



2372 St. Claude Avenue, Suite 110
New Orleans, LA 70117
504-264-5579
board@nolafood.coop
nolafood.coop

Board of Directors Candidate Information Packet

Thank you for your interest in serving on the New Orleans Food Cooperative Board of Directors. 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:

- General Information
- Requirements for Board Candidates
- Responsibilities of a Board Director
- NOFC Candidate Application
- Board of Directors Code of Conduct

In order to apply to the Board of Directors:

- Review the information included in this packet
- Sign after each section as indicated in the packet
- Complete the NOFC candidate application form
- Complete the NOFC Code of Conduct form
- Submit the Board Application packet to the board of Directors for review
 - By email: board@nolafood.coop
 - In store: Drop off with a manager in store
 - By mail:
New Orleans Food Co-op
Attn: Board of Directors
2372 St. Claude Avenue, Suite 110
New Orleans, LA
70117

Once received, the Board President will send email confirmation. Expect to hear back on next steps regarding your Board application within 4 weeks of receipt. Thank you for your interest in serving on the Board. We look forward to reviewing your application!

In cooperation,

The New Orleans Food Co-op Board of Directors



2372 St. Claude Avenue, Suite 110
New Orleans, LA 70117
504-264-5579
board@nolafood.coop
nolafood.coop

I. General Information

Our Ends

Our Ends policies broadly state the desired organizational outcomes. 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.

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. You can read all of our policies online at: ([click to download NOFC Policy Register](#))

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

Board Meetings

Board meetings are held on a monthly basis every third Tuesday of the month from 6:30-9:00pm. Meetings are held in the New Orleans Healing Center on 2372 St Claude Avenue unless otherwise noted. Agendas and meeting packets are sent out in advance by the Board Secretary. Board members are expected to review all materials prior to the board meeting.

Monthly board meetings are open to the public. Attendance is required for the General Manager of the Co-op and all Board members. Board meetings provide the board with the opportunity to officially monitor the performance of the General Manager through monthly monitoring reports.

II. Requirements for Board Candidates

- Must be an active owner of the New Orleans Food Co-op with updated contact information and in good financial standing
- Must disclose any potential conflicts of interests that may disqualify you from being accepted onto the board, including but not limited to:
 - a. being currently employed by the Co-op
 - b. former Co-op employee not eligible for rehire due to conduct or termination
 - c. recent applicant/candidate for a paid position at the Co-op
 - d. a current or former vendor to the Co-op
- Must commit to fulfilling the full board term for which you are hoping to be elected or appointed
- Must have basic computer skills and ideally be comfortable working with Google (Gmail, Google Drive) and Microsoft Office products (Excel, Word, Power Point)
- Must attend one board meeting within an election year for board endorsement and introduction
- Must complete the Board Candidate Application form
- Must submit a relatively recent photograph of yourself
- Must complete the Board of Directors Code of Conduct form
- Must successfully complete a 90 day probationary period which requires the completion of the following:
 - a. One training session about governing policy (CBUILD 101)
 - b. Orientation session to board process and procedures
 - c. Orientation to current board topics and issues

III. Responsibilities of Board Directors

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

- Abide by all items contained in Code of Conduct.
- Support the mission, vision, values, and ends of the co-op.
- Perform tasks conveyed by the Board of Directors.
- Keep informed on the affairs of the cooperative and be prepared to discuss issues before the Board.
- Attend all monthly meetings of the Board of Directors, unless a valid reason is provided in advance
- Be prepared for meetings, including reading- carefully and thoughtfully—the agenda packet in advance of every monthly meeting of the Board.
- When possible, attend and participate in special meetings of the Board of Directors and any Board Committee meetings for committees you may serve on
- Actively participate in Board discussion via e-mail or phone between meetings as necessary
- Check board email and texts and reply as needed within a 48hr time frame; if the matter is urgent, a reply is expected within 24hrs.
- Attend & participate in the Annual Membership Meeting, community events, and other store events (i.e. Owners Appreciation Day.)
- Actively participate in the annual election by spending time in the store (or other get-out-and-vote activities) to remind owners to vote.
- Learn about the natural foods industry and cooperative/democratic organizations and help develop new relationships in our local community.

Initial here that you have read and understand the above stated information _____



2372 St. Claude Avenue, Suite 110
New Orleans, LA 70117
504-264-5579
board@nolafood.coop
nolafood.coop

IV. NOFC Board Candidate Application

NOFC owners elect board members in the fall or winter of each year. Unless appointed, all board terms begin in January and last for three years. If appointed to a board seat by the current board of directors, rather than elected by the ownership, the term will be for under three years and determined by the board at the time of appointment. For more specific details on the election process please see our [bylaws online](#) (Article IV, Section 2.)

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

Part 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: _____

Background Information

Employer: _____

Position/Title: _____

Education: _____

Photograph

Please include a photograph of yourself for publication in the e-newsletter and Voter's Guide. A photo is necessary for all board candidates.

____ Photograph (check or "x" if included)



2372 St. Claude Avenue, Suite 110
New Orleans, LA 70117
504-264-5579
board@nolafood.coop
nolafood.coop

AUTHORIZATION: Photo Release Statement: I hereby give the New Orleans Food Co-op 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_____

V. 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.

Name: _____

Signed (electronic signature permitted): _____

Date: _____