

Alberta Cooperative Grocery

2018 Board Director Candidate Packet

Dear Owner,

Thank you for your interest in becoming a candidate for the Alberta Cooperative Board of Directors. Serving as a director is an excellent way to guide the direction and vision of your co-op, and to create valuable opportunities to engage and interact with fellow owners.

The Board of Directors represents the owners of Alberta Cooperative Grocery. Each director fulfills legal responsibilities and is a steward of the Cooperative on behalf of the owners. The Board strives to create and maintain a cooperative vision, to provide strategic leadership for the Cooperative, and to ensure that the organization reflects the mission of the Alberta Cooperative Grocery as stated in our bylaws.

Basic Responsibilities of Board Directors

- Prepare for and attend all board meetings.
- Be familiar with the meeting agenda, read the previous meeting's minutes and other written information pertinent to the meeting.
- Attend the new director orientation (to be scheduled soon after the election)
- During your first term as director, serve on a committee of your choice.
- After your first term, continue to contribute in ways that representative your interests and skills.
- The average time commitment is around ten hours per month, but will vary throughout the year depending on each director's interests and availability.
- The term of office for directors is three years.

Feel free to reach out to your currently elected directors with questions; Come to one of our board meetings on the first Tuesday of every month or email board@albertagrocery.coop. The Co-op's Annual Meeting will be held on July 22nd from 5-6pm, followed by our annual birthday party. There are a total of five open seats at the upcoming election.

The co-op's bylaws and policy register are available on our website under *current board documents*: <http://www.albertagrocery.coop/about/our-board/>

Running for the Co-op board is easy as 1-2-3!

1. Make sure your membership is current and that you're in good standing. Not current? Make a payment towards your equity share with any cashier!
2. Make sure that in the past 6 months you have either volunteered at least five hours for the Co-op or have attended at least one board meeting and one board committee meeting. For a list of current committees, please see ACG's website or contact Owner Services: rachel@albertagrocery.coop
3. Submit a declaration of candidacy (200 words max) on your reasons for running along with the attached intent form. Your declaration statement will be posted in the store, on the website, and sent out with the election ballots. This statement and intent form is **due May 15th, 2018**. You may submit your statement electronically to Owner Services: rachel@albertagrocery.coop; or mail it to the Co-op, attention Owner Services at 1500 NE Alberta St., Portland OR 97211. Rachel will confirm your eligibility and contact you with any questions or concerns.

The statement declaring your candidacy should include:

- How long you've been an owner of the Alberta Co-op and any experience being involved with this or other cooperatives.
- Your vision for the Co-op and its role in our community.
- Experience, skills, and interests you will bring to the board.
- Anything else you'd like to share about yourself or why you'd like to serve on the Board.

Please contact the coop's Owner Services Coordinator, Rachel Heichen, for more information on meeting the volunteer requirement, attending board/committee meetings, or with any questions about your membership status.

Even if you are an active working owner, we recommend that you attend a board meeting before the election. Meetings are held on the first Tuesday of every month from 6:00 to 9:00 pm at the Redeemer Lutheran Church (located at NE 20th and Killingsworth).

Directors receive an unlimited 15% discount on all purchases at the store.

Thanks again for your interest!

2018 Board Candidate Intent Form

Candidate's Name _____

Owner Number _____

Are you the Primary Owner on this account?

Yes _____ No _____

***Only primary owners are eligible to run for the board. If you are unsure whether or not you are eligible, contact Owner Services (rachel@albertagrocery.coop).

Street Address _____

City and zip code _____

Phone number (_____) _____

Email address _____

Your signature _____ Date _____