



Dear Prairie Food Co-op Owners,

This is the official notice of openings for the Prairie Food Co-op Board of Directors! Our board consists of eleven (11) seats. Each year, four board positions are open for regular election. Additional positions may become available if directors are unable to complete their term. Board members hold positions for three-year terms, and elections are held in April every year. This year, we have four directors up for re-election plus 3 additional vacancies (1 director passed away, 1 director moved out-of-state, and 1 vacancy has not been filled) for a total of seven positions up for election. If you are interested in becoming a Board member, please review the information below. If you have any questions, you can contact us by email at board@prairiefood.coop

Application Process for the Prairie Food Co-op Board of Directors

Note: Please review the Prairie Food Co-op by-laws, available here:

<https://tinyurl.com/pfc-bylaws>

And the mission, vision, and values of the Prairie Food Co-op, here:

http://www.prairiefood.coop/our_mission

Eligibility:

- All candidates must
 - Be an Owner of Prairie Food Co-op three months prior to elections (on or before January 30, 2019)
 - Be 18 years or older
 - Agree to the Co-operative values and principles: <http://ica.coop/en/whats-co-op/cooperative-identity-values-principles>
 - Assert that they have read and understand the Prairie Food Co-op:
 - 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.
 - Maintain confidentiality on matters related to the Prairie 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 Prairie Food Co-op Board of Directors as well as general expectations of Board Members by completing relevant questions on the application form (See below under “Summary of Board Member Expectations and Responsibilities” for details).

Nomination and Election Process:

1. The online board application form must be submitted by **April 1, 2020** - <https://forms.gle/gCedKqG9s9EnXxau5>
2. A high resolution candidate photo submitted to kathy@prairiefood.coop by **April 1, 2020**.
3. Anyone interested in running for the board is encouraged to attend a Board of Directors meeting before the Annual Meeting on Thursday, April 30
4. Candidates are also encouraged to attend the candidate information session on:
 - a. **Tuesday, March 24, 2020** from 7:30 - 8:30 pm, location TBD
5. The Governance Committee will verify eligibility of all potential candidates by **April 7, 2020**. This may include direct outreach to candidates to review qualifications.
6. Qualifying candidates will be placed on the ballot, which will be announced no later than **April 17, 2020**.
7. An election will take place online prior to Annual Meeting and by ballot at the Prairie Food Coop annual meeting on **Thursday, April 30** (voting ends at the conclusion of the Owners meeting). Ballots will be counted and the results are announced the following week.
8. The Board President and Governance Committee Chair will host a New Director On-Boarding Workshop, on **May 19, 7:00 pm - 8:00 pm**.
9. Board Members-Elect are encouraged to attend Board Meetings following the election. They will be seated on **June 1, 2020**.

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 Prairie Food Co-op business and activities.
- Prepare for, attend, and participate in Board meetings (held the first and third Tuesday of the month from 7 pm – 9 pm, 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 Prairie Food Co-op Board emails, messages and/or voice mail messages.
- Attend the Prairie Food Co-op annual meeting, the official meeting of the Owners of the Prairie 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 the Prairie Food Co-op Board Member Commitment Statement for more information. (See below)

Supplemental Information Follows

Prairie Food Co-op Board Member Commitment Form

I, _____ understand that as a member of the Board of Directors of Prairie Food 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, ***Prairie Food Co-op is a community-based volunteer organization dedicated to opening a full service cooperatively owned grocery store in Lombard***, 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 RSVP my attendance for board meetings and board committee meetings at least one day in advance to the board president (for board meetings) or the committee chair (for committees meetings).
- 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 Prairie Food Co-op and related village 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, Prairie 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.
- 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.

Board Member

Date

Board President

Date