

# FRIENDLY CITY FOOD CO-OP BOARD CANDIDATE PACKET



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EVERYTHING YOU NEED TO KNOW ABOUT GUIDING THE FUTURE OF THE CO-OP



Greetings!

Thank you for your interest in serving on the Friendly City Co-op Board of Directors. The Board of Directors plays a critical role in ensuring the continued success and health of the Co-op. We ask that you read the information in this packet before filling out your application.

In order to become a candidate for the Board of Directors, you must be an active member-owner of the cooperative. Potential candidates will agree with the governance/policy model of board leadership and assume legal liability for the organization to the extent required by law for board directors.

The owners of Friendly City Food Co-op elect board members during an election season in the fall. Each year, three spots are up for election, which may be filled with incumbent board members and/or new candidates. Once elected, each board member serves a 3-year term (December - November).

We seek a wide variety of talent in new candidates and will hold a board interest meeting in August – an informational session with refreshments and the opportunity to ask questions and learn more about board duties.

Preferred candidates will bring experience serving on boards and experience as a Co-op owner and shopper. We will then ask that each candidate attend a full board meeting the second Thursday in September, to begin the orientation process.

After reading this packet, please feel free to contact the board with any questions you may have at [board@friendlycity.coop](mailto:board@friendlycity.coop). We look forward to meeting you.

In Cooperation,

Friendly City Food Co-op Board of Directors



## Frequently Asked Questions for Board Member Candidates

### **What is The Board of Directors?**

The Board of Directors is the governing body for the member-owners of the Friendly City Food Co-op. The board gives collaborative direction to the General Manager and shows accountability for the Friendly City Food Co-op's performance to its member-owners. The Board of Directors does not micromanage the Co-op or its employees through its leadership, and instead collaborates with them to ensure the long-term vitality of the Co-op.

### **What Qualities Should a Board Candidate Possess?**

A board candidate has experience as a Co-op member-owner and shopper, and may have previous experience serving on a collaborative board. Candidates will be expected to promote a positive image of the Co-op and promote community engagement through patronage and by encouraging others to become member-owners of the Co-op.

The ideal board candidate possesses leadership skills, excels at collaboration and whole-heartedly embraces the mission and vision of the Friendly City Food Co-op.

### **What Are My Time Commitments as a Board Member?**

As a member of the Board of Directors, you can expect to spend a minimum of 5 hours each month to prepare and attend scheduled board meetings. Board members will be offered opportunities to gain more thorough understanding of issues that co-ops and boards especially face, through either online or in-person education sessions. Time of engagement may range from one hour to full days, for future conferences in other communities throughout our nation.

### **What Are The Duties of a Board Member?**

Board membership represents the most committed level of governing involvement for an owner. Becoming a member of the Board of Directors requires you to give your time, as well as your passion. Most importantly, you will have a crucial role in ensuring the continued success and well-being of the organization.



## Frequently Asked Questions for Board Member Candidates

As a board member, you will be expected to:

- Participate in the board member orientation process
- Participate in board trainings and retreats
- Attend monthly board meetings – in person, online or via telephone
- Attend major Co-op events
- Attend the annual meeting
- Become familiar with the board's [Bylaws and Policy Governance Model](#) (found on the website)
- Choose an assignment on at least one board committee
- Assist the Friendly City Food Co-op in soliciting investment capital from other owners when new capital needs arise
- Serve on the board for one minimum term, consisting of three years

Board members assume legal liability for the organization to the extent required by law for the board directors. Board members maintain confidentiality standards related to board, employee and owner interests to properly serve the Friendly City Food Co-op.

### Planning

To properly plan for the Friendly City Food Co-op's successful future, board members will review the Co-op's long-term strategic plan and goals. The board will hold an annual review of the Co-op's budget, plans of profitability, and of the external environment that impacts the annual plan.

### Organizing

Members of the board may serve on various committees to organize the operations of the board. Board members will also participate in the orientation and development of new board members.

The Board of Directors will monitor the performance of the General Manager and establish the General Manager's compensation. The board will also ensure that appropriate compensation, benefit policies and practices are in place.



## Frequently Asked Questions for Board Member Candidates

### Operational Reviews

The Board of Directors will review the results achieved by management and compare them with the Friendly City Food Co-op's philosophy, annual goals, long-term goals, and the performance of similar relevant cooperatives. The board will ascertain that the financial structure is adequate for the Co-op's current needs and long-term plan. The board will also approve major actions, such as capital expenditures or real estate deals.

### Auditing

The Board of Directors is responsible for appointing independent auditors and for reporting audit results to the general member-ownership. The board will ensure that its committees are adequately and currently informed about the condition and operations of the Co-op through reports and other methods.

It is the responsibility of the Board of Directors to ascertain that management has established appropriate policies to define and identify conflicts of interest throughout the Co-op. The board is responsible for diligently administering and enforcing those policies.

### Will I Receive Compensation for Serving on The Board of Directors?

At this time, each Board Member receives a 10% store discount.

### This Sounds Like Something I'd Enjoy – What's Next?

After reading this packet, visit the [Board of Directors page on friendycity.coop](#) and read the **Ends Policy** as well as the **Policy-Governance Model** information. Then download, fill out, and submit the application. If you have any questions, please contact Kelly Hilliard, [kelly@friendlycityfoodcoop.com](mailto:kelly@friendlycityfoodcoop.com)



## Frequently Asked Questions for Board Member Candidates

### Board Member Election Timeline

Each fall the Friendly City Food Co-op elects at least three new members to serve on our Board of Directors, elected from owner candidates accepted by the Nominations Committee.

Below is the timeline for the Board Election process.

*Board Interest Meeting:* August  
*Candidate Applications Due:* September  
*Election Period:* October  
*Annual Meeting:* October



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