



High Falls Food Co-op Board Prospectus

Thank you for your interest in serving on the HFFC Board of Directors. An active and engaged volunteer board is an essential part of the governance and ongoing prosperity of our Co-op. The Board of Directors plays a key role in defining and upholding the mission and values of the Co-op, thinking strategically about the future, holding fiduciary responsibility, and representing the interests of the membership. By joining the Board you support the Co-op, build community with fellow members, and learn more about what keeps a cooperative business running smoothly!

We have one or more seats available on the Board at this time. We seek a board with a diversity of perspectives in terms of race, ethnicity, gender, sexuality, religion, age, ability, experience, profession, and income. Board members are elected by the Co-op membership at semi-annual membership meetings. There is no board financial commitment or compensation.

High Falls Food Co-op's Board operates through Policy Governance, a system which defines and guides appropriate relationships between owners, management, and board. Board members presently run three committees that meet monthly and are made up of Board and Co-op members. These are: Food Justice Committee, Governance Committee, and Member Engagement Committee.

BOARD RESPONSIBILITIES:

- Ensure sound management of the Co-op
- Enact governing policies and carry out the Co-op's mission
- Provide oversight of the Co-op's finances and take proper action in regard thereto
- Engage in long-range strategic planning for the Co-op's future
- Participate in board recruitment
- Appoint the following officials, assign their duties, and determine their salaries: Manager or General Manager and third party auditing agency
- Participate in 3 ½ hour Board Governance Training Session (offered via Zoom)

ELIGIBILITY:

- Applicant must submit an application and resume
- Applicant must be a High Falls Food Co-op member in good standing
- Applicant must be willing to serve a 3-year term

TIME COMMITMENT:

- Commitment of 5-10 hours per month of in-person or Zoom meetings and related Co-op activities
- Attend monthly board meetings, held the first Monday of each month at 5pm
- Attend Annual Member Meetings
- Participate in at least one monthly committee meeting and occasional events
- Respond to emails which may occasionally be time-sensitive

We welcome all candidates but are specifically seeking board members experienced in some of the following areas:

- ★ Accounting/Bookkeeping ★ Local Food Systems ★ Grant Writing/Fundraising ★ Communications ★ Community Leadership/Organizing ★ Cooperative Management ★ Facilitation/Mediation ★ Interpretation/Translation ★ Legal
- ★ Marketing/Advertising ★ Cooperative governance ★ Strategic Planning ★ Policy Development ★ Public Relations ★ Real Estate/Expansion ★ Local Food Systems ★



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