



## Staff – Board Member Policy

The Bylaws of the Community Food Co-op state the following:

b) In either case, one (1) member of the CFC staff, and no more than one (1) member of the staff, may serve as a Director at any one time. If two (2) or more staff members are among the top vote-getters in any given election of Directors, only that staff member with the most votes of the candidates from among the staff may serve as Director.

### Eligibility to Serve as the Staff - Board Member

The following requirements apply to the Staff - Board Member position:

A. The Staff-Board Member must be a regular (not probationary) employee of the Community Food Co-op (CFC). He or she is required to work at least 20 hours a week to be eligible. CFC working members are not eligible to serve as the Staff - Board Member.

B. The Staff-Board Member must be employed in a staff position which does not, as part of his or her job description, regularly or directly report to the General Manager of the CFC.

C. The Staff-Board Member must substantially adhere to the goal of not spending more than six to ten hours per month during any given month on Board related matters while fulfilling his or her duties as a Staff-Board Member. This does not apply to Board events such as the Board's annual retreat or training sessions for Board development. Other unforeseen situations calling for additional hours will need to be approved in advance on a case by case basis by the GM in consultation with the Board President.

D. The Staff-Board Member, as required by law, will receive his or her regular CFC home department rate of pay for all time spent while fulfilling his or her duties as a Staff - Board Member.

E. It is our intention that the duties of the Staff-Board Member not result in “over-time” or “time and a half” pay and the accompanying financial strain that would place on the organization. Every effort needs to be made to mitigate this situation. Some Board organized commitments (such as the annual retreat or other commitments) may result in the Staff - Board Member incurring more than 40 hours during a particular week.

F. If the Staff-Board member’s employment at the CFC is terminated for cause, he/she is also concurrently terminated from the Board of Directors.

G. Once elected by the General Membership, employment by the Staff-Board Member at the CFC is not an ongoing requirement. This may be the case in a voluntary resignation or layoff. The Staff-Board Member would then no longer be considered the “Staff-Board Member” representative and a new Staff-Board Member could be elected in the next election cycle. If he or she resigns voluntarily or is laid off, the board reserves the right to review his or her status as a board member as allowed by the CFC Bylaws.

H. The Staff-Board Member shall adhere to all of the rules, regulations, and duties of a CFC Board Member as required by the CFC Bylaws.

I. The Staff-Board Member is not permitted to serve on the Board’s Personnel Committee.

J. The Board recognizes that there will be times when conflict-of-interest will arise. Some of these situations will be obvious, such as the work of the Personnel Committee. We can not predict when and may not readily identify all conflict-of-interest situations. These areas include but are not limited to such things as employee wage freeze, bonuses, and employee health insurance (when they are a board versus operational decision). In some of these situations, but not necessarily all, the Staff-Board Member’s opinions may be solicited though he or she may not be allowed to decide on the particular issue.

K. In the interests of transparency, conflict of interest will be named.

L. A Staff-Board Member who would like to bring a grievance (as outlined in the Staff Manual) to the board must first resign from the board as this is seen as a clear conflict of interest.