

JUST FOOD: NORTHFIELD COMMUNITY CO-OP BOARD DIRECTOR'S JOB DESCRIPTION

Just Food: Northfield Community Co-op encourages member-owners to participate in the life of the Co-op and provide input into its long-term direction and policy-making. Serving on the Board of Directors is a rewarding and challenging way to be involved.

Rewards

Serving on the Board of Directors provides:

- An active role in providing our community with local and organic foods, offering local growers and producers a marketing distribution point, contributing to the maintenance of a vibrant downtown area in Northfield, and promoting healthy and sustainable living.
- A chance to work with other cooperatively-minded member-owners.
- An opportunity to become skilled in the use of policy governance.
- Professional development and training opportunities.

Board Purposes

Members of the Board of Directors:

- Offer and maintain a link between the Co-op and member-owners.
- Provide leadership of Northfield's 100% democratically member-owned co-op.
- Set long-range goals for Just Food Co-op.
- Ensure sound management of Just Food Co-op through the use of Policy Governance.

Eligibility and Terms

- Board members must be member-owners of Just Food Co-op.
- Only one individual per membership is eligible to serve on the Board of Directors at a time.
- No more than one board member may be a paid employee of the Co-op. Eligible staff must be a Just Food Co-op member-owner.
- Each board member serves a three year term.
- Board members' terms are staggered to ensure continuity.

Responsibilities

- The role of the Board through policy governance is to formulate policy and monitor compliance to represent the needs and values of the membership.
- Oversees the fiscal health of the Co-op.
- Makes strategic decisions on Just Food Co-op's financial future.
- The Board hires, evaluates, and determines compensation for the General Manager. The General Manager is directly accountable to the Board.

Expectations

- Contribute productively to the Board's work:
 - Prepare for and attend monthly board meetings. Meetings last approximately three hours, with an additional two hours of preparation time.
 - Attend regularly and participate actively in Board meetings, training sessions and retreats.
 - Work cooperatively to reach decisions and accept group decisions as legitimate.
 - Serve on Board committees or task forces.
 - Be visible in the store and at Co-op events when possible.
 - Encourage interested Co-op member-owners to consider serving on the Board.
 - Time commitment per month is approximately 10 hours.
- Avoid any conflict of interest with respect to fiduciary responsibility.
- Maintain confidentiality to protect the Co-op's interests and financial viability.