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**Rutland Area Food Co-op**

**Overview for Board Candidates**

The Rutland Area Food Co-op is governed by a board of directors who are elected by the member-owners. The board is accountable to the owners for the activities and accomplishments of the store. Specifically, it is responsible for:

* Interacting with the owners to understand their values and vision for the store
* Developing, applying, and revising a body of policies that guide the store in achieving outcomes that are consistent with the owners' values and vision
* Ensuring that management achieves the goals set by the board and that the board operates according to its established processes

The Co-op is seeking board candidates who are:

* Members of RAFC who are dedicated to the cooperative, its member owners, and its mission.
* Willing to learn about and contribute to governance of the Co-op.
* Able and eager to deal with values and long-term vision.
* Able and willing to participate assertively in discussions and abide by board decisions and the intent of established policies.
* Willing to operate in a group decision-making environment, to share responsibility in a group process, and to delegate areas of decision making to others.
* Knowledgeable about cooperatives, natural foods, local economies, and/or other areas important to the Rutland Area Food Co-op.

Board members are expected to prepare for and actively participate in monthly board meetings, committee and policy work between meetings, the co-op's annual meeting, an annual retreat, membership events, and occasional board trainings. While this may seem daunting, the board is a team, sharing responsibilities in a way to make board work a manageable part of members' lives.

The monthly time commitment averages about 3-5 hours. The standard term is two years and you may serve up to three consecutive terms.

In return, board members:

* Receive training about cooperatives, boards and other areas as needed.
* Receive a 10% in-store discount.
* Have the opportunity to ensure the success of their community-owned cooperative.

If you would like to learn more, please contact the general manager, Zach Stevens, at [management@rutlandcoop.com](mailto:management@rutlandcoop.com) for a complete application packet, which includes information about by-laws, policy governance and other board activities.

Thank you for your interest and we hope to hear from you soon!

Sincerely,

The Rutland Area Food Co-op Board of Directors



**Rutland Area Food Co-op  
Board of Directors: Qualities, Commitments and Benefits**

*This is a summary intended to provide a general idea of the commitments expected of Directors, and the benefits they may expect in return.*

Qualities

The Co-op is seeking board candidates who:

* Are dedicated to the cooperative, its member owners, and its mission
* Understand and are willing to contribute to the task of governance
* Have a propensity to think in terms of systems and context
* Are honest and have independent judgment, courage, and good faith
* Are able and eager to deal with values and long-term vision
* Are able and willing to participate assertively in discussions and abide by board decisions and the intent of established policies
* Are willing to operate in a group decision making environment, to share power in group process, and to delegate areas of decision making to others
* Are knowledgeable about and interested in cooperatives and food retailing.

Commitments

* Preparing for and attending monthly board meetings, which typically includes:
* Reviewing any materials for agenda topics and preparing for discussion
* Providing feedback about previous month's minutes
* Providing feedback about upcoming month's agenda
* Participating on committees, which typically includes
* Serving as chairperson or member of a selected committee(s)
* Preparing for committee meetings (scheduling, setting agenda, etc.)
* Recording committee meeting notes / minutes
* Providing reports or other feedback to the Board of Directors.

Other work / events may include:

* Annual members' meeting
* Board training sessions
* Serving on ad hoc committees
* Other work as appropriate

Benefits

* Direct involvement in the steering and direction of the Co-op
* Participation in the member-owner control of the Co-op
* Receive training on Co-op boards and governance
* Receive a 10% discount on store purchases

Rutland Area Food Co-op

**Board of Directors**

**Candidate Application**

**Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Home Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Co-op Member since \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Current occupation\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Education: include institution, specialization and degrees earned \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
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**Special Interests \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
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**Board Experience**

**Organization Years Served Positions Held**

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**Other co-op or board-related experience: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Business and/or Organizational Experience – Please list and briefly describe business and/or volunteer positions you have held: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Skills**

**Please rate your skills and/or experience in the following areas, with 5 being most skilled or experienced:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **1** | **2** | **3** | **4** | **5** |
| **Financial & investment analysis** |  |  |  |  |  |
| **Grocery and/or natural foods** |  |  |  |  |  |
| **Community groups** |  |  |  |  |  |
| **Personnel/employee relations** |  |  |  |  |  |
| **Member/public relations** |  |  |  |  |  |
| **Consumer issues** |  |  |  |  |  |
| **Legal Matters** |  |  |  |  |  |
| **Board or committee administration** |  |  |  |  |  |
| **Strategic planning** |  |  |  |  |  |
| **Leadership** |  |  |  |  |  |
| **Retail operations** |  |  |  |  |  |
| **Other:** |  |  |  |  |  |

**What interests you about serving on the Co-op board of directors?**

**Please provide a brief biography for the board election ballot.**

**Is there any additional information that you would like to share with us?**

**Please email:**

**□ Your completed application**

**□ Your resume**

**□ A photo to be used for the election ballot**

**to the general manager at the Co-op:** [**management@rutlandcoop.com**](mailto:management@rutlandcoop.com)

**Thank you for your interest in serving on the Board of Directors!**