



## Love Your Co-op? Get Involved! We Need Board Members!

Thank you for your interest in becoming a member of the River Market Board of Directors. Each year, River Market Community Co-op holds an election as part of the Annual Owners Meeting. We are actively seeking quality candidates to ensure our Co-op meets the needs of our owners into the future. To begin this process, please read this application information packet.

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### What does a board member typically do and what are the time commitments?

Board members have a governance role - not an operational role. Individual board members do not tinker or to suggest how co-op operations are managed. Primarily, board members monitor how well the GM is achieving compliance to policies which the board creates and maintains.

Additional information on typical board member activities are below:

Duties	Time Commitment	Additional Information
Participate in monthly Board meetings. Meetings focus on policy governance.	2 hrs. per month, occasionally longer if agendas are full.	Board of Directors Meetings are held on 2nd Tuesdays of the month at 6:00pm
Preparation for Board meetings. Prepare report(s), read Board packet materials in advance of the monthly meeting.	½ hour per month	Materials are made available in advance of meeting.
Board Retreats	6-14 hours per year	Spring and Fall Retreats include training events; strategic planning and team building.
Serve on a sub-committee, meet monthly.	1-3 hours per month	Committees focus on owner engagement, policy & rules, and board development. Ad-hoc committees formed as needed.
Participate in consulting sessions by virtual meetings. Not required - but highly beneficial.	1-2 hours per month	Professional consultants experienced in board process and policy governance provide consultation on topics chosen by the board.
Volunteer at events coordinated with Co-op staff.	6 hrs. per year	Examples include: bagging groceries during holidays; interviewing owners; attending owner events.
Board orientation and training (new Directors)	8-16 hours per year	Events include online professional training in policy governance, instruction on our collaboration software, and Director-led orientation regarding board process.
Ad-hoc activity in support of the Board functions.	½ hour per month	Examples include: Email correspondence; tasks using our collaboration software.

## What are the eligibility requirements to be a board member?

- Must be an owner at the time of application. (Owners with multiple people in a household or business may designate one person to run for election to the Board of Directors.)
  - Believes in and is committed to the Cooperative Principles and serving the RMCC Owners by fulfilling the responsibilities of the Board of Directors as stated [here](#).
  - Required to provide contact information.
  - Commit to participation in New Director Orientation Training (online training of board-sponsored training events and use of collaboration software).
  - Confirm some degree of computer literacy (knowledge and ability to use computers and related technology efficiently).
  - Acknowledge understanding of time commitment and attendance of Board events.
  - Attend at least one (1) Board of Directors meeting in the previous year.
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## How do I apply?

Read this packet thoroughly. You can submit your application online using [this form](#). You can apply at any time, but we appreciate that you submit your application by the 3<sup>rd</sup> week of May to support tasks preceding the election of new Directors which occurs each October. After receipt of your application, a board representative will contact you to arrange an interview in which the eligibility requirements are discussed with you.

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## What is the election process?

Directors are elected by ballot to staggered terms of 3-years each. Occasionally there are circumstances in which Directors are elected to shorter terms so as to maintain an equal number of Director seats being open for election each year. Elected candidates fill Director seats based on the number of votes received, with the candidates receiving their greatest number of votes seated for the longest open term.

Up to two Alternate Directors can be appointed for a one-year term. Alternate Director seats are awarded to the top two vote recipients who are not elected as Directors at the annual meeting. Alternate Directors have the same powers and responsibilities as elected Directors, except they do not have the authority to vote or hold executive office. There are no term limits. Directors are compensated at a rate of \$130 per year. The annual schedule of the board election process is below:

Year-Round	Board Candidate Application packets are available at the Coop Information Desk and online at <a href="http://www.rivermarket.coop/about/board/">www.rivermarket.coop/about/board/</a>
May 21st	The Board appreciates receiving your application by this time – however, applications are accepted year-round. Submit your application online <a href="#">here</a> .

May 15 – June 15	Board Candidates are interviewed by Members of the Board Development Committee (Please try to make yourself available during this time period.)
August Board Meeting	A slate of candidates is presented and recommended by the Board Development Committee to the full Board for approval at the August Board meeting.*
August (post-Board Meeting)	Candidate applicants are informed whether they have been approved by the Board to be on the ballot.
September 1st	Approved Candidate's bios from their application forms will be assembled for inclusion in the August/September Currents newsletter.
October Annual Meeting	Election Night - Annual Meeting of the River Market Ownership

\*As noted elsewhere in this packet, there are eligibility requirements that you must meet to be a Board candidate. The Board Development Committee is charged with responsibility for assuring eligibility and will nominate a slate of candidates for approval by the full Board of Directors.