

LA MONTAÑITA



**La Montañita Food Co-op
January 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 **January 1, 2017**. (*Our bylaws require a candidate to have been a member at least 12 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.LaMontanita.coop/directors/documents>*). Candidates must complete and submit their application by **January 10, 2017**.

There is one open Board of Directors position – the chosen Director shall serve for one year, until the Board meeting held in December 2018.

The following is our schedule to appoint a new Director:

January 1, 2017	Date your membership must be valid and active
January 3	Candidate packets available online
January 10	Close of candidate packet submissions
January 12	Appointment chosen Director
January 13	Board Orientation
January 16	Introduction of chosen Director at January Board meeting

Cooperatively 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 three Directors may also be employed by the cooperative, 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 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.

Three 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.



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 a discount on purchases at La Montañita Co-op. Staff directors receive a stipend of \$600 per year.

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 online at www.lamontanita.coop/directors/documents. Those of us on the Nominations and Elections committee would be pleased to answer any further questions you might have.

OK, I've decided to run – now what?

It's time to complete the candidate application process. The Candidate Packet forms must be submitted electronically by the due date.



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.



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

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 January 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

Your signature on this form, scanned and emailed, will be sufficient. We will be using electronic submission only. Please email your completed candidate packaged to the Board president:
board-president@lamontanita.coop