

**DAILY GROCERIES CO-OP  
BOARD CANDIDATE PACKET  
AND APPLICATION**

## The Daily Co-op Board Candidate Packet and Application

### Table of Contents:

Greetings!	3
Election Calendar	4
The Characteristics of Effective Directors: Self-reflection	5
Responsibilities of the Daily Groceries Co-op Board of Directors	6
Eligibility, Expectations, and Qualifications of Board Membership Include	7
Serving on the Daily Groceries Co-op Board of Directors- What to Expect	8
What is a Co-operative?	9
Cooperative Principles:	9
Board Candidate Application	11

August 1, 2020

## **Greetings!**

Thank you for your interest in serving as a member of the Daily Groceries Co-op Board of Directors. As you know, Daily Groceries is so much more than a grocery store: through this jointly owned and democratically-controlled enterprise we are building a thriving, local, cooperative economy; a fun, inspiring place to shop and learn; a hub for community and civic engagement; and a source of excellent food.

This is an exciting time to be involved with Daily Groceries! We have a new GM, Kara Brown and the store has recently undergone a spruce up and re-set.

The Board of Directors plays a critical role in ensuring the health of this vital organization. We represent all the owner members in determining appropriate organizational performance. We are engaged primarily in developing the vision and long-term strategic plan for the viability of Daily Groceries. We do not run the store nor do we have direct control over the daily operations of it.

The board seeks owner input on the goals and vision of the organization and reports periodically to the owners on the board's activities, decisions, and compliance with board policies. We operate under what is called "Policy Governance" - a board operating system that emphasizes values, vision, and the empowerment of member owners, board, and staff.

Please review the enclosed materials and contact us if you have any questions: [Willhodes1@gmail.com](mailto:Willhodes1@gmail.com), or [manager@daily.coop](mailto:manager@daily.coop) or [board@daily.coop](mailto:board@daily.coop)

Thank you again for your interest in serving the Daily Groceries Co-op community!

In cooperation,  
The 2019-2020 Daily Groceries Co-op Board

President: Will Hodges  
Vice-President: Landon Bubb  
Secretary/Treasurer: Amelia Herb  
Other members: Tom Reynolds; Liz Solomon  
(2) Vacant seat

### **Election Calendar**

- Monday, September 21st, 2020 - Application deadline
- Friday, September 25th, 2020 - Board-endorsed ballot released
- Monday, September 28th - Monday, October 12th, 2020 - In-store & online voting
- Thursday, October 15th, 2020 - Election results announced; possible tentative date for annual member meeting (virtual this year?)

**We have (2) seats up for election and (2) seats vacant.  
The top (4) vote-getters will be elected to the board.**

## The Characteristics of Effective Directors: Self-reflection

Board directorship is just one of a variety of ways Daily Groceries Co-op owners can contribute and participate in the co-op's direction. While directors are not expected to have specific prior training or experience in running a business or managing a grocery store, there are some characteristics that effective directors share in common.

**As you consider whether or not to run for the Board of Directors, it can be helpful to reflect on how your interests, experience, and motivations align with the characteristics of effective directors.** You will not be asked to write about or share your responses to this section – these questions are only designed to give you an additional set of tools for determining if serving on the Board would be a good fit for you.

- Are you a passionate and enthusiastic owner-shopper at Daily Groceries?
- Are you interested in learning about and supporting the cooperative values and principles?
- Do you like to think about big-picture planning and developing systems and visions for the Daily Groceries Co-op's future?
- Are you willing to 1) Show up, 2) Be prepared and 3) Protect the board's process? (The duty of care)
- Are you good at working in a team environment?
- Are you willing to "inspect what you expect" by delegating areas of decision-making to others and hold them accountable for results?
- Are you prepared to honor board holism even when you have personal disagreements or reservations which you've voiced?
- Are you willing to 1) Disclose all conflicts, 2) Not compete with the Co-op, and 3) Not breach confidentiality? (The duty of loyalty)
- Are you willing to take on a "servant-leader" role and serve Daily Groceries Co-op through your participation and active engagement?

## Responsibilities of the Daily Groceries Co-op Board of Directors

1. Create and sustain a meaningful relationship with owners.
2. Hire, compensate, delegate responsibility to, and hold accountable a general manager.
3. Have expectations in the form of written governing policies that realistically address the broadest levels of all organizational decisions and situations.
4. Assign responsibility in a way that honors our commitment to empowerment and clear distinction of roles.
5. Regularly self-assess operational board performance by monitoring our written governing policies.
6. Perpetuate the board's leadership capacity using ongoing education, training, and recruitment.
7. Ensure that the cooperative remains financially secure and that owners receive a reasonable value on their equity in accordance with the cooperative principles of economic member participation.

The board is **not** involved in the daily operations of the store.

Seven owners serve on the Board of Directors of Daily Groceries Co-op. Two seats are up for election. Board members have a duty to represent the owners at large and not a particular constituency, and to act in the owners' best interests. The Daily Groceries Co-op's Board of Directors is not compensated in accordance with Board policies.

A strong and successful cooperative depends on a highly functional and effective Board of Directors. This application as well as an informal interview will help the Board's Nominating Committee recommend a slate to the Board for approval. Candidates whom the Board determines to have the ability to work well under the Policy Governance model and in a consensus environment will receive a "Board's Endorsement" designation when they are presented to the owners during the election period. Candidates without this designation may also run.

### **Eligibility, Expectations, and Qualifications of Board Membership Include**

- Must be a Daily Groceries Co-op owner-member and be at least 18 years of age
- Must state all potential conflicts of interest on application and must not have an overriding conflict of interest
- A three-year commitment to serving on the Board
- Familiarity with and adherence to the Co-op's Bylaws and The Basic Principles of Policy Governance
- Preparation for, and active participation at, monthly Board Meetings Attendance at Board training sessions, the annual retreat, and the annual owner meeting
- Ability to understand financial statements and use of financial health indicators, e.g. working capital, debt to equity ratio, quick ratio (training provided!)
- Access to the Internet and availability to respond to frequent Board work-related online communications
- A willingness to take responsibility for Board duties and to work together with understanding, mutual support and respect
- An ability to keep information and materials confidential
- An ability to frame a good question and accept a reasonable answer
- Integrity, flexibility, and common sense

## **Serving on the Daily Groceries Co-op Board of Directors- What to Expect**

- Meetings are generally on the 2nd Monday of every month from 5:00-6:00 pm.
- New directors attend a one-day orientation in February which may require an overnight stay in Asheville or Raleigh.
- All directors attend a board retreat in late fall which is hosted in Athens.
- Additionally, directors may serve on committees which meet generally once in a 2 to 3 month time period. (Directors should plan on probably 5 to 6 meetings per committee per year, however most work can be done through email).
- Directors need to be responsive to Daily Groceries Co-op Board email communications, particularly each month before board meetings.
- Attendance at Daily Groceries Co-op owner-member events is expected.



## What is a Co-operative?

A co-operative is an autonomous association of persons united voluntarily to meet their common economic, social, and cultural needs and aspirations through a jointly owned and democratically-controlled enterprise.

### Cooperative Principles:

#### 1. **Voluntary and Open Membership**

Co-operatives are voluntary organizations, open to all persons able to use their services and willing to accept the responsibilities of membership, without gender, social, racial, political, or religious discrimination.

#### 2. **Democratic Member Control**

Co-operatives are democratic organizations controlled by their members, who actively participate in setting their policies and making decisions. People serving as elected representatives are accountable to the membership. In primary co-operatives, members have equal voting rights (one member, one vote) and co-operatives at other levels are organized in a democratic manner.

#### 3. **Member Economic Participation**

Members contribute equitably to, and democratically control, the capital of their co-operative. At least part of that capital is usually the common property of the co-operative. They usually receive limited compensation, if any, on capital subscribed as a condition of membership. Members allocate surpluses for any or all of the following purposes: developing the co-operative, possibly by setting up reserves, part of which at least would be indivisible; benefiting members in proportion to their transactions with the co-operative; and supporting other activities approved by the membership.

#### 4. **Autonomy and Independence**

Co-operatives are autonomous, self-help organizations controlled by their members. If they enter into agreements with other organizations, including governments, or raise capital from external sources, they do so on terms that ensure democratic control by their members and maintain their co-operative autonomy.

#### 5. **Education, Training, and Information**

Co-operatives provide education and training for their members, elected representatives, managers, and employees so they can contribute effectively to

the development of their co-operatives. They inform the general public - particularly young people and opinion leaders - about the nature and benefits of co-operation.

**6. Co-operation Among Co-operatives**

Co-operatives serve their members most effectively and strengthen the co-operative movement by working together through local, national, regional, and international structures.

**7. Concern for Community**

While focusing on member needs, co-operatives work for the sustainable development of their communities through policies accepted by their members.

## Board Candidate Application

Daily Groceries Co-op Member-Owners interested in running for a seat on the Board of Directors are encouraged to go through the “Board Endorsement” process as a way to learn more about Board duties and help Daily’s membership learn more about you.

Please fill out and submit this application form **by September 30th** with information about your background, what skills you bring, and what interests you about serving on the Board.

A Nominating Committee member may call you for further information.

Feel free to contact the board if any questions arise and email your application to [board@daily.coop](mailto:board@daily.coop) by September 20th.

### **Section 1: Basic information**

Name:

Address:

Phone #:

E-mail:

Place of Employment/Position:

Education (degree, major, training, etc.):

How many years have you lived in the Athens area?

How many years have you been a member of Daily Groceries Co-op?

### **Section 2: Candidate Questions**

Please answer the following questions to help owners understand what you will bring to the Daily Groceries Co-op Board of Directors.

Your answers will be displayed on the Daily Groceries Co-op website.

1. Why would you like to serve on the Daily Groceries Co-op Board?
2. How can you and your life experiences bring value to the Daily Groceries Co-op board?
3. Describe your experiences working collaboratively in a group setting.
4. The Daily Groceries Co-op Board does not deal with operational matters.
5. It does deal with overall policies that identify and guide the mission of the organization.
6. How do you see the board maintaining and expanding on the broader vision for the Co-op?
7. How can Board members better represent the opinions of the membership and the larger Athens community?

### **Section 3: Bio**

Please provide a photo and a short bio to put on the website.

(Note we may edit the bio for length)