

Sno-Isle Food Co-op Board Member Job Description

The Co-op

Founded in 1997 in Downtown Everett, Sno-Isle Food Co-op (SIFC) has grown to more than 10,000 owners and \$6-million in annual sales. Governed by a nine-member Board of Trustees, the Co-op serves customers in Snohomish and Island counties. We are proud to be a certified B Corporation and a National Co+op Grocers member.

SIFC is a community anchor. Our Vision is "Growing the health of our communities from the roots up!" To realize this vision, our Mission is to operate and grow a thriving, regionally-based, community-supported, consumer-owned natural foods cooperative that supports local producers, operates sustainably, is a proactive community member, committed to inclusion, and a great place to work.

The Position

SIFC Board members are elected by our Co-op owners annually. The Board of Trustees is legally responsible for overseeing the direction, performance, and financial well-being of the Co-op. The role of a SIFC Board member is to set the goals and objectives and develop the policies that guide the work of the General Manager and the day-to-day operations of the Co-op. This includes ensuring the realization of the Co-op's vision and mission, while maintaining business viability. The Board uses [Policy Governance](#), a governance system that emphasizes vision, values, empowerment, and accountability to define the results the GM is expected to achieve within defined limits of prudence and ethics.

The Co-op requires capable Board members to ensure continued financial well-being and future success.

To run for the Board of Trustees, you must be an active owner of the Co-op. In addition, Board members should be committed to:

- The cooperative model and share our commitment to social equity, cooperative economy, community, and environmental stewardship, including the SIFC [vision](#), mission, and cooperative [principles](#).
- Attending regular and special Board meetings deemed necessary by the Board.
- Understanding and working within the SIFC Policy Governance framework.
- Ongoing learning, for example of basic accounting principles, the financial workings of the Co-op, and the Board's responsibilities.
- Attending occasional Co-op events, conferences, and workshops.

Duties

Board members have the following duties:

- *Duty of Loyalty*: to always act in the best interest of the Co-op in the pursuit of its mission and goals, avoid and disclose any conflicts of interest, maintain confidentiality, and be fair.)
- *Duty of Care*: to make informed decisions in good faith, be honest, and act as a reasonable person.
- *Duty of Attention*: to actively participate in the Board's and Co-op's affairs, including regular attendance at Board and committee meetings, reviewing information provided in advance of meetings, etc.

- *Duty of Obedience*: to adhere to the Co-op's bylaws, support the Board's policies and decisions, support the Co-op's principles, know and follow relevant laws and regulations, and honor contracts.

Responsibilities:

A Sno-Isle Board member (or Trustee) has several responsibilities.

To the Co-op and its owners:

1. Report pertinent Board of Trustees decisions or actions to owners.
2. Maintain communication with owners and management to ensure efficient and effective operation of the Co-op.
3. Ensure that accurate and up-to-date member contact information is maintained.
4. Implement policies approved by owners and the Board.
5. Plan the Annual General Membership Meeting and assure that notice of the meeting is provided as required in the Co-op's bylaws.

To Management:

1. Hire the General Manager, establish policies to guide the General Manager, determine the compensation of the GM, and evaluate the performance of the GM.
2. Adopt significant and realistic plans for future development and growth and review and modify them at regular intervals.
3. Ensure that the goals and objectives established by the Board, in cooperation with owners and the General Manager, are carried out.
4. Ensure that all facilities and equipment are maintained, in sanitary condition, inviting, and attractive to customers, as well as safe for staff.
5. Approve new services or major changes to existing services.

Legal:

1. Ensure that all legally-required reports are accurately and completely filed when due.
2. Ensure that all activities are carried out within the law, the articles of incorporation, and the bylaws.
3. Review and make recommendations on any proposed changes to the Co-op's articles of incorporation, bylaws, and policies.
4. Represent the Co-op in local, state, and national affairs, as necessary.

Financial:

1. Review financial statements and operating reports prior to and during each Board meeting.
2. Establish, after recommendations from the GM, an operating budget for the current year with projections for succeeding years.
3. Approve intermediate or long-term loans, including issues of preferred shares or loans to owners or the general public.
4. Ensure that adequate accounting records are kept, in accordance with generally accepted accounting principles.
5. Ensure that appropriate internal control procedures are in force and periodic audits are made, as required by the bylaws and the law.
6. Authorize appropriate officers or agents to sign contracts, leases or other obligations including bank checks on behalf of the Co-op.
7. Approve purchase and disposal of large capital items.
8. See that adequate insurance coverages are maintained.

To the Board:

1. Attend Board meetings and follow established meeting procedures.
2. Be informed of general issues surrounding cooperatives and the local community.
3. Perform formal and informal evaluations of the Board.
4. Recruit nominees for future Boards.
5. Appoint and serve on committees as needed to carry out the work of the Board.