate statement to Peternolan1@gmail.com or send by postal mail to Sugar Beet Food Co-op 812 W. Madison Oak Park, IL 60302.

Please submit a photo (to be posted on the website and in your candidate statement) with your application. If you have any questions, please contact us at the email address above.

Date:

Name:

Mailing Address:

City \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_State \_\_\_\_\_\_\_ Zip

Phone:

Email Address:

Are you an Owner? \_\_\_\_Yes \_\_\_\_No

*Candidate Statement:*

Please write a statement that answers the questions below (and whatever else you would like to share) of 500 words or less.

* Why are you running for the board?
* What will you bring to the board- include skills, previous board experience and community connections?
* What is your vision for Sugar Beet Food Co-op?
* What opportunities and challenges do you see for Sugar Beet Food Co-op?
* How you have participated in the Sugar Beet or a previous co-op?