

Coos Head Food Co-op - Board of Directors Election  
**Application Deadline March 18, 2024**  
**Election date: April 15, 2024**

Dear Member:

**Thank you for your interest in becoming a candidate for the Coos Head Food Co-op Board of Directors!**

These are exciting times for our store as we work to build a strong committed Board to lead Coos Head Food Co-op in its mission to provide quality whole foods and sustainable products for our community.

Serving on the Board of Directors is the most responsible position that a member can assume. Board Members are legally and fiscally responsible for this business that has served the South Coast for over 50 years. We invite you to learn as much as possible through the information contained in this packet, and **if you are ready**, to declare your candidacy.

This **packet of information** gives some background about the Board of Directors and further opportunity for you to learn about the tasks ahead and determine whether you are ready to take on the responsibility of running for the Board. The packet contains these sections:

- 1) Candidate Instructions and Checklist
- 2) General Information & Board Job Description
- 3) Application for CHFC Board of Director
- 4) Statement of Agreement on Ethics and Conduct

If you have questions about anything in this packet, please contact Board President: Jamie Doyle, 541-297-4227, [Jamie.m.doyle@gmail.com](mailto:Jamie.m.doyle@gmail.com)

Again, thank you for your interest in serving your fellow member/owners!

## Candidate Instructions and Checklist

This is a summary of instructions on how to become a candidate for the April 15, 2024 Board election.

**Read** through all the information in this packet.

**Apply.** Fill out the Application for Board of Director and Candidate Statement and sign/acknowledge the Statement of Agreement on Ethics And Conduct.

**Application Deadline: April March 18, 2024 by store closing (7:00 p.m.).**

To submit your packet, either fill out [the online form](#), email it to ([jamie.m.doyle@gmail.com](mailto:jamie.m.doyle@gmail.com)) or Tim Bulster [outreach@coosheadfoodcoop.org](mailto:outreach@coosheadfoodcoop.org), mail it or bring it to the store.

**Verify** that your statement and photo (optional) is posted in the store.

### *Campaign Rules*

A campaign is to be run according to the following guidelines:

- \* Each candidate shall be responsible for the conduct of her/his campaign.
- \* All election-related materials posted in the store shall be posted only by a *Board* member or authorized staff.
- \* Campaigning may not be conducted within the store or during any function of the store, unless the function, or portion of the function, is designed specifically to allow member discussion of candidates or issues.
- \* Campaigning outside the store must not take place within six (6) feet of the store entrance.

**Vote** – Look for ballot in the mail or electronically  
**Balloting Deadline by store closing April 15, 2024.**

**Election Results -** You will be notified by phone or e-mail of the results of the election.

Please contact a member of the Board, as noted in the Introductory Letter, if you have any questions.

## General Information & Board Job Description

### **About the Coos Head Food Co-op and Board of Directors**

Coos Head Food Co-op is a member/owner-governed natural food store established in the early 1970's by a group of idealistic people who wanted a source of healthy foods. The store is a community resource that exists through member/owner support and involvement. The emphasis is on serving its member/owners and community in a mutually beneficial way and open to all. Membership income is pooled to benefit everyone.

Cooperation, social responsibility, and respect for others and the environment are reflected in our mission statement. We believe in safe and sustainable growing and manufacturing practices. We strive to offer local products when possible to promote the local economy and build a sustainable community.

There is no private owner; a board of directors represents the member/owners. The store is democratically governed "one member/owner one vote." Financial gain is returned to member/owners through expanding goods, services, and improvements to all patrons as well as a patronage dividend when the store is profitable.

Directors are elected for terms of three years, and are elected for up to three consecutive terms.

### **Our Mission Statement**

The purpose of the Coos Head Food Co-op is to contribute to the health and well being of the community by serving as a source for wholesome, natural, and organic foods and other Earth-friendly products, in an environment, which is accessible to all through a co-operative corporation. As the oldest operating natural food store on the Southern Oregon Coast, we are committed to encouraging and educating our community in a positive and renewing relationship with the Earth and its inhabitants. To these purposes we agree to:

- Provide information about food and holistic health
- Support local production of organic foods and environmentally positive products
- Guide the long-term health of the business via sustainable growth
- To recruit, educate, motivate, reward, and retain personnel of exceptional ability and dedication to the our mission by providing safe, comfortable, and positive working conditions, leadership, fair compensation, opportunity for growth, and a high degree of employment security

### **Eligibility**

To serve on the Coos Head Food Co-op Board of Directors, **you must be an active member for 6 months prior to Election Day.**

### **Time Commitments**

Approximately four to eight hours a month are required of each Board member through preparation for and attendance of regular meetings and committee meetings. Regular meetings are currently every 3<sup>rd</sup> Thursday of the month from 6:00 to 7:30 via zoom due to COVID (pre-COVID, the Board met in the South Coast ESD board room, 1350 Teakwood, Coos Bay.

## **Board Job Description**

Each Board Director has a duty to:

- Represent the Membership
- Uphold the Coos Head Food Co-op mission as a guide to decision making
- Prepare for and attend all Board meetings
- Help out on at least one committee
- Abide by the Board of Directors' *Code of Conduct*
- Become familiar with the Bylaws, policies, and financial performance of the Coos Head Food Co-op
- Positively represent Coos Head Food Co-op in the community
- A willingness to attend occasional trainings or workshops designed to further the member's knowledge and experience in being an effective Board Director

### **The Board of Directors has these basic responsibilities:**

- Appoint, supervise, and provide evaluation and direction for the Manager
- Maintain effective communication with the membership in order to insure fair, democratic, and amiable performance toward the goals and objectives of the Coos Head Food Co-op
- Approve operating budgets and capital improvements so as to ensure the long-term viability of the store
- Establish fair and effective standards and policies for the performance of the Board and the Manager
- To ensure the perpetuation of an effective Board

### **The Board of Directors and the Management of the store:**

The Board does not manage the store; it reviews and creates policies, which guide the Manager. The Manager makes decisions of the operation of the store, day-to-day. She/he hires, releases, and directs employees in the store, directs maintenance and repair of the store, and any other reasonable activity in line with the management of a retail business. This basic distinction is vital for the each Board member to understand in order for the success of a member/owner-governed organization.

Application for Coos Head Food Co-op Board of Director

(Incumbent members, please update any information along with a current candidate's statement)

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

E-mail \_\_\_\_\_

Phones (note preference)

Home \_\_\_\_\_

Work \_\_\_\_\_

Cell \_\_\_\_\_

Membership Card # \_\_\_\_\_

*Board of Director applicants must be active members for at least 6 months before the election date*

Please provide some information about yourself in the following areas.

**Education:** (Schools attended, relevant coursework, degrees held)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Present Occupation:**

\_\_\_\_\_  
\_\_\_\_\_

**Business Experience:** (Consider your previous occupations, business training, etc.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Community Involvement:** (Include volunteer service, fund-raising, outreach, etc.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Other Qualifications:** (Include service on other boards, relevant experiences, etc.)

\_\_\_\_\_



# Statement of Agreement on Ethics and Conduct

## CODE OF ETHICS

*The following code of ethics reflects the standards of the Coos Head Food Co-op Board of Directors. As a director of the Coos Head Food Co-op I agree that:*

- The **primary responsibilities of the Board of Directors** are to be legally accountable for the actions of Coos Head Food Co-op, to provide overall direction and ensure the long-range securing and viability of the Corporation, and to make decisions in the best interests of the Corporation and its entire membership.
- The **Board's authority** is limited to overseeing the affairs of Coos Head Food Co-op in a manner beneficial to the organization as a whole. To do this, the board employs a manager responsible for the overall and day-to-day management of the business under the general direction of the Board. The Board works with management to set the future direction of the Corporation. In other words, the Board is responsible for defining overall goals and results to be achieved; management is responsible for managing all aspects of operations to achieve those results.
- Each **director's authority** is limited to that of any individual Coos Head Food Co-op member, except when the Board is in a duly called meeting. No individual director may take action on behalf of the Corporation alone unless explicitly delegated that authority by action of the Board.
- The **authority of the manager**, as approved by the Board in the general manager's job description, is to manage Coos Head Food Co-op's operations. The manager shall employ, supervise, and dismiss all employees, agents, and laborers and engage in all negotiations as necessary and/or directed by the Board.
- The Board **acts as a unit in decision-making**. While an individual director may disagree with a decision made by the Board, s/he will support that action as being the considered judgment of the Board.
- All directors will maintain **confidentiality** as needed to safeguard Coos Head Food Co-op's interests. Directors shall not discuss confidential corporate actions, policies, or issues with members, employees, or the general public. All issues related to personnel, real estate, market strategy and goals, pending litigation, and details of Coos Head Food Co-op's financial status are confidential issues until the board, as a whole, approves full disclosure.
- It is considered a **conflict of interest** for a director to engage in any activity that will result in a private gain, either directly or indirectly, as a result of an action taken by the Board. All directors shall be under an affirmative duty to disclose any conflict or *potential* conflict of interest. All directors shall abstain from voting on issues in which they have or may have a conflict of interest, and may be asked by a majority of the Board to refrain from discussion.
- Coos Head Food Co-op directors **serve as representatives** of the Corporation. Directors shall conduct themselves in a professional manner that fosters the confidence of the Coos Head Food Co-op membership and reflects positively on the Corporation, its member/owners, and its staff. Directors, staff and members have the right to communicate their ideas in an atmosphere of respect and without intimidation.

## CODE OF CONDUCT

*The following code of conduct reflects the standards of the Coos Head Food Co-op Board of Directors. As a director of the Coos Head Food Co-op Corporation, I pledge that I 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.
- Attend and actively participate in the Board's training and planning sessions to enhance Board understanding and cohesiveness.
- Consider the business of the Corporation and its members to be confidential in nature.
- Disclose any personal or organizational conflict of interest that I may be in, abstain from voting on any issues related to that conflict, and to accept the Board's majority request to refrain from discussion.
- Be honest, helpful, diligent, and respectful in my dealings with the Corporation, with other directors, and with the Corporation'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 Corporation's.
- Work for continued and increased effectiveness in the Corporation's ability to serve its members.
- 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 Corporation to employees, member/owners, 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 its member/owners control the Corporation in a democratic fashion and that all elections are open, fair, and encourage the participation of all members.
- Continually seek to learn more about the Corporation and its operations and about my responsibilities as a Board member by pursuing educational opportunities.

*I have read this agreement.*

---

*Signature of Coos Head Co-op director*

---

*Date*