

# FRANKLIN COMMUNITY CO-OP

## BOARD OF DIRECTORS

### NOMINATION PACKET

*Thank you for your interest in serving as a member of our co-op Board of Directors!*

If nominated and elected, you'll become an important part of a progressive organization important to the economy, vibrancy, and livability of our community. You'll engage with talented and energetic folks (board colleagues and staff) and be able to make a contribution to the Franklin County community. Our co-op needs you!

#### **WHAT WE HOPE YOU CAN BRING TO THE BOARD**

Service on the board benefits greatly from the following general skills and qualities:

- Interest in serving the Franklin Community Co-op and commitment to its mission & values.
- Ability to effectively discuss complex goals and future implications of decisions
- Experience with—or willingness to learn—how to read financial statements.
- Communication, interpersonal dynamics, and group process skills.
- At least 8-10 hours per month for meeting time, prep, and follow-up.
- Commitment to learning about and using Policy Governance. See below the **SHORT DESCRIPTION OF POLICY GOVERNANCE**

In addition, board members each bring more specialized skills to their board work. It is helpful, but not necessary, to the board and the co-op if a candidate has one or more of the following:

- Business experience, retail or wholesale (especially grocery)
- Experience working with complex organizations
- Experience with real estate acquisitions
- Labor relations and/or personnel management experience
- Marketing experience
- Financial analysis and/or investment experience
- Leadership and group facilitation skills
- Other board of directors experience
- Other co-op experience
- Experience with food growing or preparation

Several hours of reading are needed to prepare for each meeting; a packet is provided the week prior to a board meeting. Directors also serve on at least 1 board committee and attend various member meetings, including the Annual Meeting, and work on outside projects or proposals. At least 1 board retreat is held each year. Directors are encouraged to attend co-op conferences or trainings. The board provides special training for new board members and ongoing training for **all** board members.

We hope that in your service on the Board that you'll experience the satisfaction which comes from doing meaningful work. Board members also receive a 15% working-member discount.

**Thank you for considering serving on the Board of Directors of your co-op!**

**SHORT DESCRIPTION OF POLICY GOVERNANCE:**

The FCC's board uses Policy Governance, a detailed and comprehensive method that structures and organizes their work. This type of governance uses policies to guide the General Manager (GM) to progress towards stated goals (Ends) of the co-op while staying within established boundaries. Through reports from the General Manager, external reports, and the board's internal monitoring, policies and goals are evaluated and updated regularly. The policies and Ends Statement serve as a guide for the General Manager and establish guidelines for the board's evaluation of the GM's performance.

Using Policy Governance helps ensure that the board does not involve itself in any areas of co-op operations, while ensuring that the store runs optimally. Through the Ends Statement, the board establishes the vision and goals that co-op management is to pursue and achieve. The GM decides how to achieve these Ends and presents the board with documentation showing that she/he has achieved them. The board then reviews the presented information, determining if the Ends have been met.

See the [Policy Governance Quick Guide | Columinate](#)

# Nomination Materials and Board Service Information

## WHAT YOU NEED TO KNOW

The co-op is governed by a Board of Directors (referred to as BOD or Board) who are elected by the member-owners. The Board directs and controls the administration of the cooperative corporation. Board terms typically are for three years.

The board consists of no more than eleven members; each must be a member in good standing (membership equity share paid in full or current with the payment plan).

A candidate must have been a member on or before November 2, 2024 - four months prior to the Annual Meeting. Each nomination must be accompanied by a nominating form with signatures from three co-op members. Employees who are members are eligible to run.

Specific responsibilities include:

- Interacting with owners to understand the owners' values for/visions of the co-op.
- Developing and revising policies which guide the work of both the General Manager and the Board to achieve ends consistent with the owners' values and visions.
- Using consistent monitoring mechanisms to ensure that management achieves goals set by the Board and that the Board itself operates in accordance with established goals and policies.
- Signing a Code of Conduct addressing in part: actual or potential conflicts of interest; confidentiality of certain issues as determined in open meeting; sharing responsibility for group behavior and productivity; and having fun!

## WHAT'S NEXT

Here's the process to become a candidate for the board.

- Learn more about the co-op, the board, its system of governance, and the qualities and commitment needed from directors. This background will help you decide if you are willing to be a member of the board.
  - Brief co-op history (go to [www.franklincommunity.coop](http://www.franklincommunity.coop)).
  - You are encouraged to attend one or more board meetings, on 12/11 & 1/15. Held at 170 Main St., Greenfield. Dinner @ 6, meeting @ 6:30. See the website for the meeting packet (also posted on the bulletin board at both stores), or request a copy via [bodclerk@franklincommunity.coop](mailto:bodclerk@franklincommunity.coop)
  - You are also encouraged to speak with current Board members, either at a meeting, in the stores, or via: [bod@franklincommunity.coop](mailto:bod@franklincommunity.coop)
  - See the **SHORT DESCRIPTION OF POLICY GOVERNANCE**
- Complete and submit the NOMINATION FORM (which is required) at the end of this packet. The nomination form needs to be signed by three co-op members (please don't ask staff to sign your nomination form while they are working).

Complete and submit the contact form with information about candidate and nominators. Completing and submitting a 1-2 page response to the NOMINEE QUESTIONNAIRE will provide helpful information for members' voting decision. The nomination form, contact form and questionnaire are due in the Greenfield store no later than: **January 31, 2025. If filling out by hand, please be sure to print clearly so that all the information offered is legible.**

- Please Return the nomination form, contact form and questionnaire materials to: BODClerk at Green Fields Market, or via email: [bodclerk@franklincommunity.coop](mailto:bodclerk@franklincommunity.coop)
- Candidate responses will be shared with members (except the contact info form, which is for internal use only).
- Also, please plan to attend the Candidate Forum on Sunday, February 9th to introduce yourself and respond to questions.
- Voting starts in mid-February and goes on for two weeks, until it culminates at the **Annual Meeting on March 2, 2025.**
- We also would like to post a photo of you for members. Please send a photo to [bodclerk@franklincommunity.coop](mailto:bodclerk@franklincommunity.coop) or we can arrange a time to take one.
- Last, please note that all elected board members will need to have a background check to meet requirements for the co-op's liquor license.

If you have questions about this process or about the board in general, please contact the Board Development Committee (BDC) at [bdc@franklincommunity.coop](mailto:bdc@franklincommunity.coop)

# NOMINATION FORM

Candidate's Name:

Candidate's Town or City:

Year Member Joined:

Nominations for the directors shall be made by petition, signed by at least three members of the Co-op. (Only one signature per member number for this nominee.)

I nominate the above candidate to run for a seat in the 2025 Board of Directors election of Franklin Community Cooperative:

1. Member Name (print):

Town or City of Residence:

Signature:

Year Member Joined:

2. Member Name (print):

Town or City of Residence:

Signature:

Year Member Joined:

3. Member Name (print):

Town or City of Residence

Signature:

Year Member Joined:

Date Received: \_\_\_\_\_

**Please Return Form To:** BOD Clerk, by January 31, 2025

**CANDIDATE and NOMINATORS**  
**MEMBER NUMBERS & CONTACT INFORMATION**  
This form for internal use only; will not be shared with members.

Candidate's name: \_\_\_\_\_

member #: \_\_\_\_\_

address: \_\_\_\_\_

phone #: \_\_\_\_\_

e-mail: \_\_\_\_\_

1st Nominator's name (print):

member #: \_\_\_\_\_

address: \_\_\_\_\_

phone #: \_\_\_\_\_

e-mail: \_\_\_\_\_

2nd Nominator's name (print):

member #: \_\_\_\_\_

address: \_\_\_\_\_

phone #: \_\_\_\_\_

e-mail: \_\_\_\_\_

3rd Nominator's name (print):

member #: \_\_\_\_\_

address: \_\_\_\_\_

phone #: \_\_\_\_\_

e-mail: \_\_\_\_\_

# NOMINEE QUESTIONNAIRE

Your responses to any or all of these questions will help member-owners know more about you in order to cast their votes for the co-op's Board of Directors. **Please write your response of 1-2 pages in a separate document with your name, town of residence, and current occupation at the top**—this will be shared with member-owners.

1. Why do you wish to serve on the Board?
2. What do you see as the significance of the co-op and what is your relationship to the Co-op / that significance in the community?
3. How has your work/life experience taught you the general skills listed below. Please be specific.
  - Interest in serving the Franklin Community Co-op and commitment to its mission & values.
  - Ability to effectively discuss complex goals and future implications of decisions
  - Experience with—or willingness to learn—how to read financial statements.
  - Communication, interpersonal dynamics, and group process skills.
  - At least 8-10 hours per month for meeting time, prep, and follow-up.
  - Commitment to learning about and using Policy Governance. (See the SHORT DESCRIPTION OF POLICY GOVERNANCE)
4. Which of the specialized skills listed below, or other community or organizational experience would you bring to your board service? Again, please be specific.
  - Business experience, retail or wholesale (especially grocery)
  - Experience working with complex organizations
  - Experience with real estate acquisitions
  - Labor relations and/or personnel management experience
  - Marketing experience
  - Financial analysis and/or investment experience
  - Leadership and group facilitation skills
  - Other board of directors experience
  - Other co-op experience
  - Experience with food growing or preparation
5. Any thoughts about the Policy Governance approach as described here? Prior experience with this system is not expected. (Again, please refer to the SHORT DESCRIPTION OF POLICY GOVERNANCE)
6. Is there anything else, relevant or irrelevant, that you would like us to know about you? Is there anything else you would like to share with us?

**Thank you very much for your interest in the co-op and its governance!**

Please submit all materials (nomination form, contact form, questionnaire responses and photo) by the nomination deadline of 1/31/25:

- by e-mail to [bodclerk@franklincommunity.coop](mailto:bodclerk@franklincommunity.coop)
- or by mail to Franklin Community Co-op/Green Fields Market Attn.: Board Clerk  
144 Main Street Greenfield, MA 01301
- or drop off at Green Fields Market or McCusker's Market