

# **Kitsap Community Food Co-op**

## **Board of Directors**

### **Election Material**

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## **Mission Statement**

The Kitsap Community Food Co-op connects our local community with quality food, products and access to information that promotes a healthy future for our families and our planet. Together we work toward a world where mutually beneficial relationships exist between producers and purchasers

## **Vision Statement**

Food: We sell the highest quality food at a fair market price.

Local: We provide local food and products.

Community: We are committed to building strong ties within our community.

Education: We educate ourselves and the public.

Welcoming: We provide a welcoming environment to everyone.

Ownership: Members are more than just customers, members are owners.

Volunteerism: We encourage members to help out and give back.

Dynamic: We listen to our community, and work to meet their needs.

Ecological: We commit to sustainable practices.

## **Contact Information**

Kitsap Community Food Co-op

851 6th Street, Suite 140

Bremerton, WA 98337

(360) 813-1301

[www.kitsapfood.coop](http://www.kitsapfood.coop)

[info@kitsapfood.coop](mailto:info@kitsapfood.coop)

## 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 member-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 member-owners. Eventually, the board will also provide oversight and feedback for the General Manager.

Board members are elected by both the member-owners and the standing board 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 member-owners in good standing with the Kitsap Community Food Co-op and not paid employees of the store. All board members have participated in an orientation process which includes attending at least one full board meeting, reading *On Conflict and Consensus* by CT Butler, and attending an orientation meeting.

**Terms** - The first term for new board members is three years. Board members may choose a subsequent term of one, two, or three years when they run for re-election. Board members should be able to commit 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 every 3 weeks on Monday, from 5:30-8:30pm at the co-op office in Bremerton.
- Facilitate board meetings on a rotating basis which will include a separate planning meeting the week prior with the Agenda & Schedule Coordinator. You may always choose to co-facilitate.
- Present an education item at a board meeting at least once per year.
- Attend board trainings and retreats.
- Participate in most public events and volunteer at the Fall Fair in some capacity
- Read *On Conflict and Consensus* by CT Butler.
- Must have access to the web and email.

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

## Helpful Traits for Board Members

- Ethical
- Adaptable
- Good Communicator
- Resourceful
- Visionary
- Organized
- Committed
- Optimistic
- Cooperative
- Available

## Application Process

1. Read this packet. Complete the application and submit to the nominating committee by email, send to [info@kitsapfood.coop](mailto:info@kitsapfood.coop) or mail to 851-6th Street, Suite 140, Bremerton, WA 98337 postmarked no later than the deadline for nominations.
2. Someone (either a board member or staff member) will contact you to confirm receipt of your packet.
3. We will ask you to submit a photo and information for a candidate statement (see guidelines below), which will be distributed to the membership at large and on our website.
4. Candidates will then be introduced at a regular board meeting, during which member-owners are invited to attend to hear the candidate speak about him/herself and ask questions. Ballots may be submitted at the meeting.
5. The deadline for ballots is March 1, 2014.
5. At the Annual Meeting of Members, the newly elected board members will be announced. At the next regular board meeting, the President and Vice President(s) are chosen.

## Important Dates/ Deadlines for 2013 Election:

**January 29, 2014** - Deadline for self-nominations

**January 31, 2014** - Candidate Statements sent to members and published on website

**February 17, 2014** - Candidates introduced at the regular board meeting. Members-owners are invited to attend and may submit ballots in person. All other ballots must be postmarked by March 1st.

**March 1, 2014** - Ballots postmarked by this date.

**March 9, 2014** - Annual Meeting of Members. Newly elected board members will be announced, based on a majority vote, as determined by the submitted ballots.

**March 31, 2014** - Officers elected at regular board meeting.

# Kitsap Community Food Co-op

## Board Member Application

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Please send a candidate statement to [info@kitsapfood.coop](mailto:info@kitsapfood.coop) or send by postal mail to 851 6th St., Suite 140, Bremerton, WA 98337 no later than January 29, 2014. Your statement (not including your address/etc) will be provided via email to the member-owners for the purpose of campaigning. Please submit a photo along with your application. If you have any questions, send contact us at the email address above, or 360-813-1301.

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, ST, Zip: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

Email Address: \_\_\_\_\_

Are you a member-owner?      Yes      No

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### Candidate Statement:

Please write a statement including the points below (and whatever else you would like to share) of about 700 words or less.

- Why you would like to run for the board
- What you would bring to the board
- Your vision for the Kitsap Community Food Co-op
- How you have participated in the co-op so far, or a previous co-op
- What traits (from page 4) would you bring to the board

## Board Elections FAQ

### How does the election take place?

The Kitsap Community Food Co-op now uses a majority vote ballot.

Here is the process:

1. Member-owners are invited to meet the candidates in person at a regular board meeting. Member-owners may submit their ballot at this meeting or by mail. They will vote for the number of candidates equal to the number of vacant board positions.
2. The elections committee will tally the ballots.
3. At the Annual Meeting of Members, newly elected board members will be announced based on a majority of submitted ballots.

Please contact us if you have questions about what a board member does, the elections process, or submitting your statement. Thanks for running for a board position with the Kitsap Community Food Co-op!