



Alberta Cooperative Grocery 2011 Board Director Candidate Packet

Dear Owner,

Thank you for your interest in becoming a candidate for the Alberta Cooperative Board of Directors. Serving as a board director is an excellent way to guide the direction and vision of your coop, and creates valuable opportunities to engage and interact with fellow owners.

The Board of Directors represents the owners of Alberta Cooperative Grocery. Each director fulfills legal responsibilities and is a steward of the cooperative, on behalf of the owners. The purpose of the board is to create and maintain a cooperative vision, provide strategic leadership for the cooperative, and to ensure that the organization reflects the Alberta Cooperative Grocery mission as stated in our bylaws

Serving on the board:

- Please consider reviewing the coop's bylaws and policy register (available on our website) if you have not already – specifically regarding the **role of the board** and **individual board member responsibilities**.
- Bylaw V.7 states: Individual Directors shall have the following responsibilities:
 - (a) To attend Board meetings;
 - (b) To inform the Board of the activities and concerns of all committees for which the Director is a liaison;
 - (c) To attend the annual and any special membership meetings;
 - (d) To be reasonably accessible to members; and
 - (e) To make a good faith effort to remain informed regarding the affairs of the Cooperative and the issues before the Board.
- Board members serve a 2-year term. **There are 6 open seats for 2011.**
- The Alberta Coop operates using the policy governance model, meaning the Board of Directors sets broad policy and monitors for compliance with that policy. *Contact Stephen Upchurch if you have questions about policy governance; or visit <http://policygovernance.com> for in depth information on John Carver's policy governance model.*
- The average time commitment is around 10 hours per month, but will vary throughout the year and by individual Director's interests and availability.
- Board members receive an unlimited 15% discount on all purchases at the store.
- The experience of serving on the board is unique for each director. Feel free to reach out to any of your currently elected directors with questions; *contact information (email) is listed on the ACG website or email board@albertagrocery.coop.*
- Mark your calendar for the **ACG Annual Meeting on March 22nd at the Alberta Rose Theatre 6pm-8:30pm**; and the **National Cooperative Grocers Association (NCGA) Western Corridor Board Training 8:30am to 5pm, March 26th**. *Board directors are expected to attend both of these events.*

Running for the Coop Board is easy as 1-2-3!

1. Make sure your membership is current and that you're in good standing. *Not current? Make a payment towards your equity share with any cashier!*
2. Make sure that in the past 6 months you have either volunteered at least five hours for the coop OR attended at least one board meeting and one board committee meeting; *for a list of current committees, please see ACG's website or contact Owner Services: melissa@albertagrocery.coop.*
3. Submit a declaration of candidacy (300 words max) on your reasons for running along with the attached intent form. Your declaration statement will be posted in the store, on the website, and sent out with the election ballots. This statement and intent form is due by **February 16th**. You may submit your statement electronically to Owner Services: melissa@albertagrocery.coop; or mail it to the coop, attention Owner Services at 1500 NE Alberta St. Portland OR 97211. Melissa will confirm your eligibility and contact you with any questions or concerns.

The statement declaring your candidacy should include:

- How long you've been an owner of the Alberta Coop and any experience being involved with this or other cooperatives.
- Your vision for the future direction of the coop.
- Experience, skills, and interests you will bring to the board.
- Anything else you'd like to share about yourself or why you'd like to serve on the board.

Questions? Please contact Board members Kayla Gleason or Stephen Upchurch if you have any questions about serving on the Board or the election process. Contact the coop's Owner Services Coordinator, Melissa Nixon, for more information on meeting the volunteer hour requirement, attending board/committee meetings, or with any questions about your membership status.

Even if you are an active working owner, we recommend that you attend a board meeting before the election. **Meetings are currently held on the first Tuesdays of the month from 6 to 8:30 pm** at the Redeemer Lutheran Church (located at NE 20th and Killingsworth). Don't let this meeting time be a barrier to running--we find a day and time that works for all directors!

Thanks again for your interest!

Kayla Gleason
ACG Board of Directors, Election Committee Chair
kayla@albertagrocery.coop

Stephen Upchurch
ACG Board of Directors, Board Secretary and Owner Linkage Committee Chair,
stephen@albertagrocery.coop

Melissa Nixon
ACG Staff, Owner Services Coordinator,
melissa@albertagrocery.coop
503-287-4333



2011 Board Candidate Intent Form

Candidate's Name _____

Owner Number _____ Are you the Primary Owner? Yes _____ No _____

*****Only primary owners are eligible to run for the board. If you are unsure whether or not you are eligible, contact Owner Services (Melissa@albertagrocery.coop).**

Street Address _____

City and zip code _____

Phone number () _____

Email address _____

Your signature _____ Date _____