



Board Director Job Description

Duties and Responsibilities

1. Attend all Board of Directors meetings: monthly, annual retreats, special and general membership meetings. If a Director must miss a scheduled meeting, that Director is responsible for informing the President of the Board of their absence by email or phone and ensuring that their Board agenda items are covered by someone else.
2. Actively participate with the Board in ongoing email discussions in a timely manner.
3. Prepare for Board meeting – review agendas and all other documents in the Board packet.
4. Serve on two or more Board committees or work groups; attend and actively participate in committee meetings and work assignments.
5. Be familiar with and adhere to the Bylaws, Articles of Incorporation of the Community Food Co-op (CFC) and other Board-adopted policies.
6. Support the decisions and policies adopted by the Board.
7. Review and implement the activities on the Board calendar.
8. Be familiar with CFC management and staff policies.
9. Ensure the keeping of accurate minutes and other Board records and documents.
10. Approve annual operating budget and review financial statements.
11. Inform the president of the Board in a timely manner if your personal circumstances interfere with the performance of your Director's duties as outlined in this job description.

Relationship to the Member Owners

1. The Board represents the CFC and its member owners and will be responsive to the values of the member owners and will act consistently with the CFC's mission statement.
2. Each Director is responsible for interacting with the community representing the Board and communicating with member owners.
3. The Board shall convene an annual general membership meeting (GMM) for member owners to interact with the Board; individual Directors will attend and be visible and available to member owners.
4. Each Director is responsible to recruit members to run for the Board and to welcome and help orient new directors.
5. Each Director is responsible for knowing and carrying out their legal and fiduciary responsibilities as a Director to the CFC member-owners.

Relationship to Management

1. The Board is responsible for selecting and hiring a competent General Manager (GM).
2. The Board evaluates the GM's performance annually, including reviewing the GM's job description, setting performance, and evaluating performance against prior year's goals. As a part of this process, the Board determines the GM's compensation package and ensures that the contract with the GM is kept current.
3. The Board does not have any direct oversight or input to direct operations beyond our review of the GM's performance.

Co-op Board DEI Statement

Everyone is welcome at the Community Food Co-op. We do not discriminate nor tolerate harassment or discrimination on the basis of race, creed, religion, color, national origin, age, disability, marital status, sex, genetic information, actual or perceived sexual orientation, and gender identity or expression, or any other classification protected by federal, state, or local law.