






Board of Directors Application Packet

The Assabet Cooperative Market is a community-owned grocery cooperative rooted in Maynard, MA. We are governed by a volunteer Board of Directors elected by and accountable to our member-owners – and we're looking for passionate, skilled individuals to help guide our next chapter.

We are actively seeking candidates with experience in one or more of the following areas:

 Legal – Expertise in contract review, regulatory compliance, employment law, real estate, or nonprofit/cooperative governance. Board members with legal backgrounds help ensure we operate with integrity and minimize risk.

 Business – Experience in finance, accounting, retail, operations, or strategic planning. We benefit greatly from members who can engage with budgets, business plans, and organizational growth.

 Cooperative Governance – Prior service on a co-op, credit union, nonprofit, or similar member-governed board. Understanding of cooperative principles and board fiduciary responsibilities is a meaningful asset.

By far, the most important attribute for a Director is the willingness and ability to commit time, energy and commitment to the Board's work on a consistent basis. Seeking folks with a willingness to share ideas, possess a passion for the co-op community, engage actively and proactively contribute to a variety of board activities. Directors serve 1-3 year terms, attend one monthly business meeting, and participate in committees aligned with their expertise. All member-owners in good standing are eligible to serve. We especially encourage candidates from backgrounds underrepresented in our current leadership.

To help evaluate candidates, the Board has established a nominations process to identify candidates who demonstrate the appropriate skills and degree of commitment for Board service. Candidates who do not wish to complete this process, or who do not receive a Board nomination may still run for a seat on the Board by submitting a petition signed by at least twenty-five (25) Members in good standing. Candidate profiles and the ballot will indicate whether the candidate is (i) incumbent, (ii) Board nominated, or (iii) by petition.

Per the Cooperative's By-laws, candidates must be Members of the Cooperative, whose membership share has been paid in full. Candidates cannot be in competition with, or affiliated with any enterprise that is in competition with, the Cooperative. No more than one employee may serve at any given time, no more than one supplier may serve at any given time, and no more than one person from any immediate family or household may serve at any given time.

We are a Policy Governance Board! The time commitment as a Director is approx 5 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
2. Attend Board training sessions, an annual Board retreat, and the Annual Owners Meeting in May.
3. Serve on a Board committee or volunteer for projects
4. Be able to consistently participate in electronic communications
5. Be able to devote additional time to get up to speed during the first few months of Board service: participating in our New Director Orientation, and attending Cooperative Board Leadership trainings (on Zoom)

We operate on consensus. Directors must commit to working in a collaborative team environment and to using the consensus model of decision making.

We are specifically looking for applicants who have an interest in learning how we use Policy Governance in our oversight of the cooperative.

To be eligible for a Board nomination, candidates must:

1. Attend a "Jump on Board" Introduction to Board Service meeting:
 - 1:1 session with the Board Chair.
2. Attend the March 27th Board business session.
3. Complete the candidate application form and submit by March 28th, 2026
4. Participate in an interview with a member of the board Executive Committee
5. Sign an acknowledgement of our Board guidelines.

Application process

March 2026	Please click here to express interest in board service
March 16th:	Applications open
March 26th:	Board business meeting
March 28th:	Last day for the Co-op to receive completed applications
April 2nd - April 7th:	All applicants will be contacted (via e-mail) to schedule their interview
April 14th:	Candidates will be notified if they've received a nomination
May 16th:	Annual Owners Meeting - 10:00am via Zoom

Applications can be [completed online here](#), a PDF can be e-mailed to: board@assabetmarket.coop, or they can be snail-mailed to:

Assabet Co-op Market
P.O. Box 216, Maynard, MA 01754

Please email us with any questions, we look forward to hearing from you. Thank you!

Application for Nomination

Name_____

Pronouns (optional) _____

Address_____

E-mail_____

Phone_____

Member #_____

Please provide responses to the following:

1. Why would you like to serve on the Board of Directors?
2. Have you volunteered for the Co-op - or for another co-op - in the past? In what capacity? What did you think of that experience?
3. What skills would you bring to the Board (including training, education, or previous Board experience)?
4. Briefly describe your work and employment history.
5. What else (if anything) would you like us to know about you?

I have read the material set forth in the application packet. 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_____