



Thank you for considering a leadership position at
[Wolfeboro Community Food](#)
[Co-op!](#)

Attached is a short list of board expectations, some FAQs, information about the application process and the board application. The final date to submit your application is November 5, 2020 as we need a month to notify fellow member-owners and allow time for voting prior to the Annual Meeting on December 8, 2020.

If you have any questions regarding the process, we encourage you to direct them to members of the Board at info@wolfeborocoop.org or you can call Corinne Ferguson on 617-921-9338

Sincerely
Corinne Ferguson, President
Wolfeboro Community Food Co-op Board of Directors

BOARD MEMBER EXPECTATIONS

Members of the Board of Directors are expected to:

- Be a Wolfeboro Community Food Co-op member-owner in good standing.
- Represent the interests of all our member-owners.
- Attend quarterly Board meetings and be an active participant in discussions.
- Participate in Board discussions outside of regular meetings either in person or via email, etc.
- Be prepared for Board meetings by reviewing documents received prior to meetings and completing agreed upon duties.
- Work on one or more committees - which may require more of a time commitment.
- Attend events, and the annual member-owner meeting.

- Spend a few hours per month working in the store.

FAQs about the Wolfeboro Community Food Co-op Board

Q: How many member-owners will serve on the Board?

A: Per our Bylaws, the Board of Directors can consist of a minimum of 5 members and a maximum of 15. Four will be officers, who are selected by the Board as a whole. We are currently holding the Board to 9 members.

Q: How many seats are up for election at this time?

A: We have four seats to fill this year.

Q: How long are the terms?

A: Terms are three years, after which it is possible to renew for another three years.

Q: Who can run for the Board?

A: Any Co-Op member-owner in good standing and who is not employed by the Co-Op, may run for the Board. "Good standing" means that your equity is paid in full and that your current, correct contact information is on file with the Co-Op. In addition, Board members must be at least 18 years of age by the time of their first scheduled Board meeting and shall not have any overriding conflict of interest with the Co-Op.

Q. What is the Board of Directors and what does it do?

A. The Board of Directors is the governing body for the member-owners of the Wolfeboro Food Co-Op and acts in a fiduciary capacity representing the member owners of the Co-Op. The Board is also responsible for safeguarding organizational performance on behalf of the member-owners.

Q. What does the Board of Directors NOT do?

A. Unless the board needs to act in a fiduciary capacity, the Board of Directors

does not become involved with, or take part in the day-to-day activities and operation of the Wolfeboro Community Food Co-Op store. The Board's connection to the operations of the cooperative will be through the Manager, who in turn hires and manages the staff to run the store. The Board has developed policies to guide the Manager and will review the Manager's compliance on a regular basis.

Q. What is the time commitment to serving on the Board?

A. The Bylaws require the Board to meet quarterly and regular attendance is expected. Beyond the monthly meeting, a director can expect to dedicate 6- 8 hours per month to prepare for meetings and participate in other activities such as committee meetings.

Q: Does the ownership still vote if the number of people running is less than or equal to the number of seats?

A: Yes.

Q. Is there any training for Board members?

A: There will be an orientation session for all new Board members.

Q: When are Board meetings?

A: The Board usually meets from 3:30 to 5:30 on Tuesdays. However, this will be reviewed with the new members and the group will decide the best meeting time for those involved.

Q. Are Board meetings open to the public?

A. Meetings are open to Co-op members. However, since we deal with sensitive financial and personnel concerns, portions of Board business may happen in Executive Session. Regarding such sensitive items, confidentiality is critical. Board members exercise discretion in discussing such issues outside the meetings.

Q: How does the Board stay in contact between meetings?

A: The Board primarily communicates through email.

Q: How well does the Board get along?

A: Exceptionally well! The Board attempts to maintain a relaxed atmosphere, while encouraging mutual respect and striving to adapt to the needs of all its member- owners. We work well together and take a reflective approach to continuous improvement.

WOLFEBORO COMMUNITY FOOD CO-OP BOARD APPLICATION

In order for our Co-op member-owners to get to know you, we will send your candidate statement in an email newsletter to all Co-Op member owners. Please be sure to complete all parts of the application. We would be happy to show you previous applications if you would find that helpful.

Part 1: Document

Please submit your candidate statement in a document that provides the following information:

- Name
- Address Phone
- Email
- Current Occupation & Education

Please include a short biography that answers the following questions:

- Why are you interested in joining the Wolfeboro Community Food Co-op Board?
- Do you have prior board experience?
- Have you had any experience with food co-ops in the past?
- What food issues are you passionate about?

- What would you like to tell us about yourself that would assure members you would make a good Board member?
- Are you aware of any conflict of interest if you are elected to serve on the board?

Part 2: Photograph

Also, please email us a recent photo (high quality) of yourself to accompany your

bio statement. Send to: info@wolfeborocoop.org

You may return your application via mail, email, or hand deliver to the store. Mailed applications should be postmarked by November 2, 2020, and emailed and in person applications must be received by the end of the day on November 5, 2020. Please send to the appropriate address:

Wolfeboro Community Food Co-op ATTN: Board of Directors Election

P.O. Box 565

Wolfeboro, New Hampshire 03894

infor@wolfeborocoop.org

Thank you!