*Board of Directors Candidate Application & Packet*

Thank you for your interest in serving on the New Orleans Food Cooperative Board of Directors. NOFC owners elect board members in the fall of each year. For more specific details on the election process please see our [bylaws online](http://www.nolafood.coop/cooperative-ownership/current-bylaws/) (Article IV, Section 2.)

This packet is designed to provide you with valuable and easy to understand information, to help you make a decision about running for the board.

In this packet you will find the following:

* Board of directors meeting schedule
* Requirements and information about becoming a board director for the New Orleans Food Co-op
* Responsibilities of a board director
* NOFC candidate application
* Board of directors code of conduct

Please complete the NOFC candidate packet (code of conduct and application) and submit it by email (board@nolafood.coop) or drop off at the office of the New Orleans Food Co-op

You may mail your packet to:
New Orleans Food Co-op
Att: Board of Directors
2372 St. Claude Avenue, Suite 110 New Orleans, LA 70117

***Thank you for your cooperation and interest!***

**THE NOFC BOARD**

*NOFC Board of Directors Schedule*

**TIME**: 6:30 pm – 9:00 pm
**DATE:** Third Tuesday of every month
**LOCATION:** Second floor conference center of The New Orleans Healing Center

*Requirements to Become a Board Director*

1. Must be an owner of the NOFC cooperative grocery store
2. Must not be a current employee of the co-op grocery store
3. Must not be a conflict of interest: *former employee not eligible for rehire (due to conduct or termination), or recent applicant/candidate for a staff position.*
4. Must disclose if you are a current vendor to the co-op.
5. Must disclose if you are a conflict of interest.
6. Attend one board meeting within an election year for board endorsement and introduction
7. Complete the candidate application and code of conduct
8. Once appointed/elected attend one training session about governing policy (CBUILD 101)
9. Have basic computer skills, comfortable with working with Google Drive, and organizational skills

*Responsibilities of Board Directors*

Please read carefully and thoughtfully; check each item to indicate that you are willing to take on these responsibilities.

1. \_\_\_\_ Abide by all items contained in Code of Conduct.
2. \_\_\_\_ Participate fully in Board meetings, Attend all monthly meetings, as well as any meetings of committees you may serve on (2-5 hours a week). Special projects may require more time commitment.
3. \_\_\_\_ Be prepared for meetings, including reading- carefully and thoughtfully—the agenda packet in advance of every Board meeting.
4. \_\_\_\_ Attend & Participate in the Annual Membership Meeting, community events, and other store events (i.e. Owners Appreciation Day.)
5. \_\_\_\_ Shop regularly at the Co-op.
6. \_\_\_\_ Actively participate in the annual election by spending time in the store (or other get-out-and-vote activities) to remind owners to vote.
7. \_\_\_\_ Support the mission, vision, values, and ends (goals) of the co-op.
8. \_\_\_\_ Perform tasks conveyed by the Board of Directors.
9. \_\_\_\_ Keep informed on the affairs of the cooperative and be prepared to discuss issues before the Board.
10. \_\_\_\_ Participate in all Board Evaluation.
11. \_\_\_\_ Learn about the natural foods industry and cooperative/democratic organizations and help develop new relationships in our local community.
12. \_\_\_\_ Actively participate in Board discussion via e-mail or phone between meetings as necessary.
13. \_\_\_\_ Check board email and URGENT texts no less than once a week & reply as necessary.
***Initial here that you have read and understand the above stated information \_\_\_\_\_\_\_\_***

*Information about Becoming a Board Director*

**Our Ends**
Our Ends policies broadly state the desired organizational outcomes (i.e. goals of our cooperative grocery store.) They describe the ongoing priorities of what should be achieved and for whom. The General Manager is responsible for reporting on the progress and compliance with these policies once a year.

Below is a list of our ends --
The New Orleans Food Cooperative exists so that we have a healthy and thriving community.

Because of all we do:

* Our community, regardless of income has access to healthy food.
* Regional farmers and producers are linked in a relationship with consumers.
* The diversity of our community is represented.
* Economically and environmentally sustainable practices are supported.
* Our community understands the cooperative model and experiences its economic and social value.
* Community members, staff, and owners have a sense of pride, belonging, and fellowship in their cooperative.
* Our community is knowledgeable about healthy eating and how their food is produced.

**Our Mission**

TOGETHER WE: Provide access to healthy food at a fair price; Are a center of community activity; Promote local and regional food production; Keep capital and jobs in our community; Practice environmental responsibility and sustainability; Reflect our unique and diverse community.

**Policy Governance**

The NOFC Board operates using the Policy Governance model, which was developed to allow Boards to maintain accountability for organizational performance while focusing on providing visionary leadership around our mission. With the recognition that delegation is a significant component of our accountability, the Board maintains written documentation of expectations for ourselves, our organization, and our General Manager--our policies are the primary vehicle for recording these expectations, and they are monitored on a regular basis.

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**You can read all of our policies online at:** ([click to downloadable Policy Register)](http://www.nolafood.coop/public_html/wp-content/uploads/2012/09/NOFC_Policy-Register_92012.pdf)

*The Policy Governance methodology was developed by John Carver as a means to structure Board process to allow for Board accountability on a meaningful level and empower the Board to lead their organizations at the highest level. Carver's website address is:* [*www.carvergovernance.com*](http://www.carvergovernance.com)

*NOFC Board Candidate Application*

In order to run for the board you must be an Active Owner in Good Standing and you This application gives voters information about your background and expertise, what you can offer to the New Orleans Food Co-op, and what interests you about serving on the Board. The Board President or our Owner Services Coordinator may call you for further information, but generally, these answers will be your way of communicating to other NOFC Owners why you should be a board director. Feel free to contact the board of directors at board@nolafood.coop

**Section 1: Contact Information -** Your contact information with the exception of your name and owner number will be kept confidential.

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Owner #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Place of employment\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position/Title\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Education (degree, major, etc.)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Conviction History: Have you ever been convicted of a felony or federal offense? Y        N

If yes, please specify what violations the conviction was for. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_ Photograph (check or “x” if included) - Please include a photograph of yourself for publication in the e-newsletter and Voter’s Guide.

**AUTHORIZATION:** Photo Release Statement: I hereby give the New Orleans Cooperative Grocery Store consent to record, videotape and photograph my image and/or voice. I further understand that no special compensation will be provided to me for use of my image and that I may not be informed in advance of the specific use of my image. Initial here that you have read and understand the above stated information\_\_\_\_\_\_\_\_

**Section 2: Essay Questions for Voter’s Guide**

Please answer the following questions as thoroughly as possible, while keeping your answers to all questions to a total of 200 words or less. These answers will be published in NOFC’s e-newsletter and in election materials. We encourage you to be concise and thoughtful in each of your responses. Your answers will be shared with our owners and the board of directors.

1. How long have you been an Owner of NOFC (include year)?

1. In 25-50 words tell us about yourself and your background —i.e. your education, awards/recognition?
2. How long have you lived in the New Orleans Area (include year)?
3. After completing a term- would you consider serving another term?
(terms are typically 3 year elected terms / appointed terms are for two years)
4. What are you passionate about? How do you apply your passion in everyday life?
5. What is you volunteer and leadership experience? Please list name(s) of the organization, role/duties, and time period you were active.
6. NOFC has a governance board that is focused on mission, policy, and the vision of the co-op. What relevant qualifications, skills, and experiences would you bring to our board?

1. What is your favorite fruit or vegetable?

***Director’s Code of Conduct***
We each commit ourselves to ethical, businesslike and lawful conduct.

* Every director is responsible at all times for acting in good faith, in a manner which she/he reasonably believes to be in the best interests of the co-op, and with such care as an ordinarily prudent person in a like position would use under similar circumstances.
* Directors must demonstrate no conflict of loyalty to the interests of the co-op’s owners. This accountability supersedes any conflicting loyalty such as that to advocacy or interest groups, membership on other boards or staffs, and the personal interest of any director acting as an individual consumer or member.
* There will be no self-dealing or any conduct of private business or personal services between any director and the co-op except as procedurally controlled to assure openness, competitive opportunity and equal access to “inside” information.
* When the board is to decide on an issue about which a director has an unavoidable conflict of interest, that director shall abstain from the conversation and the vote.
* A director who applies for employment must first resign from the board.
* Directors may not attempt to exercise individual authority over the organization.
* When interacting with the General Manager, members or employees, directors must carefully and openly recognize their lack of individual authority.
* When interacting with the public, the press, or other entities, directors must recognize the same limitation and the inability of any director to speak for the board except to repeat explicitly stated board decisions.
* Directors will respect the confidentiality appropriate to issues of a sensitive nature and must continue to honor confidentiality after leaving board service.
* Directors will prepare for and attend all board meetings and board development sessions.
* Directors will support the legitimacy and authority of the board’s decision on any matter, irrespective of the director’s personal position on the issue.
* Any director who does not follow the code of conduct policies shall resign from the Board.

***If elected to the board, I agree to abide by the Directors Code of Conduct.***

Signed (electronic signature)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date

Name (print clearly if signature included above.)