

# Anacortes Food Coop

## Board Director Job Description

**Job Title:** Director of the Board

**Reports to:** Coop Owners

### Board Responsibilities

1. Guide strategic direction, define specific goals and objectives, and evaluate the success of the Coop's services toward achieving the mission. Redefine the mission as needed.
2. Approve policies that further the Coop's mission and goals while also ensuring the effective, efficient and cost-effective operation of the Coop. Periodically review policies to assess their relevance to the Coop's changing needs.
3. Annually approve the organization's budget and assess the Coop's financial performance in relation to the budget at least four times per year. Maintain the financial stability of the Coop while ensuring opportunities for long term growth. Ensure that a monitoring of internal controls is conducted.
4. Review and approve new members to the Coop.
5. Approve new contracts with vendors for products and services at the recommendation of staff, with consideration for members' needs and Coop's mission.
6. Hire and set compensation for the general manager. Provide direction and support and an annual evaluation for performance of the general manager. Ensure appropriate personnel policies are in place.
7. Consistently communicate information with members and staff and seek their input on Coop issues.
8. Be responsible for the ongoing work of the board, participating in committee work, be prepared for meetings, and attend related events.
9. Promote the Coop, encourage membership and volunteers. Act as an ambassador of the Coop and its members.
10. Approve fundraising strategies and find ways to contribute through financial means, soliciting grants and donations, sharing contacts and organizing events.
11. Assist with recruitment of new board directors and orientation of new directors.
12. Periodically assess the need for insurance coverage in light of the nature and extent of the organization's activities and its financial capacity.

## Expectations

- Prepare for and attend board meetings, usually 10 to 12 per year
- Review and get clarification of all Coop documents, policies, financial statements and activities
- Serve on board committees
- Promote the Coop and encourage membership
- Represent the board as a group rather than as an individual, unless with board approval
- Make decisions based on best interests of membership, not self
- Attend the Annual Membership Meeting and board retreat
- Attend events to promote visibility of the board (i.e. board/owner forums)
- Commit to the full term for which you are elected, usually three years
- Maintain confidentiality of sensitive matters, as required

## Qualifications

- Membership in the Coop with good standing
- Proven ability to communicate in a clear, concise manner
- Prior experience making decisions in a group setting
- Commitment to the Coop's mission
- Availability to attend monthly board meetings
- Willingness to review and get clarification on Coop financial reports and other documents
- Ability to make sure Coop complies with laws and regulations; to act on behalf of members, not self

## Other criteria that would be helpful for this position

Experience in at least two of the following:

- Business - retail or wholesale
- Finance - budget analysis, major financial decisions, auditing
- Policy development
- Law
- Real estate acquisition
- Personnel management
- Natural foods and nutrition
- Cooperative movement and philosophy
- Grocery industry
- Marketing
- Service on other boards
- Planning
- Meeting Facilitation
- Contract Negotiation