

candidate nomination package

2020-2021 BOARD OF DIRECTORS

Thank you for your interest in serving on the Board of Canada's largest independent consumer-owned retail food co-operative! From its humble beginnings in the 1970s as a group of buying clubs in the region, the Kootenay Co-op has grown over the past four decades into a thriving social enterprise with more than 11,000 active members and annual sales in excess of \$20M.

Why stand for election as a Board Director?



Mission-driven and guided by the international cooperative principles, the Kootenay Co-op plays an ever-increasing role in the social, economic and environmental sustainability of our region. We are a significant retailer of local/regional foods and products in the area, acting as the sole or primary retailer for dozens of small businesses. The Co-op provides a right livelihood for its 160+ employees and supports a wide variety of community groups and non-profit organizations through our outreach programs.

The Co-op's Board of Directors therefore plays an important role in the future well-being of our community and is part of a model for how a community can democratically take control of its food supply. Similar to any corporation, the Co-op's Board works on behalf of our owners. What sets the Co-op apart is that in a consumer-owned cooperative the owners are people you know -- your friends, neighbours, family and colleagues!

"Serving as our Co-op's Board President during these challenging times has been a special privilege. I'm beyond proud of how our staff, management and board have risen to meet this moment, keeping our community fed, our finances impeccable, and our sights on better days ahead."

- Ina Pockrass, Board President

Director Roles & Responsibilities

- Set the strategic long-range direction of the cooperative as a representative of the Co-op's membership.
- Hire and evaluate the General Manager, who oversees operations.
- Hold ultimate accountability for all organizational activities, including sound management of the Co-op's resources and its professional performance.
- Act as trustees on behalf of the Co-op's members.
- Focus on the definition of the Co-op's mission: strategic leadership and governance more than operational detail, distinction of board and staff roles, and proactivity rather than reactivity.

Director Benefits

- Developing professional skills in leadership, teamwork and management.
- Building professional & personal relationships.
- Access to training opportunities offered by the Co-op and its affiliates.
- Monthly honorarium in store credit and store discount.
- Chance to make a difference in your community.

We hope this package will provide you with valuable information to help you make a decision about standing for election to our Board.



Are you a good fit for the Co-op? Is the Co-op a good fit for you?

All fully-paid Co-op member-owners may stand as nominees for the Board of Directors. The following is a list of some of those skills that may be useful to our Board, (in no particular order):

- Previous experience on a board of directors
- Understanding of the Cooperative Principles
- Ability to read and comprehend financial statements
- Excellent communication and collaborative decision-making skills
- Ability to support group decisions regardless of personal opinions
- Ability to maintain confidentiality
- Skills and experience in: retail or wholesale grocery business, natural foods, nutrition, real estate/property management, business law, finance/accounting, marketing, organic food production

Candidate Requirements

I hereby confirm that I meet the following requirements as set out in the BC Co-op Act:

1. I am over 18 years of age.
2. I have never been adjudged incapable of managing my own affairs.
3. I have never filed for bankruptcy.
4. I have never been convicted of fraud or any financial crime.
5. I am a member of the Co-op in good standing and my membership is fully paid up.

Election Timeline & Process

September • Call for Nominations

October 16 • Last day to submit a nomination form

Once Nominations Have Been Received • Candidates confirmed and contacted for more information. Successful candidates will submit a maximum 250 word paragraph sharing relevant information about themselves that can be published on our website and shared in our candidate election package. Candidates can also record a three minute video that will be shared on the website and at the AGM.

December 10 to Late January • Election period

Late January • Annual General Meeting (date TBD) - Directors elected

Please contact the Board President via email, board@kootenay.coop or the General Manager at the store (250-354-4077), to arrange for your attendance at a Board meeting. Attendance at a Board meeting may require signing of a non-disclosure agreement.

Further Requirements

- Commit to at least one two-year term
- Formally declare their willingness to stand for election and return their nomination form before October 16, 2020
- Exhibit a commitment to the Mission and Vision of the Kootenay Co-op and be willing to represent the interests of the membership
- Candidates must attend at least one regular board meeting prior to the AGM in January. You may attend in October, November, December or January.
- Attend a Zoom meeting with the nominations committee once your application has been received
- Disclose any actual, perceived, or potential conflicts of interest
- Attend an informal meeting with our General Manager prior to December 1st
- **This term, our board is seeking candidates with expertise in HR and/or Finance. There are 2 seats up for election.**



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KOOTENAY COUNTRY STORE CO-OPERATIVE

Please complete the following questions and return application to:

Kootenay Co-op
Attn: Board of Directors
777 Baker Street
Nelson, BC V1L 4J5

Name: _____ Co-op Member #: _____

Mailing Address:

Email Address: _____

Telephone: _____

Occupation: _____

Why are you interested in standing for election to our Board of Directors?

Describe the skills or experience that you would contribute to our board. For example - leadership, strategic planning, finance, legal, HR, communications, board service or any other relevant expertise.



Describe a situation that demonstrates your ability to exercise good judgement, visionary thinking, or collaborative decision making.

Please disclose any conflicts of interest, be they actual, perceived, or potential.

What role do you see the Co-op playing in our community, now and in the future?

Date

Signature

Print Name

Please submit this application to the Co-op before October 16th. The Board of Directors will review your application and confirm your eligibility to stand for election in early November. Upon confirmation of your eligibility, a photograph will be required for the ballot. If you have any questions about this process, please contact the Board, via email at: board@kootenay.coop or by phone through the General Manager at 250-354-4077 x120.

