



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 Policy Governance Board! The time commitment as a Director ranges from 8-12 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 Wednesday evenings)
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 via email and text
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 several Cooperative Board Leadership trainings



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.

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.

In addition, for the purpose of adding to the Board's knowledge base, we we encourage individuals with experience in the following:

- Financial acumen, experience with P&L, balance sheet and cash flow financial statements
- Retail grocery experience
- Social media marketing and advertising
- General Practice or Employment Law

To be eligible for a Board nomination, candidates must:

1. Attend an "Introduction to Board Service" meeting on:
Feb 9 @8am - Zoom
Feb 15@7pm - Zoom
Feb 17 @10am - at the Coop
2. Complete the candidate application form and submit by March 29th, 2024
3. Attend one Business Meeting: February 28th or March 27th @6:30-8:30PM (in person at the Co-op).
4. Attend Working Meeting February 13th or March 6th @ 6:30-8:30pm (in-person at the Co-op)
5. Participate in an interview with the Board's Executive Committee.
6. Sign an acknowledgement of our Board guidelines.

**If your schedule does not align with the above dates in full, please reach out to board@assabetmarket.coop. We may be able to accommodate.



Application process

Intro to Board Service. Please RSVP to board@assabetmarket.coop

Feb 9 @8am - Zoom

Feb 15@7pm - Zoom

Feb 17 @10am - at the Coop

February 17th: Applications open

February 27th: Board business meeting

March 27th: Board business meeting

RSVP to board@assabetmarket.coop

March 29th: Last day for the Co-op to receive completed applications.

March 30th – April 4th: Candidate interviews. All applicants will be contacted (via e-mail) to schedule their interview.

April 6th: Candidates will be notified if they've received a nomination

May 19th: Annual Owners Meeting* TBD awaiting Board Approval

Applications can be snail-mailed to:

Assabet Co-op Market
86 Powder Mill Road, Suite 1
Maynard, MA 01754

Or a PDF can be e-mailed to:

board@assabetmarket.coop

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 _____