



Sugar Beet Food Co-op  
2018 Board Election Packet

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## Prospective Candidate Criteria & Guidelines

### *Basics Expected of All Candidates*

- Sugar Beet Food Co-op Owner in good standing.
- Able to attend Boards meetings (minimum of 6 per year)
- Able to serve on Board for a three-year term
- Passionate about local / healthy food & community
- Active advocate in the community for the Co-op's mission & the store's ongoing success

### *Ideal Candidates*

- Ability to work in a group, 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
- Prior board experience
- Interest in developing ideas to increase the Co-op's financial success & community connection.

*Specific Skills we seek in our 2018 Board Candidates. This year we are looking for up to 4 new Board members.*

- Legal
- Community Outreach
- Organizational Development

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

We are looking for individuals that not only possess many of the characteristics and skills listed above, but also embody the following:

**Leaders** - Individuals that can 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 that are connectors to the community. Board members need to be the outward face of the Co-op and promote the positive aspects of having a business like this in our community.

**Oversight** - Individuals that, in addition to promoting the Co-op, also ensure 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 and 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 budgets, and communicates with the Owners. The board also provides oversight and feedback for the General Manager.

Board members are elected by both the Owners using a majority vote as outlined in our bylaws. Elections are held once per year for vacant seats after the close of the previous fiscal year.

**Qualifications** – Board members are Owners in good standing with Sugar Beet Food Co-op and may not 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 through the year, or if also involved with other committees, and as we execute public events.

### **Requirements**

- Attend and participate in board meetings; these occur at least 6 times per year in the evening, typically 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. Read this packet.

Apply online at <https://goo.gl/forms/fe2wyL14nbvLJjCI2>

OR

Complete the application and submit to the nominating committee.

Via email to Peter Nolan, [peterolan1@gmail.com](mailto:peterolan1@gmail.com)

Via mail to Sugar Beet Food Co-op

812 W. Madison Street

Oak Park, IL 60302, postmarked no later than March 18, 2018.

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 2018 Election:*

Feb 19: Announcement of Board Elections and applications accepted

**March 18: Last date to submit a candidate application.**

March 29 – April 2: Candidate interviews with the Board Nominating Committee

April 9: Board Nominating Committee informs candidates if their candidacy has been advanced to the election.

April 10: Candidate statements are available in the store. In-store voting begins.

April 29: Annual Meeting. Voting occurs at the Annual Meeting and voting ends in store.

May 3: New Board Members will be announced

Next Board meeting after the Annual Meeting: The new Board Members will be seated.

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

Apply online at <https://goo.gl/forms/fe2wyL14nbvlJjCI2>

OR

Send a candidate statement to [Peternolan1@gmail.com](mailto: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 along with your application. If you have any questions, please contact us at the email address above. Applications are due March 18, 2018

Date:

Name:

Mailing Address:

City

State

Zip

Phone:

Email Address:

Are you an Owner? Yes No

### *Candidate Statement:*

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

- Why you would like to run for the board
- What you would bring to the board- include skills, previous board experience and community connections
- Your vision for Sugar Beet Food Co-op
- The opportunities and challenges you see for Sugar Beet Food Co-op
- How you have participated in the Sugar Beet Co-op, or a previous co-op