



## **The Stevens Point Area Co-op Board Member Description**

The Stevens Point Area Co-op (SPAC) is an independent, consumer cooperative grocery store. We are member-owned and cooperatively-managed. The Stevens Point Area Co-op serves our community by providing high-quality organic, whole, local foods and products. We promote local and small-scale producers, environmental sustainability, and continually strive to provide greater access to high-quality food in our community.

SPAC is seeking board members who internalize the core values of the business and who will demonstrate a commitment to the mission of the Stevens Point Area Co-op.

The Board of Directors is made up of 13 members. Of those 13 members, 4 are staff elected representatives from the management circles which make up the Stevens Point Area Co-op and the other 9 are elected by the general membership. Board members are elected into 1, 2, or 3 year terms.

### **The Board's Purpose**

According to the SPAC Bylaws, "the purpose of this corporation shall be to engage in any lawful cooperative activity which promotes better nutrition and a sound economic lifestyle, primarily through the use of a storefront which provides nutritional education, food, and other goods for people, not for profit." A BOD member's foremost duty is to actively participate in the decision-making process with no ulterior motives other than the advancement of this goal.

### **Minimum Requirements**

- Attending 12 board meetings annually. Board meetings are held in person every 4th Tuesday of the month at 5:30 PM on the 2nd floor of the Co-op. If a board member is unable to attend in person, virtual attendance is an available option.
- Experience or knowledge in human resources, communications, project management, business development, environmental sustainability, marketing, or local food.
- Commitment to SPAC's mission statement.
- Ability to serve the entirety of their term, barring unforeseen circumstances.
- Willingness to learn and utilize strengths, as needed.

## Key Responsibilities

- Establish and review major policies and ensure SPAC is compliant with bylaws and mission.
- Approving collective managers yearly goals.
- Approve budgets and management projects.
- Enhance relations between board, staff, and members.
- Contribute to management circles.

## Codes of Conduct

Individual board members must maintain the following standards:

- Participate in meetings– Board members must attend the Board of Directors Meetings. Meetings are held the 4th Tuesday of the month at 5:30 PM on the 2nd floor of the Stevens Point Area Co-op. When needed, board meetings can be attended virtually.
- Serve on a management circle– Each board member must be willing to serve on a management circle of their choice, and be willing to participate in the work of that circle. Circles meet monthly.
- Be informed about the decisions to be made– Board members are expected to have read the meeting agenda prior to the meeting and prepared to discuss the topics at hand to make a reasoned decision for SPAC.
- Fully disclose any conflicting interest position– Board members having any interest that poses any potential or perceived conflict with the interest of the organization must disclose that conflict to the board, and abide by any decision of the board in dealing with the situation.
- Inform board of potential corporate opportunity– Board members are expected to inform the board of any potential business transactions or interests that may be of interest to the organization.
- Uphold confidentiality– A board member should not, in the regular course of business, disclose information about the corporation's legitimate activities unless they are already known by the public or are of public record.
- Adhere to the bylaws of the organization– Board members are expected to understand the bylaws and the articles governing the organization, and abide by the provisions within those documents.

## Benefits

SPAC board members receive a free membership for the duration of their term, as well as a deeper discount at 20%. They also receive an additional 10% case discount on bulk orders. If you have a current membership at the time of your election, you can 'gift' that membership to a friend/non-member. Regular memberships will stay active until gifted or expiration. Refunds are not available for membership fees. Once the board member's term is over, they can have their previous membership re-activated if they haven't gifted it.