



1600 East Madison
Seattle, Washington 98122
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madisonmarket.coop

Hi,

Thank you for your interest in becoming a member of the Board of Trustees at Central Co-op.

Enclosed you will find the following:

- Central Co-op's Mission and Values Statements
- The Seven Cooperative Principles
- Board of Trustees Position Description
- Central Co-op's Board Committees
- Candidate Application for Nomination

If you choose to run for the Board you will need to complete the application and return a hard copy and email a Word-compatible electronic document to the Co-op by March 15th*. Please include a brief candidate statement and a recent photo of yourself for the voting information packet we send to our owners and post on our website.

Central Co-op
Board of Trustees, Owner Involvement Committee
Attn: Cynthia Pristell, Board Assistant
1600 E Madison, Seattle, WA 98122
Email address: board@centralcoop.coop.

The full Board meets in our administrative offices at 6:00 p.m. on the second Tuesday of every month. The next meetings will be on January 12, February 9 and March 9. Board committees meet on other Tuesdays every month. To qualify for the ballot you must attend one Board and one committee meeting by the March 15* application deadline.

For more information, please leave a message at 329-1545 voice mailbox #304 or e-mail me at cynthiapristell@centralcoop.coop.

In cooperation,

Cynthia Pristell, Board Assistant



Our Mission and Values

Central Co-op is a business that belongs to the people who use it (members are our owners) – people who have organized to provide themselves with the goods and services they need. Our Mission and Values reflect the values of our membership, as formulated by our member-elected Board of Trustees.

OUR MISSION STATEMENT: Central Co-op is a member-owned natural foods cooperative in the heart of Seattle dedicated to sustainable practices, community accountability, and the local food economy.

IN SUPPORT OF OUR MISSION, we endeavor to operate our business within our stated values, while having the courage to uphold them and the imagination to look beyond them.

*We value the cooperative principles first set forth in Rochdale, England in 1844.

*We value conducting ourselves and our business with honesty and integrity, and we look for the same in others.

*We value operating our business holistically, recognizing our social responsibility and our commitment to the restoration and health of the environment.

*We value acting responsibly in our community by providing a diverse selection of high quality healthful products, by serving as a resource for information, and by responding to the needs of our owners and the community at large.

*We value the celebration of diversity and difference by encouraging ourselves and others to act with acceptance and mutual respect.

*We value safeguarding our owners' trust by conducting our business in a financially sound manner.

*We value operating our business on a human scale by honoring the inherent value of the individual and by maintaining an open and friendly atmosphere.

The Seven Cooperative Principles:

- Voluntary and Open Membership
- Democratic Member Control
- Member Economic Participation
- Autonomy and Independence
- Education, Training, and Information
- Cooperation Among Cooperatives
- Concern for the Community

Central Co-op

Central Co-op, incorporated in 1978, is a member-owned grocery store with over 9,000 members and \$14 million dollars in annual sales.

Position Description: Trustee, Board of Trustees

The Board of Trustees reports to the Member-Owners and supervises the store's General Manager. Trustee terms are three years, not to exceed three consecutive terms. The Board of Trustees as a whole has authority; no individual Trustee has authority. Each Trustee is responsible to all other Trustees to support a decision once that decision has been made. The Board of Trustees acts on behalf of the membership of Central Co-op to oversee the governance and ensure the sound operations of the store.

Overview of Board of Trustees Responsibilities:

- Plan for the long-term viability of the Co-op.
- Define overall vision, purpose and goals for the Co-op.
- Create and maintain major policies and standards (contained in the Board policy manual).
- Monitor operational and personnel policies to ensure compliance.
- Establish long-range goals and annual objectives.
- Monitor progress towards achievement of goals and objectives.

Trustee Duties:

- Attend one Board meeting per month and others as necessary.
- Prepare for each Board meeting by reading the mailed agenda packet.
- Serve on at least one Board committee.
- Represent the Co-op in affiliated organizations.
- Attend Board orientation and training.
- Attend annual membership meeting, annual planning retreat and other Board functions.

Minimum Qualifications:

- Membership in Central Co-op (either currently or upon candidacy).
- Commitment to the mission of Central Co-op.
- Interest in serving the Co-op.
- Commitment to 10-20 hours per month for a three-year term.

Necessary Skills and Experience:

- Meeting skills and ability to work with others in forming consensus.
- Excellent leadership, communication, group process and public speaking skills.
- Ability to consider complex issues with an open and critical mind.
- Knowledge of Seattle area and familiarity with resources.

Preferred Skills and Experience:

- Familiarity with natural foods, nutrition and the politics of food.
- Experience with consumer cooperatives.
- Experience with finance, management, law, advertising, marketing, public relations, and/or grocery and general retail business.
- Experience with organizational long-range planning.
- Experience developing and controlling budget lines.
- Experience with committee work and volunteer coordination.

Board Committee Charters

The Board of Trustees has chartered three standing committees that focus on specific areas that require special attention: Finance and Audit, Owner Involvement, and Product Issues. Other committees are chartered from time to time to accomplish particular tasks.

Every Board member is expected to serve on at least one committee. Other committee members come from the Co-op's management, staff, and ownership.

Finance Committee

The purpose of the committee is to make recommendations to the Board on the best use of Co-op assets by monitoring present performance and proposing budgets for future development and to serve as a resource on finance and control systems development.

The committee will review detailed financial reports with an analysis of financial position. It will review and recommend the operating budget, capitalization plan and budget, and review and evaluate financial policies. As part of the annual budget process, the committee will draw up a profit sharing plan to be submitted for approval. The committee will also arrange the annual audit or review and coordinate the Board's annual budget.

Owner Involvement Committee

Purposes of the Owner Involvement Committee includes: recruit member-owners to serve on the Board and its committees; oversee and ensure proper organization of each year's Board election and Annual Meeting of the membership; and provide a forum for development of member-owner engagement in the co-op community.

Product Issues Committee:

The purpose of the Product Issues Committee is to serve as a forum for members to investigate, discuss, and recommend to the Board changes to the Co-op's policy concerning products, ingredients, and departmental supplies and packaging that should or should not be carried or used by the Co-op; and for member education and engagement about such issues and policies.

Central Co-op's Board of Trustees 2010 Candidate Application Questions

Name:

Mailing address:

Telephone (day and evening):

E-mail address:

1) Central Co-op is a consumer-owned cooperative. Please describe your understanding of the cooperative business model, and why it appeals to you.

2) Central Co-op is a natural foods store, emphasizing sustainable, local, organic, and fairly traded products. Why are natural foods important to you?

3) What knowledge, skills, or experience do you feel will be your greatest contribution to the Board?

- | | |
|---|--|
| <input type="checkbox"/> cooperatives | <input type="checkbox"/> communication and meeting skills |
| <input type="checkbox"/> grocery and/or other retail work | <input type="checkbox"/> natural foods, nutrition, food politics |
| <input type="checkbox"/> business operation & development | <input type="checkbox"/> service on a Board of Trustees |
| <input type="checkbox"/> interpreting financial reports | <input type="checkbox"/> access to community and government |
| <input type="checkbox"/> legal expertise | <input type="checkbox"/> leadership |

Tell us how your experience in these areas will help if you attain a position on the board.

4) The Board is responsible for understanding and approving the Co-op's annual budget. Describe a time when you were responsible for allocating resources (money, time, and people) among multiple requests. What criteria did you use to decide which areas got limited resources?

5) Our Board strives for consensus, carefully considering all points of view and concerns. If consensus is not achieved, decisions pass by majority vote. Do you have experience in a group striving for consensus?

6) Sometimes conflict arises among Trustees or within the Co-op. Please tell us about a conflict you were involved in, and how you and the other participants worked for a resolution.

7) At times, Trustees deal with confidential information. Do you have any experience that required you to maintain confidentiality about organizational or professional matters?

8) Being a Trustee is a volunteer responsibility, not a full-time job, but it does require a certain level of commitment and work. How much time do you see yourself having for meetings and committee work?

9) What is your vision for Central Co-op? What do you want to accomplish during your three-year term?

10) What do you hope to get for yourself out of serving on the Board?

11) Describe your relationship with Central Co-op, and any potential conflicts of interest. For example are you a Co-op worker, one of our vendors, or a competitor? A conflict of interest does not disqualify you from running, but the Co-op and the voters need to be informed.

12) What questions would you like to ask about Central Co-op, the Board of Trustees, or its committees?

Drawing from your answers to these questions, on a separate piece of paper, please write a candidate's statement not to exceed 300 words, outlining your platform and why owners should vote for you. Include in your statement any potential conflicts of interest you may have. This statement, along with the other candidates' statements, will be sent to our owners, printed on the election ballot, and posted on our website.

Please also attach an optional résumé or any other material you think would be useful to the committee in evaluating you as a candidate. In order for your application to be eligible, a recent photo of yourself must be included.

Important:

The application deadline is March 15*. Please include two copies of your completed application including candidate statement and photo; a hard copy (attn: Board Assistant) mailed to the Co-op or dropped off at the administrative office or Info Central (11 a. m - 7 p.m.); and an electronic copy emailed as a non-protected Word-compatible document to board@centralcoop.coop.

Thank you for your time and interest!

***March 15TH is the deadline for candidate applications, complete with all requested information and materials. Late or incomplete applications can only be accepted by an act of the Board, or the Owner Involvement Committee as authorized by the Board.**