



OPEN HARVEST CO-OP GROCERY

2012 BOARD OF DIRECTORS ELECTION APPLICATION

Thank you for expressing interest in serving on the Open Harvest Board of Directors. If you are elected by the membership to serve on the Board, you will have the opportunity to experience both personal and professional rewards and to contribute actively to the success of the coop. Specifically, the Co-op is seeking board candidates who are:

- Dedicated to Open Harvest, its member owners, and its mission
- Willing to learn policy governance
- Able to deal with values and vision and both short term and long term challenges
- Able to participate in discussions in a cooperative and respectful manner
- Able to participate in group decision making and group process
- Interested in cooperatives and food retailing

Serving on the Board is a serious commitment. Board members are expected to prepare for and actively participate in monthly board meetings (5:30 - 7:30 pm, generally on the first Monday of the month although we may change to 1st Wednesday evenings from 6:00-8:00pm), committee meetings, an annual retreat, the Annual Meeting, and occasional board training events. The board term is three years with no term limit.

The application process is simple and involves three steps:

- ➊ Become familiar with the contents of this packet. Contents include: Description of Duties, How the Board Operates, Monthly Meetings, Term of Service and Eligibility, Ends Statement, Code of Conduct and the Application for Candidacy Form
- ➋ Complete and submit the enclosed application form. **Applications are due by February 20, 2012.**
- ➌ Be available for a short interview with the Election Committee between February 20 and 27. The purpose of the interview is not to eliminate any candidates but rather to establish that candidates are aware of board duties and responsibilities and committed to observing the Code of Conduct, as described in the By-Laws and Policy Register. The interview also allows for the candidates to ask any questions they may have about the board. All candidates who complete the application and interview by the deadlines will be on the slate of candidates to be approved by the full board at the March 5th board meeting.

It is also highly recommended that candidates attend a board meeting prior to the election in April. Dates of upcoming meetings are February 6th, March 5th and April 2nd. Candidates will also be expected to attend a “meet and greet” forum sometime in early April.

Description of Duties: The role of the board is to provide general supervision of the business and affairs of the Co-op and to make rules and regulations consistent with the bylaws for the management of the business and the guidance of the patrons, officers and employees. The board also monitors the accounts and records, hires the General Manager, and conducts the Annual Membership Meeting. Board members are expected to prepare for monthly board meetings by reviewing minutes, monthly reports from the General Manager, and other materials relevant to the monthly agenda. Board members are also expected to join standing or ad hoc committees, where much of the Board’s work is accomplished.

How the Board Operates: The Board of Directors of Open Harvest Cooperative uses “Policy Governance” as its governance model to guide the Board in overseeing the store. Policy Governance focuses the board’s work on the Ends, or the overall goals of the store, so the General Manager can determine the means to get to those Ends. Board decisions also require consensus, meaning that board members must work together, in the best interests of the Co-op, and that all “concerns” must be adequately addressed before board decisions are approved. More information about how the board operates is available at http://www.openharvest.coop/about_bod.php. Better yet, come to a board meeting to see the board in action.

Monthly Meetings: The Open Harvest Board of Directors holds monthly meetings, generally the first Monday of the month from 5:30 – 7:30pm. On occasion, the board may schedule additional meetings, training sessions and retreats. Board members are expected to attend all meetings unless they notify the board chair in advance.

Term of Service and Eligibility: Each director is elected for a three-year term by members of Open Harvest Cooperative Grocery. Bylaws state the board candidates must be current members of Open Harvest and that staff members of Open Harvest are not eligible. Directors receive a 5% store discount for their service.

Ends Statement: Open Harvest Cooperative is Lincoln's trusted source for responsibly selected and sustainably raised local, organic, and non-GMO foods, affording patrons the opportunity to make informed choices. We promote ecological, social, and economic justice, and health through good nutrition. OHC nurtures a growing community of member-owners and patrons while perpetuating the store, its policies, and cooperative principles.

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Code of Conduct

The Board commits itself and its directors to ethical and businesslike conduct, including proper use of authority and appropriate decorum when acting as directors.

A. Accordingly, directors have the following responsibilities:

- Represent loyalty to the interests of the membership as a whole.
- Be aware of and follow the organization's bylaws, including avoidance of conflict of interest.
- Be aware of the organization's policies.
- Perform board duties in good faith and with such care as an ordinarily prudent person in a like position would use under similar circumstances.
- Bring complete honesty and personal integrity to the Board.
- Openly and impartially consider all issues and matters, researching issues and seeking additional expertise where needed.
- Prepare for and attend all board meetings or notify the Board president when an absence is unavoidable.
- Notify the board chair in writing at least one month before a leave of absence of no more than six months, including the expected date of return.
- Notify the board chair in writing at least one month before resigning.

B. Directors do not have individual authority over the organization except as explicitly set forth in board policies or the bylaws. Accordingly:

- Directors' interactions with the General Manager or staff recognize the lack of authority vested in individual directors except when explicitly Board-authorized.
- Directors' interactions with the public, press, members, or other entities recognize the same limitation and the inability of any director to speak for the Board except to repeat explicitly stated Board decisions.
- Directors will give no consequence or voice to individual judgments of General Manager or staff performance.

C. Directors will respect the confidentiality appropriate to issues of a sensitive nature. All personnel, real estate, marketing, legal, strategic planning, and financial matters will be considered sensitive issues subject to directors' good faith and discretion unless or until made specifically clear by Board action.

D. At all times directors shall recognize that they project an image as a representative of the organization and shall conduct themselves in a professional manner that fosters confidence and reflects positively on the organization, its members, and its staff.

E. Sitting as a member of the board constitutes agreement to abide by the Code of Conduct, and agreement to conduct business within the parameters of policy governance as set forth in the Open Harvest Board of Directors Policy Manual.

APPLICATION FOR CANDIDACY

Please respond to each of the following questions so that the member voters will know more about you and your interests in serving on the board. Please note that this information will not be used as a screening process. Some of your responses (not including contact information or member number) may be printed in the March newsletter and posted in the store. Please e-mail a photograph of yourself to be posted with your statement. Voting takes place by members from April 15 to April 30, 2012.

NAME _____

ADDRESS _____

E-MAIL _____

PHONE _____

MEMBER NUMBER: _____

HOW LONG HAVE YOU BEEN A MEMBER OF OPEN HARVEST?

WHY ARE YOU INTERESTED IN SERVING ON THE OPEN HARVEST BOARD OF DIRECTORS?

BRIEFLY DESCRIBE ANY EXPERIENCE YOU HAVE HAD WITH COOPERATIVES, NON-PROFIT ORGANIZATIONS, OR OTHER EXPERIENCES RELATIVE TO BOARD SERVICE:

IS THERE ANYTHING ELSE YOU WOULD LIKE THE MEMBERSHIP TO KNOW ABOUT YOU?