



**Alberta Cooperative Grocery
Job Description**

Job Title: Board Director

Summary: To provide leadership and guidance that supports Alberta Cooperative Grocery's mission, vision, and goals on behalf of the Ownership through effective governance.

Status: Volunteer position; 7-10 hours/month.

Essential Duties and Responsibilities include the following:

- Prepare for, attend, and participate in at least 75% of BOD meetings;
- Prepare for, attend, and participate in the annual orientation, annual retreat, and Annual Membership Meeting;
- Serve on at least one Board committee during first term and other standing/ad-hoc committees as needed;
- Fulfill any rotating duties, such as tabling or officer roles;
- Be reasonably accessible to Owners by participating in ACG events;
- Check and respond to ACG email 1-2 times/week;

- Support the mission, vision, values, goals, and objectives of ACG;
- Support & further develop Ends Statements & other policies to reflect the needs of the Ownership;
- Ensure financial solvency & integrity of ACG by reviewing monitoring reports;
- Evaluate Collective Management performance based on monitoring reports & external audits;
- Participate in all Board evaluations;

- Understand and participate in Board decision-making processes;
- Consider owner input in decision making;
- Support the agreements of the Board of Directors;
- Listen openly and share opinions respectfully.

Qualifications:

- Current owner of Alberta Cooperative Grocery;
- Commitment to the Seven Cooperative Principles;
- Commitment to local, organic, whole foods & sustainability;
- Ability to read and interpret financial and policy documents;
- Ability to speak effectively and kindly before groups;
- Ability to listen openly and attentively;
- Basic computer skills including email and word-processing.

Benefits:

- 15% store discount for Board Director and one Household Shopper;
- Access to store free boxes;
- Free dinner at BOD meetings.

Signing this document ensures that the signer has read and understands the Board Director job description and has committed to adhering to the expectations within.

Signed _____

Print Name _____

Date _____