



Dear Oshkosh Food Co-op Member-Owners,

This is the official notice of openings for the Oshkosh Food Co-op Board of Directors! Our board consists of nine seats. Each year, three board positions are open for regular election. Board members hold positions for three-year terms, and elections are held in the first half of every year.

If you are interested in becoming a Board member, please see the process for self-nomination below. If you have any questions, you can contact us by email at [oshkoshfoodcoop@gmail.com](mailto:oshkoshfoodcoop@gmail.com).

### **Self-nomination Process for the Oshkosh Food Co-op Board of Directors**

**Note:** Please review the Oshkosh Food Co-op by-laws, which are available here: <http://www.oshkoshfoodcoop.com/bylaws>

And the mission, vision, and values of the Oshkosh Food Co-op, here: <http://www.oshkoshfoodcoop.com/mission>

### **Eligibility:**

- All nominees must
  - Be a member of the Oshkosh Food Co-op prior to their nomination submission
  - Be 18 years or older
  - Agree to the Co-operative values and principles: <http://ica.coop/en/whats-co-op/co-operative-identity-values-principles>
  - Assert that they have read and understand the Oshkosh Food Co-op
    - Articles of Incorporation
    - Bylaws
    - Board Member Commitment Form
- Upon election and as appropriate for the duration of the term on the Board of Directors must,
  - Disclose actual or potential conflicts of interest they may have and sign a Conflict of Interest Statement yearly.
  - Maintain confidentiality on matters related to the Oshkosh Food Co-op and sign a Non-Disclosure Agreement.
- All candidates will be asked to affirm their understanding of this information and their eligibility to serve on the Oshkosh Food Co-op Board of Directors as well as general expectations of Board Members by completing the Director Eligibility and Expectations Form (See below under “Oshkosh Board of Directors Annual Election Eligibility and Expectations Verification”).

### **Nomination and Election Process:**

1. Board nominations are open beginning **Thursday, January 9, 2019**.
2. The nomination statement (see requirements below) must be emailed to [oshkoshfoodcoop@gmail.com](mailto:oshkoshfoodcoop@gmail.com) by the end of the day on **Sunday, February 2, 2020**. (As required by Bylaws Sec. II.2)
3. Anyone interested in running for the board is encouraged to attend a Board of Directors meeting before the Annual Meeting and Board of Directors election.
4. Candidates are also encouraged to attend one of two candidacy information sessions, to be held:
  1. **Wednesday, January 15, 2020** from 7:00 - 8:00 pm at Blue Door Consulting and
  2. **Saturday, January 18, 2020** from noon - 1:00 pm at Maple Pub.
5. The Food Co-op Governance Committee will verify eligibility of all potential candidates between **February 3** and **February 16, 2020**. This may include direct outreach to candidates to review qualifications.
6. Qualifying nominees will be placed on the ballot, which will be announced no later than **February 17, 2020**. (As required by Bylaws Sec. II.2)
  1. Only those who are members as of **February 17, 2020** may vote for directors or on any other matter presented at the Annual Membership Meeting. (As required by Bylaws Sec. I.12)
7. An election will take place online prior to Annual Meeting and by ballot at the Oshkosh Food Co-op annual meeting on **Wednesday, March 18 (voting ends when presentations begin)**. Ballots will be counted and the results are announced by the end of the meeting.
8. The Board President and Governance Committee Chair will host a New Member On-Boarding Workshop, on **April 11, 9:00 am - 2:00 pm**.
9. Board Members-Elect are encouraged to attend Board Meetings following the election. They will be seated on **May 1**.

### **Summary of Board Member Expectations and Responsibilities:**

- Commit to a three-year term (or less, if elected or appointed to a position vacated by a previous Director who did not complete their term).
- Ability and willing to commit five hours or more per week to Oshkosh Food Co-op business and activities.
- Prepare for, attend, and participate in Board meetings (held the first and third Wednesdays of the month in the evening and generally lasting 2 1/2 hours, unless a holiday or a different schedule is set by the Board).
- Prepare for, attend, and participate in a Board annual retreat.
- Respond timely (ideally within 48 hours) to Oshkosh Food Co-op Board emails, messages and/or voice mail messages.
- Attend the Oshkosh Food Co-op annual meeting, the official meeting of the owner-members of the Oshkosh Food Co-op.
- Lead a designated Board committee (designation based on skill and interest), which includes preparing for meetings and working with team to accomplish the work of the committee.
- Basic computer skills and comfort using email and basic word processing software.
- Review our Oshkosh Food Co-op Annual Board Member Commitment Statement for more information. (See below under Oshkosh Food Coop Annual Board Member Commitment.)

**Your nomination statement must include the following:**

1. First and Last Name
2. Address of residency
3. Your biography (150 words or less)
4. What would you bring/offer to the Oshkosh Food Co-op Board?
5. What is your dream for the Oshkosh Food Co-op?
6. Why do you think the Oshkosh Food Co-op is important to the greater Oshkosh community?
7. Why cooperatives?
8. Please offer any additional thoughts you would like Oshkosh Food Co-op member-owners to know about you

*\*Your complete nomination statement is provided to the membership at the time of voting.*

Nominations, including the nomination statement, must be received by email **on or before 11:59pm Sunday, February 2, 2020**. E-mail a complete nomination statement to Oshkosh Food Co-op at [oshkoshfoodcoop@gmail.com](mailto:oshkoshfoodcoop@gmail.com).

Thank you,

Oshkosh Food Co-op  
Governance Committee

Supplemental Information

**Oshkosh Board of Directors Annual Election Eligibility and Expectations Verification**

(To be confirmed by the Governance Committee  
between February 3 and February 16, 2020)

Please read and initial in the blank spaces provided:

1. I have read and understand the following documents:

- OFC Articles of Incorporation
- OFC Bylaws
- OFC Mission, Vision and Values Statement
- OFC Board Member Commitment Form

2.  I am over 18 years of age

3. If elected to the Board:

- I understand that I will be required to complete a non-disclosure agreement. (Copy of non-disclosure agreement provided for reference)
- I agree with cooperative values and principles

4. \_\_\_ If elected to the Board, I understand that I will have a duty to disclose any actual or potential conflicts that may arise and to abide by board policy regarding participation in matters under consideration by the board. (Copy of Conflict of Interest Statement provided for reference)

5. \_\_\_ I was a member of the Oshkosh Food Co-op prior to the date I submitted my nomination.

6. \_\_\_ I have basic computer skills and am comfortable using email and basic word processing software.

7. \_\_\_ I have the ability and am willing to commit five hours or more per week to Oshkosh Food Co-op business and activities.

8. \_\_\_ I realize, that I am committing to a three-year term (or less, if elected or appointed to a position vacated by a previous Director who did not complete their term).

I, \_\_\_\_\_ (print name), have answered these questions truthfully and to the best of my ability. I understand that my answers will be used to complete the vetting process for my OFC Board Candidacy, and may result in my not being vetted to run for a Director position at this time.

Name (signature): \_\_\_\_\_

Name (printed): \_\_\_\_\_

Date: \_\_\_\_\_

## Oshkosh Food Coop Annual Board Member Commitment

I, \_\_\_\_\_ understand that as a member of the Board of Directors of Oshkosh Co-op that I have a legal and ethical responsibility to ensure that the organization does the best work possible in pursuit of its goals and objectives. I believe in the purpose and the mission of the organization, ***Oshkosh Food Co-op is working to provide a thriving, member-owned, full-service grocery store in the heart of the city***, and I will act responsibly and prudently as its steward. My behavior as a board member will be consistent with the values and mission of the organization.

### **As part of my responsibilities as a board member:**

- I will interpret the organization's work and values to the community, represent the organization, and act as an ambassador.
- I will attend at least 75% of board meetings, including committees I am assigned to.
- I will notify the board president (for board meetings) or the committee chair (for committees meetings) of my absence from a meeting at least one day in advance.
- I will adequately prepare for Board meetings by reviewing agenda items prior to Board meetings
- I will attend the Annual Owners Meeting and an annual Board retreat.
- I will act in the best interests of the organization, and excuse myself from discussions and votes where I have a conflict of interest.
- I will stay informed about the activities and current issues of Oshkosh Food Co-op and related city issues. I will ask questions and request information. I will participate in and take responsibility for making decisions on issues, policies and other board matters.
- I will work in good faith with staff and board members as partners towards achievement of our goals.
- I will serve on a minimum of one Board committee.

### **In turn, Oshkosh Food Co-op will be responsible to me in several ways:**

- I will be sent an agenda and materials prior to the board meeting.
- An orientation will be provided for me. I will also be able to discuss with the board president the internal programs, goals, activities, and status; additionally, I can request such opportunities. I understand that I will need to sign a confidentiality form and a conflict of interest form.
- The organization will help me perform my duties by keeping me informed about issues addressing financial/ economic challenges, and other challenges within the community and organization. Also, I will be offered opportunities for professional development as a board member.
- Board members and staff will respond in a straightforward fashion to questions that I feel are necessary to carry out my fiscal, legal and moral responsibilities to this organization. Board members will work in good faith with me towards achievement of our goals.

If I am unable to consistently fulfill the above responsibilities, my role on the Board may change, up to and including dismissal from the Board.

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Board Member

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Date

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Board President

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Date