



Board of Directors Application Packet

Dear Prospective Board of Directors Candidate:

Thank you for your interest in serving on the Ideal Green Market Co-op Board of directors.

We invite you to read and review this packet carefully before filling out the application. We have included about cooperative leadership and our expectations to aid you in being fully informed about the role of the Board of Directors. To further ensure that the candidates understand the Board's work before committing to serve, the IGMC Board asks that all candidates meet the following requirements:

- Attend the monthly meetings. Board meeting are held, the fourth Monday of the month here at the township hall @ 5:30 pm.
- Abide by the Director's Code of Ethics and Code of Conduct and disclose any conflicts of interest.
- Use effective board communication tools on a regular basis and respond as needed. The majority of board communication occurs via e-mail.
- Electronically submit your candidate application to the board
board@idealgreenmarket.com

You are welcome to attend an IGMC Board Meeting prior to submitting to learn more about serving IGMC in this capacity.

Thank you again for you interest

Cooperatively yours,
The IGMC Board of Directors

Cooperative Identity, Values and Principles

Definition:

A co-operative is an autonomous association of persons united voluntarily to meet their common economic, social and cultural needs and aspirations through a jointly owned and democratically controlled enterprise.

Values:

Co-operatives are based on the values of self-help, self-responsibility, democracy, equality, equity and solidarity. In the tradition of their founders, co-operative members believe in the ethical values of honesty, openness, social responsibility and caring for others.

Principles:

- **Voluntary, Open Ownership:**
Open to all without gender, social, racial, political, or religious discrimination. You may shop, you may join, and you may leave the co-op at any time.
- **Democratic Owner Control:**
One owner, one vote. Your voice will be heard.
- **Owner Economic Participation:**
Owners contribute equitably to, and democratically control, the capital of the cooperative. The economic benefits of a cooperative operation are returned to the owners, reinvested in the co-op, or used to provide owner services. You control the capital.
- **Autonomy and Independence:**
Cooperatives are autonomous, self-help organizations controlled by the owners. Together you are autonomous.
- **Education, Training and Information:**
Cooperatives provide education and training for owners, so they can contribute effectively to the development of their cooperatives. They inform the general public about the nature and benefits of cooperation. You can develop yourself into the consumer you want to be.
- **Cooperation Among Cooperatives:**
Cooperatives serve their owners most effectively and strengthen the cooperative movement by working together through local, regional, national and international structures. You are more successful when you cooperate with others who know how to cooperate.
- **Concern for the Community:**
While focusing on owner needs, cooperatives work for the sustainable development of their communities through policies accepted by their owners. You can do something for the community even as you keep succeeding.

What is the Board of Directors and what does it do?

Democracy is at the heart of our coop's organizational structure.

As an owner / member, you have a voice in the governance and direction of your coop by voting for your Board of Directors.

Each owner household gets to cast one ballot, voting for each of the open seats on the board.

The board oversees the governance of the coop and hires and oversees the general manager.

They are also tasked with supervising financial conditions and shaping the coop vision to best serve all owners.

Board members must be non-employee, Ideal Green Market Coop owners, in good standing.

They should have experience in strategic thinking, group decisions, and fiduciary reasonability.

Annually they need to inform the member / owners of how the business is performing. (at the annual meeting)

The board is also tasked with several other responsibilities, including the following:

- Creating dividend policies
- Creating options policies Decide year end distribution for dividends / options (if any)
- Hiring and firing of senior executives. (manager)
- Establishing compensation for executives Establishing wages / bonuses for staff
- Supporting executives (Back the managers decisions)
- Maintaining company resources Watch over / be aware of the finances (the bookkeeper keeps actual records and balances the books)
- Setting general company goals Setting overall goals / direction
- Making sure that the company is equipped with the tools it needs to be managed well. Make sure equipment / facilities functioning properly

Create a budget for operations.

They are not, and should not, be responsible and/or function in any position that needs constant supervision or action. (like the day to day operations) They should not manage or micro-manage the business.

Current Committees of the Ideal Green Market Co-op

Executive Committee:

Chaired by the President

Consists of the officers of the Board of Directors and meets as needed.

Human resources

Chaired by the Vice President

Volunteers

Chaired by a Board member

Marketing/Promotion

Chaired by a Board member

Facilities/Building

Chaired by a Board member

Ideal Corners Giving Garden

Chaired by an IGMC owner / member

Farmers Market

Chaired by an IGMC owner / member



Board of Directors Application

Date: _____ Phone: _____

Name: _____ E-Mail: _____

Address: _____

Personal Statement:

Please provide us with a personal statement of 250 words or less. This statement will appear on the ballot and is your way of communicating to the voters about your background and expertise, what you can offer to IGMC, and what interests you about being on the Board of Directors.

Questions for you:

These questions will give member / owners an opportunity to know you better and for you to express who you are in more detail. Your answers will not be printed on the ballot.

- What excites you about being a member of the Board of Directors?
- What skills and experience would you bring to the Board?
- What issues relevant to the co-op are important to you?
- What specific goals, if any, would you like to accomplish as a Board member?
- Please describe your experience working in group settings.
- Please describe any volunteering or other activities you have been involved with for IGMC and other groups.
- Any additional comments?

Please **read and sign** the Statement of Agreement that also includes the Conflict of Interest Disclosure form and return with your full application.

A Board member may call or email you for further information, though generally, this complete application will be your way of communicating to other IGMC member / owners as to why you would like to be a Board member. Feel free to contact any of us if questions arise.

Statement of Agreement For Directors of Cooperatives

I. Code of Ethics

The Board of Directors of the Ideal Green Market Co-op adopts the following Code of Ethics to clarify any uncertainty regarding the authority of the Board or individual Directors. This Code of Ethics is proposed to create greater unanimity and closer communication between directors, and among directors, management, and employees.

To the end, we the directors of the Ideal Green Market Co-op agree that:

Authority: The Board's authority is limited to overseeing the affairs of the cooperative in a manner deemed beneficial to the cooperative as a whole. To do this, we employ a manager to be responsible for the overall and day-to-day management of the business under the direction of the board and work with management to set the future direction of the co-op. We are also responsible for carrying out other duties as provided by the bylaws or by general or specific corporate laws.

Limits to Authority: Each director's authority is equal only to the rights and authority of any individual member / owner of the cooperative except when the board is in a formal meeting. No individual director may take action on behalf of the cooperative alone, unless explicitly delegated that authority by action of the board, and no individual director has any particular rights to information not made available to all directors.

Managerial Authority: The authority of the manager, as approved by the board in the general manager's job description, is to manage the affairs of the cooperative. The manager shall employ, supervise, and discharge all employees, agents and laborers and engage in all negotiations on behalf of the cooperative as necessary and/or directed by the board.

Disagreement: While an individual director may disagree with a policy approved by or action taken by the majority of the board, s/he will support the policy or action as being the considered judgment of the board. An individual director shall have the right to present further evidence and argument to the board for further consideration in a manner consistent with the board's practices. The board shall have the duty to reconsider its actions appropriately.

Confidentiality: All directors will maintain confidentiality as needed to protect the co-op's interests and financial viability. This means that all directors shall not discuss disputed or confidential corporate actions, policies, or issues with co-op members, employees, or the general public unless all directors agree that such information is no longer confidential. All Issues related to personnel, real estate, market strategy and goals, pending litigation, and details of the co-op's financial status will be considered sensitive issues subject to confidentiality unless or until full disclosure is approved by the board as a whole.

Professional conduct: Directors serve as representatives of the cooperative. We shall conduct ourselves in a professional manner which fosters confidence and reflects positively on the co-op, its member / owners and its staff. We respect the rights of others – directors, staff and members – to communicate their ideas free from interruption and without intimidation. All directors shall affirmatively and at all times, disclose any/all economic conflicts of interest.

II. Code of Conduct

As a co-op Director, I pledge to do my best for the Ideal Green Market Co-op and will:

- Devote the time needed to fulfill the responsibilities of the position
- Attend all regular and special board and committee meetings
- Be prompt, attentive, and prepared for all board and committee meetings
- Contribute to and encourage open, respectful, and thorough discussions by the board
- Consider the business of the co-op and its members to be confidential in nature
- Disclose any personal or organizational conflict of interest that I may have and refrain from discussing or voting on any issues relating to that conflict
- Be honest, helpful, diligent and respectful in my dealings with the co-op, with other directors, and with the co-op's management, staff and members.
- Refrain from becoming financially involved or associated with any business or agency that has interests that are, or could be perceived to be, in conflict with the co-ops
- Work for continued and increased effectiveness in the co-op's ability to serve its member / owners
- Be a team player and agree to abide by the majority action of the board, even if it is not my own personal opinion
- Present the agreed-upon view of the board of directors, rather than my own, when I speak for the co-op to employees, members, shoppers, and the general public
- Refrain from asking for special privileges as a board member and from interfering with management's authority
- Work to ensure that the co-op is controlled in a democratic fashion by its members and that all elections are open, fair and encourage the participation of all members
- Always strive to keep members informed of the co-op's status and plans, and of the board's work, as appropriate

- Continually seek to learn more about the co-op and its operations and about my responsibilities as a board member by pursuing educational opportunities

III. Conflict of Interest

I affirm that, to the best of my knowledge, neither I, nor any of my affiliate (here-in-after defined) have any financial or personal interest, direct or indirect, that is incompatible with the proper discharge of my fiduciary duties as a member of the Board of Directors of Ideal Green Market Co-op or would tend to impair my independence, judgement or action in performing my duties as Director, except as described below. I further affirm that, to the best of my knowledge, neither I nor any of my affiliates is an officer or managing agent of any municipal, state, federal, or private grating or contracting entity that provide or receives funds or benefits to or from the IGMC, except as described below. As used herein, I understand the term "affiliate" to mean any relative, business or professional partner or associate, or other person or entity (including without limitation any corporation or partnership in which I have a personal or financial interest) with whom I have any significant relationship.

Conflict Disclosure(s):

As a co-op Director, I agree to abide by this **Statement of Agreement**. I agree that if, in the opinion of the majority of co-op Directors, I have violated the letter or spirit of this agreement that I shall resign my position on the Board immediately.

Printed Name

Signature

Date

Note: When submitting this application form electronically, please type your name on the signature line. You will be required to sign a printed copy after you have been elected.