



Board of Directors Application Packet

Thank you for your interest in becoming a Director on the Nashville Food Cooperative Board! We are so pleased you want to work on the initiative in such a substantive way. We are looking forward to getting to know you.

To help evaluate candidates, the Board has established this application process. Anyone wishing to run for the Board of Directors must submit this application by the deadline below.

Per the Cooperative's By-laws, candidates must be Co-Owners of the Cooperative, whose membership is in good standing. For those on a payment plan, this means that they must be up to date on their payments. Candidates cannot be in competition with or affiliated with any enterprise that is in competition with the Cooperative.

We are a working Board! The time commitment as a Director ranges from 10-15 hours per month. **Though demanding at times, this work is highly rewarding and fun.**

Directors are expected to:

1. Prepare for and attend monthly Board meetings (on Monday evenings)
2. Attend Board training sessions and the Annual Owners Meeting in February
3. Serve on at least one Board working group and volunteer for projects
4. Be available for electronic communication between meetings
5. Be able to devote additional time during the orientation and transition stage. This includes a virtual training course for Board Members offered by the Food Co-op Initiative as well as additional meetings to get fully up to speed.

Desired attributes:

By far, the most important attribute for a Director is the willingness and ability to commit time and energy to the Board's work on a consistent basis.

This next year will be one of the most important years for our Board as we strive to increase membership in the Co-op to a level needed to make opening a store feasible along with a renewed market analysis that assesses meeting our goals of Locally Sourced. Community Owned. Sustainably Operated.

We are specifically looking for applicants who have interest or skills in the following to propel us through the feasibility stage:

- Community engagement and outreach
 - This may include marketing, online presence (website, social media, email communications, etc.), outreach, community organizing, and collaboration, including developing partnerships with other like-minded organizations
- Board governance and management
- Business skills and development, including fundraising and producer and supply chain awareness in our regional food system.

To qualify for a Board nomination, candidates must:

1. Be a Co-Owner of the Nashville Food Co-op.
2. Not have any conflict of interests that may impact the ability to serve the co-op.
3. Attend a "Run for the Board" virtual meeting or otherwise speak with a Board member about your interest and Board expectations.
4. Complete the candidate application form and submit by the stated deadline.
5. Pass an initial screening with the Board to ensure your skills and capacity match our current needs.
6. Sign an acknowledgement of our Board Member Agreement.

Application process

January 22:	Last day for the Co-op to receive completed applications
February 5:	Voting Week
February 18:	Annual Owners Meeting
Mar. - May:	Orientation Period

Applications (in PDF) can be e-mailed to:
info@nashvillefood.coop

Please email us with any questions.

We look forward to hearing from you. Thank you!

Board of Directors Election
Application

Name_____

Address_____

E-mail_____

Phone_____

Please provide responses to the following on a separate page:

1. Why would you like to serve on the Board of Directors?
2. What skills would you bring to the Board (including training, education, or previous Board experience)? If you have experience in social media marketing and communications and if you manage any current social media accounts, please provide the handle to those managed accounts.
3. We are about to move into the feasibility stage of opening the co-op. This will require the following areas of focus:
 - Community Engagement and Outreach (in-person and virtual events, community organizing, developing partnerships, etc.)
 - Marketing and Communications (website, social media, email communications, print, etc.)
 - Business Strategy (business planning and development, fundraising, grant writing, strategic partnerships, supply chain awareness in our regional food system)
 - Board Governance (work group management, project management, SOP development, etc.)

Which of these areas of the Board's current direction and strategy are most intriguing for you? Where do you believe you could add value? Which initiatives, if any, would like to spearhead as a member of the Board? Please discuss 1-2 of the co-op's current needs.

4. What is your employment and work history? What else (if anything) would you like us to know about you?

I have read the material set forth in the application packet. I have also reviewed the Co-op's Board Member Agreement. I am willing and able to commit to the responsibilities outlined. I am eligible to serve, and I have no business or financial interests that may present an overriding conflict of interest with the Cooperative.

Signature _____ Date _____

Nashville Food Cooperative Board Member Agreement

As a member of the Board of Directors of the Nashville Food Cooperative, I have a legal and ethical responsibility to ensure that the organization does the best work possible in pursuit of its goals. I support the purpose and mission of the organization and pledge my commitment to assist in carrying out its work.

As a board member, I will consistently act responsibly and prudently. I understand my duties to include:

1. Abiding by the Bylaws and all Board policies.
2. Legal, fiscal, and moral responsibility, along with my fellow board members, for the well-being of this organization. As such, it is my responsibility to:
 - Interpret the organization's work and values to the community, represent the organization, and serve as a spokesperson.
 - Know and approve all policies and programs and oversee their implementation.
 - Take responsibility for making decisions on organization issues and board matters.
 - Keep up-to-date on the business of the organization.
 - Not enter into any agreement or incur any obligations on the cooperative's behalf unless previously approved by the Board of Directors.
 - Be familiar with our budget.
 - Disclose any current conflicts of interest or any conflicts that might arise. I will Excuse myself from discussions, decisions, and votes where I may have a conflict of interest.
 - Keep sensitive information, such as financials, market studies, and other information of the cooperative private.
 - Comply with all applicable state and federal laws and regulations.

3. Attendance at a minimum of 80% of all board meetings per year. Board meetings may be held either in person or by videoconference, at the discretion of a quorum of the Board.
4. Serve on at least one working group or, in the alternative, make a specific arrangement with the Board for a similar in-kind commitment.
5. Give an annual personal in-kind contribution. As a working Board, each Board member shall contribute at least 80 hours per year (average of 7 hours per month).
6. Active participation in one or more outreach activities per year.
7. Attendance at the Annual Owners Meeting.
8. Working in good faith with my fellow board members and staff toward the achievement of the organization's goals.
9. Commit to serving the cooperative with openness and integrity. This includes honest communication and also being forward about my concerns and my opinions.

Should I fail to fulfill these commitments to the organization, I understand that the Board President will call upon me to discuss my responsibilities. Should there come a time where I am no longer able to fulfill my obligations to the organization, it will be my responsibility to discuss with the Board President or the full Board, which may result in resigning my position as a member of the Board of Directors.

As a board member, I understand that the organization will be responsible to me in the following ways:

1. I will be sent annual financial reports and periodic updates of organizational activities that allow me to meet the "prudent person" standards of the law. Further, I expect that I will have information about programs and policies, goals, and objectives as appropriate.
2. Opportunities will be provided for me to discuss with the rest of the board the organization's programs, goals, activities, and status.
3. It is expected that board members and other members of the organization will respond in a straightforward fashion to questions that I feel are necessary to carry out my fiscal, legal, and moral responsibilities to the organization.

4. Board members and other members of the organization will work in good faith with me towards achievement of our goals.
5. If the organization does not fulfill its commitments, I may call upon the Board President to discuss the organization's responsibilities to me.

Print Name - Board of Directors Member

Signature - Board of Directors Member

Date

Print Name - Board of Directors President

Signature - Board of Directors President

Date