

La Montañita



**La Montañita Food Co-op
2017-2018
Board Candidate Packet**



Greetings!

Thank you for your interest in serving on the La Montañita Co-op Board of Directors. We ask that you read over the enclosed information carefully before filling out the application.

The Members of La Montañita Co-op elect Board members during an election season in the fall of each year. To qualify as a candidate, you must have a membership that has been valid and continuous since at least **July 1, 2017**. (*Our bylaws require a candidate to have been a member at least 4 months prior to the start of the election*). You must be at least 21 years of age and not a convicted felon. (*See Bylaws Section 2.1, available at http://www.laMontañita.coop/images/documents/pdf/2011_12_bylaws.pdf*). Candidates must complete and submit their application by **August 31, 2017**.

This year there are six open positions – 3 three-year terms and 2 two year-terms.

Candidates are also strongly encouraged to attend our Annual Membership Meeting-to be held in late October. At the gathering, candidates will have an opportunity to introduce themselves to those in attendance

The following is our 2017 schedule for meetings and election deadlines:

July 1	Date your membership must be valid and active
Aug 1	Candidate packets available online
Aug 31	Close of candidate packet submissions
Sept 7	Deadline for candidate to withdraw from the election
Oct 21	Anticipated date for Annual Membership Meeting
Nov 1	Voting commences November 1 st through November 14 th

Co-operatively yours,

The Nominations and Elections Committee



Co-operative Principles

Voluntary and Open Membership

Co-operatives are voluntary organizations, open to all persons able to use their services and willing to accept the responsibilities of membership, without gender, social, racial, political, or religious discrimination.

Democratic Member Control

Co-operatives are democratic organizations controlled by their members, who actively participate in setting their policies and making decisions. People serving as elected representatives are accountable to the membership. In primary co-operatives, members have equal voting rights (one member, one vote) and co-operatives at other levels are organized in a democratic manner.

Member Economic Participation

Members contribute equitably to, and democratically control, the capital of their co-operative. At least part of that capital is usually the common property of the co-operative. They usually receive limited compensation, if any, on capital subscribed as a condition of membership. Members allocate surpluses for any or all of the following purposes: developing the co-operative, possibly by setting up reserves, part of which at least would be indivisible; benefiting members in proportion to their transactions with the co-operative; and supporting other activities approved by the membership.

Autonomy and Independence

Co-operatives are autonomous, self-help organizations controlled by their members. If they enter into agreements with other organizations, including governments, or raise capital from external sources, they do so on terms that ensure democratic control by their members and maintain their co-operative autonomy.

Education, Training, and Information

Co-operatives provide education and training for their members, elected representatives, managers, and employees so they can contribute effectively to the development of their co-operatives. They inform the general public - particularly young people and opinion leaders - about the nature and benefits of co-operation.

Co-operation among Co-operatives

Co-operatives serve their members most effectively and strengthen the co-operative movement by working together through local, national, regional, and international structures.

Concern for Community

While focusing on member needs, co-operatives work for the sustainable development of their communities through policies accepted by their members.



Frequently Asked Questions for Prospective Candidates

Is La Montañita bigger than the store where I shop?

The Co-op has four retail stores in Albuquerque, one in Gallup and one in Santa Fe; Albuquerque is also the site of the Co-operative Distribution Center (CDC), which is our food shed warehouse. Currently, the Co-op does about \$41 million in sales per year, and has about 17,000 Members.

Who makes up the Board of Directors?

The Board of Directors is the governing body for the member-owners of La Montañita Food Co-op. It is composed of nine people, all member-owners of La Montañita and elected by Members. A maximum of two Directors may also be employed by the co-operative, although all Directors represent the Membership at large rather than any special subgroup.

What are the Board of Directors Responsibilities?

Being on the Board of Directors is a very big responsibility. Board members are the fiduciaries who steer the organization towards a sustainable future by adopting sound, ethical, and legal governance and financial management policies, as well as by making sure the La Montañita Cooperative has adequate resources to advance its mission.

3 Tenets of the Directors:

1. Duty of Care: Take care of the Cooperative by ensuring prudent use of all assets, including facility, people, and good will; and provide oversight for all activities that advance the cooperative's effectiveness and sustainability.
2. Duty of Loyalty: Make decisions in the best interest of the Cooperative; not in his or her self-interest.
3. Duty of Obedience: Ensure that the Cooperative obeys applicable laws and acts in accordance with ethical practices; that the cooperative adheres to its stated purposes, and that its activities advance its mission.

The Board of Directors also hires and sets the compensation of its talented Cooperative Retail Officers and Cooperative Operations and Support Officers who run the day-to-day management activities of the organization. When there are paid staff in place, rather than steer the boat by managing day-to-day operations, board members provide foresight, oversight, and insight.

The board embraces the use of technology to more efficiently perform its duties. Document coordination will be done electronically using databases and Office suite software predominantly. All directors will be expected to work in this manner.

Does the Board endorse candidates?

The La Montañita Board does not endorse candidates.



How much time must I commit?

The Board holds one regular meeting for at least three hours each month, at which attendance is expected. Every Director is required to be a member of at least one board committee; some committees meet monthly, others less frequently. From time to time, Directors may be expected to attend scheduled meetings in addition to the committees, member meetings, trainings and our annual membership meeting. In all, you can expect to devote at least 15 – 20 hours a month to board service.

Where are Board meetings held?

Most meetings will be held in Albuquerque however, once quarterly they will be in Santa Fe and once every six months in Gallup. The meetings start at 5:45 p.m.

What compensation is there for serving?

Each director receives an annual stipend of \$1800 annually; this may change due to a simultaneous vote on Bylaws. The President and Secretary receive more based on their additional duties and responsibilities.

I'm sure I have the time to commit, and want to serve; what else do I need to know?

The board seeks candidates with constructive and creative leadership skills to contribute sound reasoning and judgment to the Board governance process. There must be a desire to develop visionary ideas through study, advisement and discussion. This requires an ability to work within a group setting; to speak up, listen actively and well and be receptive to differing views. Candidates must be able to represent the whole organization and not focus on a narrow demographic. Finally, candidates must have the courage to speak their voice during Board deliberation but be willing to publicly stand behind Board decisions regardless of personal views. If that sounds like you, please consider running for the board.

We strongly encourage all candidates to attend at least one of our board meetings. Observing our meetings will clarify and demonstrate the board's governance role and will give you a good idea of what you can expect should you serve.

You can also dig deeper and read our bylaws, policy manual and prior meeting minutes (www.lamontanita.coop). Those of us on the Nominations and Elections committee would be pleased to answer any further questions you might have.

When will elections be held and how many seats are open?

The annual election is from November 1st through the 14th 2017. This election period, there are 6 open seats.

OK, I've decided to run – now what?

It's time to complete the candidate application process. You will submit a brief personal statement, respond to a list of questions, provide your photograph, and sign the LMC Board Confidentiality Agreement and all of the application information is included in this packet. The Candidate package forms are all available in fillable PDF and packets must be submitted electronically by the due date. Candidate photos must be high resolution (300 ppi) and either a .tiff, .jpeg or .psd format. Send photos to monique.salhab@lamontanita.coop. Candidate photos are requested solely for the purpose of publication along with the candidate's statement. The packets will be presented to the members as you have presented yourselves.



CANDIDATE QUESTIONS AND PERSONAL STATEMENT

Name

Phone

Email

Membership Number

Home Address

City, State, Zip Code

Note: You must provide all of the above information to have a valid application.

Candidate Questions (the contents of 1 through 4 must not exceed 700 words)

1. Describe your involvement with La Montañita Co-op. Include amount of time spent and specific activities, if appropriate.

2. Describe any volunteer or paid experience relevant to serving as a co-op board member. Please check any that apply and describe your experience. This is not an exhaustive list, the CO-OP is about a variety of experience!

- Farming
- Environmental Work
- Finance
- Business
- Strategic Planning
- Information Technology
- Retail
- Other



3. What do you see as La Montañita's role in the broader community?

4. Personal statement, including anything you feel is relevant to your candidacy.

Candidate Photo

Attach a current photo of yourself in your email when submitting the completed candidate packet. Photos must be of high resolution (300 pixels per inch), and must be a tiff, jpeg, or photoshop file.



La Montañita FOOD CO-OPERATIVE BOARD OF DIRECTORS BOARD CANDIDATE CERTIFICATION OF COMPLIANCE

For the 2017 Board of Directors election, candidates must meet the following Bylaw requirements. Items 6, 7, and 8 are also New Mexico state requirements which all board members must meet in order for the Co-op to hold a retail wine license.

1. I am an honest and caring person.
2. I will find sufficient time to devote to duties as a Director
3. I have had a continuous valid membership since July 1, 2017 or earlier.
4. I am not:
 - a. the COSO or CRO of La Montañita;
 - b. a La Montañita staff person directly supervised by the COSO or CRO; or
 - c. supervised by any person directly supervised by the Board of Directors.
5. I am at least 21 years old.
6. I am not a convicted felon.
7. I agree to be fingerprinted by the State of NM.
8. I am committed to cooperation as a viable economic relationship.

As part of my application to run for the Board of Directors of La Montañita Food Co-operative, I certify that I am in compliance with the above requirements for bard candidacy. I understand that any deliberate or accidental misrepresentation of my compliance may result in my disqualification as a candidate and/or my removal if I am elected.

Name (Printed)

Date

We are using electronic submission only. Email completed packets along with your photo to monique.salhab@lamontanita.coop. Your candidate package will be uploaded to the La Montanita website as submitted with no editing. Format may be modified as required for inclusion onto the website.

Candidate rules for campaigning at the Co-op stores

1. Contact the store manager of the particular store where you would like to campaign. We ask you provide at least 24 hours' notice, as there may be reasons your campaigning cannot be accommodated on a specific day.
2. Each time you arrive at the store, check in with the store manager or the manager on duty to let her/him know you will be outside. Each store manager will determine some of the details of where/how you campaign at that particular store, so be sure to inquire about this the first time you campaign.
3. When you solicit a shopper, never stand in his/her path as she/he approaches. Always stand to the side of the shopper's path. As the shopper approaches, ask politely if you may talk to her/him about the upcoming board election.
4. Inquire if they are a member-owner. If they are, remind him/her voting will be open from November 1st-14th. Tell member-owners they will be able to vote November 1st -14th.
5. Campaigning is limited to 3 times per week; with your choice of which days you campaign. You may campaign for a maximum of 2 hours each time; with your choice as to what time of day.