

Anacortes Food Coop

Board Director Job Description

Job Title: Board Director

Reports to: Coop Owners

Board Responsibilities

Be an active participant of the board: be prepared for meetings, participate in committee work and attend related events.

Represent members and seek their input on Coop issues.

Hire and set compensation for the general manager. Provide direction, support and an annual evaluation of the general manager. Ensure appropriate personnel policies are in place.

Guide strategic direction, define specific goals and evaluate the success of the Coop's services toward achieving the mission. Redefine the mission as needed.

Approve and periodically re-evaluate policies that further the Coop's goals while also ensuring the effective and efficient operation of the Coop.

Approve the organization's budget and review the Coop's financial performance.

Approve new contracts with vendors for products and services at the recommendation of staff, with consideration for members' needs and Coop's mission.

Promote the Coop, encourage membership and volunteerism. Serve as an ambassador of the Coop and its members. Assist with recruitment and orientation of new board directors.

Approve fundraising strategies and find ways to contribute through financial means, soliciting grants and donations, sharing contacts and organizing events.

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