



Board of Directors Application Packet

Thank you for your interest in becoming a Director on the Assabet Co-op Market 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 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 working Board! The time commitment as a Director ranges from 15-20 hours per month. **Though demanding at times, this work is highly rewarding and fun.**

Directors are expected to:

1. Prepare for and attend twice monthly Board meetings (on Monday evenings)
2. Attend Board training sessions, and the Annual Owners Meeting in October
3. Serve on a Board committee or volunteer for projects
4. Be available for electronic communication between meetings
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, viewing a series of pre-recorded training videos offered by the Food Co-op Initiative, and attending a full day training on a Saturday in January (likely January 9th or 16th, 2021)

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. We will be hiring our General Manager, and transitioning from a working Board to an oversight Board.

We are specifically looking for applicants who have an interest in learning about Policy Governance, and in helping us transition to its use as we onboard our General Manager.

In addition, we are looking for one or more of the following:

- Strong communication skills
- Experience with other volunteer work or community organizing
- Experience with financial management and budgeting
- Experience with a collaborative team working environment

To qualify for a Board nomination, candidates must:

1. Attend an "Introduction to Board Service" meeting on either August 24th or August 31st from 7:30 to 8:30 PM (On Zoom).
2. Complete the candidate application form and submit by the stated deadline.
3. Attend one or both September Board meetings on September 7th and September 14th from 7:00 to 9:00 PM (On Zoom).
4. Participate in an interview with the Board.
5. Sign an acknowledgement of our Board guidelines.

Application process

August 24 th & 31 st :	Intro to Board Service. Please RSVP to info@assabetvillage.coop
September 1 st :	Applications open.
September 7 th & 14 th :	Board Meetings. Please RSVP to info@assabetvillage.coop
September 30 th :	Last day for the Co-op to receive completed applications.
October:	Candidate interviews. All applicants will be contacted (via e-mail) to schedule their interview.
November 7 th :	Tentative Date for Annual Owners Meeting

Applications can be snail-mailed to:

Assabet Co-op Market
54 Main St, Suite 205, Maynard, MA 01754

Or a PDF can be e-mailed to:

info@assabetvillage.coop

Please e-mail us with any questions.

We look forward to hearing from you. Thank you!

Application for Nomination

Name _____

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 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. What is your employment and work 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 _____