

La Montañita Coop (LMC) Policy Committee Charter

Policy Development Committee Members

Chair: The Chair of the Committee is appointed by the Board.

Core Team: The Committee has a Core Team that is established and confirmed in January of each year. In January of each year, the Core Team is established and confirmed with the composition of:

- at least 1 and up to 3 representatives of the Board (including the Committee Chair); and
- at least 1 and up to 3 non-Board Co-op member-owners; and
- 1 non-management employee that works directly in a store, and/or 1 non-management employee that does not work in a store, and/or 1 management employee.

The Core Team for 2017, established and confirmed in January 2017, includes: one Board member (the Committee Chair), 3 non-Board Co-op member-owners, 1 non-management employee that does not work in a store, and 1 management employee.

Other members-owners, employees, and Board members are free to attend the Committee meetings.

Overall Roles and Responsibilities

The Policy Development Committee shall be responsible for reviewing, vetting, and recommending necessary changes and upgrades to the Bylaws and Policies of the La Montañita Co-op on a continuous basis to support its mission, values, and strategic plans. The Committee will research and provide guidance and recommendations to the Board on all critical Policy decisions. The Committee will help to increase the understanding and comprehension of the Policies. The Committee does not set the Policy for the Board, but will make recommendations for the Board's consideration. The Committee serves at the request and under the direction of the Board.

Responsibilities and Function

The Policy Development Committee's specific responsibilities include:

- Researching and recommending guidance to the Board on critical Policy decisions
- Reviewing and recommending changes and upgrades to Policies
- Reviewing and making recommendations regarding the adequacy of the Policies
- Reviewing existing Bylaws and Policies to identify strengths and shortcomings
- Recommending necessary modifications of Bylaws and Policies to strengthen the foundations and long-term viability of the La Montañita Co-op
- Analyzing how proposed Policies or changes to Policies and Bylaws could impact the Co-op's business activities and performance.
- Providing justification and value proposition of the recommended changes to existing Policies to the Board and member-owners on an as-needed basis
- Researching the impact of Policy changes in coordination with other Board Committees

- Coordinating with other Board Committees and reviewing Policy decisions of other Board Committees, and providing feedback to those Board Committees and the Board
- Receiving, reviewing, and vetting all recommended Policies from all other Board Committees before they reach the Board

Meetings

The Committee meets every month, on the first Tuesday of every month, from 5:30 pm to 6:30 pm at the Co-op Support Offices.

Reports

This Committee will develop Reports that serve as the feedback process to the Board. The Committee will generate Reports listing actions based on the Committee's Overall Roles and Responsibilities as well as the Committee's Responsibilities and Function set forth in this Charter.

This Committee will generate an Annual Report to the Board.

Other Reports to the Board will be developed by this Committee on an as-needed basis.

This Committee will also develop Feedback Reports to other Board Committees and the Board, on an as-needed basis.

Charter Expiration Date

This Charter is perpetual, and this Charter may be amended annually (in January of each year) or quarterly by the Committee Chair with input from the Core Team, and with final Board approval.