

Onion River Co-op Role Description

Title Director

Reports to The Members of the cooperative

Prepared Date June 2019

ORC Diversity and Inclusion Statement

We acknowledge, respect and celebrate the differences and commonalities of our employees at City Market and the community we serve. We value the experiences of everyone and embrace the diversity of ideas and perspectives. We will foster a respect for cultural diversity through our words and actions.

- We will seek opportunities to learn and celebrate diversity in each other;
- We will communicate respectfully and openly; and,
- We will support the co-op model and encourage a sense of pride in City Market.

Summary of the Role

The Board of CM/ORC consists of nine directors who are elected by the members of the cooperative to work as a team to guide and steward the business that we own together.

Essential Responsibilities of the Board of Directors

- To define the goals or “Ends” of the cooperative
- To hire and supervise the General Manager, who is accountable to the Board for the operation of the business
- To monitor our cooperative’s performance in relation to our Ends
- To set and monitor the policies by which the Board and the General Manager operate

The Nature of Directors’ Authority

Our authority exists only as a group, when the Board is formally convened with a quorum. We do not have individual power to make decisions or speak for the Board in a way the Board did not already authorize.

Core Duties and Expectations

- Attend monthly board meetings very consistently. Effective teamwork depends on Directors participating regularly. At a minimum we need a quorum of Directors at each meeting to be able to make decisions.
- Help the group make good decisions by absorbing information, asking relevant questions, and expressing our views and concerns with the group during discussion.
- Speak with one voice, upholding the decisions of the Board and representing them to members whether or not the decision was the one that you most preferred.
- Uphold the lines the Board has drawn between its areas of authority and those areas the Board has delegated to the GM as operational.

- Act as a good team member by doing the reading and other preparation for meetings, and contributing appropriately to discussions to help them flow and stay balanced.
- Maintain strict confidentiality of information learned as a Director, such as financial reports, organizational strategies, and salary data.
- Attend at least one yearly Board retreat, the yearly membership meeting of the cooperative, and any special meetings of the Board.
- Make an effort to attend other major events of the cooperative and trainings and conferences related to our work.

General Qualifications

Please read the Board's Policy D11, Board Perpetuation, for the core qualifications of Directors, which include a commitment to the overall mission of the Co-op, the propensity to think in terms of systems, and the ability to 'play well with others' and to delegate.

That and all the other policies that govern the cooperative are located here:

http://www.citymarket.coop/sites/default/files/membership/2019%20Policy%20Register%20Updates_1.pdf

Skills and Capacities Needed

- Our monthly meetings run for three hours; Directors must be able to participate for that long in person or remotely.
- We do our work in English. Directors must be able to speak and comprehend it fluently.
- We need excellent listening skills, clear and effective speaking skills, the ability to absorb complex business information, and skill at presenting information and answering questions from members and other stakeholders.
- We must be able to interpret financial reports and related mathematical information.
- We must be able to reason from facts, evaluate practical problems, and process a range of concrete and abstract variables.

Experience

The Co-op benefits from having Directors with a wide range of life experiences and areas of knowledge. Candidates do not need experience in the grocery field; we provide training in the specifics of our business. Experiences and knowledge that can strengthen the Board include, but are not limited to: food systems, food insecurity, running a business, needs of marginalized groups, finance, cooperatives, and organizational consulting.