

## **Cooperative Board Job Description and Candidate Process**

Thank you for your interest in becoming a member of the Urban Greens Cooperative Council! We are so pleased you want to work on this project in such a substantive way, and we are looking forward to getting to know you.

To help evaluate candidates, the Council has established a nominations process, to identify candidates who demonstrate the appropriate skills and degree of commitment for Council service. The Council's policy is to nominate candidates who sufficiently meet the requirements and priorities of the nominations process. Candidates seeking nomination must complete the board application process by June 7, 2020.

Potential candidates who do not wish to be board nominated or who do not receive a Board nomination may still run for a seat on the Board by submitting a petition signed by at least twenty-five (25) Members in good standing along with a board candidate application by June 25, 2020. Note: the board will work to facilitate this process as needed, due to the challenges that COVID-19 may present for signature collection.

Candidate profiles and the ballot will indicate whether the candidate is on the ballot as (i) incumbent, (ii) Board nominated, or (iii) by petition. Per the Cooperative's By-laws, candidates must be Members-Owners of the Cooperative. Candidates cannot be in competition with, or affiliated with any enterprise that is in competition with, the Cooperative.

### **Urban Greens Council Member General Participation Expectations:**

1. Serve as an ambassador for the Co-op, encouraging new members and customers
2. Be an active member on at least one committee, attending meetings regularly, providing advance notice if unable to attend, and contributing to the execution of the committee's work.
3. Respond promptly and thoughtfully to email discussions and voting. Voting is mandatory. (May announce recusal or vote to abstain from a particular vote.)
4. Volunteer for at least one Urban Greens event annually (planning, set up, participation, clean up).
5. Spend a minimum average of 8 hours/month fulfilling their co-op-related responsibilities. This should include an avg minimum 4 hours outside of meetings. Council members are expected to commit more time as needed.

### **Council Meeting Schedule:**

Council meetings are generally held once per month, though additional meetings are scheduled on occasion. Meetings are currently scheduled on the 3rd Wednesday of each month, from 6:30

- 9:00pm, but day and start time will be re-evaluated following the election of new council members.

**To qualify for a council member nomination, candidates must:**

1. Complete the candidate application form and submit by June 7, 2020.
2. Attend a Council Nomination Info Session (by Zoom)
3. Acknowledge they have read and agreed to our Council Member Code of Conduct.