



JOB DESCRIPTIONS

Board of Directors

Goal: Together with all Directors, the Board is responsible for ensuring excellence in governance through the establishment and careful monitoring of written board policies, reflecting the owners' values and perspectives regarding the ENDS to be achieved and the means to be avoided.

Duties and Responsibilities- All Board Members

- Bring skills, dedication, and passion to your post.
- Share resources and talents, expertise, community contacts, and ideas.
- Be sensitive to the needs and concerns of owners.
- Become familiar and conversant with the HCC By-laws, Policy Governance, Board Operations, and Consensus Decision-making.
- Support all Board decisions.
- Learn to effectively use the Board Website
- Sign and abide by the Board Members' Code of Conduct.
- Contribute a minimum average of 10 hours per month to Board related activities, including Special Meetings and the Annual Board Retreat.
- Prepare for each Board Meeting by reviewing Agenda, reports, and other materials distributed.
- Take responsibility for the success of board meetings and for the Board itself
- Be accessible and responsive by e-mail and the board website. Check Board Box as needed.
- Maintain and update Board Notebook.
- Actively participate on at least one committee or work group.
- Financially support the Co-op as an active owner and shopper.
- Actively recruit new Board Members.

Benefits:

- ❖ Work with a dynamic group of committed individuals using a unique and effective governance structure.
- ❖ 15% discount on all applicable Co-op purchases
- ❖ Healthy Deli meals served prior to meetings
- ❖ Board has the option of responsibly and equitably allotting nominal stipends to the President and/or the Directors.

President, Board of Directors

Goal: Provide leadership, direction, and inspiration to the owners and the Board of Directors of HCC.

Duties and Responsibilities

- Act as principal executive officer of the organization.
- Lead and motivate BOD through example, consensus, inspiration, and follow-up.
- Initiate setting of long and short term Board goals.
- Facilitate communication between Board, management and owners.
- Act as a liaison with the General Manager.
- Prepare agenda for Board meetings, Owner meeting, and Executive Sessions at least one week in advance, with GM and Board input.
- Consistent communication and responsiveness with BOD through e-mail and/or phone contact.
- Supervise committee chairpersons and serve on committees, as needed.
- Ensure Board follow-through on assigned tasks.
- Provide or oversee/delegate orientation of new Board Members.
- Provide or oversee/delegate continuing education for Board Members utilizing cooperative resources and principles.
- Provide or delegate monthly Board newsletter columns.
- Oversee annual GM review, GM contract, and criteria for GM bonus.
- Oversee Board Retreat planning.
- Work on continual basis with CBLD Trainer and other Co-op Board Presidents.
- Sign, with other appropriate officers, corporate or legal documents.

Qualifications

- Accessibility, and ability to devote approximately twenty hours per month to planning, communication, visioning, and organizational activities.
- Proven leadership, motivational, and organizational abilities.
- Excellent verbal and written communication skills.
- Ability to integrate Board vision with reality.
- Facilitation and consensus skills to ensure that the group uses its time and resources wisely.
- Ability to work in a team and to delegate responsibility.
- Knowledge of issues, community and membership.
- Passion, creativity and vision.

Vice President, Board of Directors

Goal: To ensure continuity in the leadership of HCC by actively assisting the Board President.

Duties and Responsibilities

- Preside over Board or owner meetings in the absence of the President.
- Become oriented in all duties and responsibilities of the President.
- Chair at least one committee and serve on committees as needed.
- Assist in orientation of new Board Directors.
- Assist in continuing board education, utilizing cooperative principles and resources.
- Participate in annual GM review, GM contract and criteria for GM bonus.
- Participate in planning of Annual Ownership Meeting.
- Participate in planning of Board Retreats.
- Participate in setting long and short term Board goals.
- Oversee Annual Board Calendar.
- Sign, with other appropriate officers, corporate or legal documents,

Qualifications

- Proven leadership ability and planning skills.
- Interest and ability to assume role of President.
- Accessibility and ability to devote a minimum of fifteen hours per month to planning, training, communication, linkage, and organizational activities.
- Excellent verbal and written communication skills.
- Ability to integrate Board vision with reality.
- Facilitation and consensus skills to ensure that the group uses its time and resources wisely.
- Knowledge of and commitment to the purpose and programs of HCC
- Ability to work in a team and to delegate responsibility.
- Patience, creativity, passion, and vision.

Treasurer, Board of Directors

Goal: To review the financial reports and assist the Board in understanding the HCC finances, budgets, and systems.

Duties and Responsibilities

- Carefully review all financial reports prior to Board Meetings.
- Meet with GM and Financial Manager as needed to answer any financial questions.
- Coordinate with the President and GM to provide and interpret financial reports to the BOD and Owners
- Advise the BOD regarding its financial policies.
- Work with Board to increased financial understanding and participation.)
- Participate in annual GM review, GM contract and criteria for GM bonus.
- Work with the GM to prepare the financial report for the Annual Ownership Meeting.
- Work with the GM to provide financial information concerning future expansion.
- Work with the President and GM to facilitate with emergency financial purchases.
- Sign fiscal forms as necessary.
- Sign, with other appropriate officers, corporate or legal documents.
- Communicate financial information to owners.

Qualifications

- Knowledge of and skills in financial planning and financial reporting requirements.
- Knowledge of accounting systems and internal controls.
- Ability to analyze and clearly interpret financial statements.
- Knowledge of and commitment to the purpose and programs of the HCC.

Board Secretary

Goal: To oversee the record keeping and correspondence of the owners and the governing board.

Duties and Responsibilities

- Attend and participate in Board and committee meetings.
- Review and edit the minutes of all Board and owner meetings within one week of meeting.
- Ensure maintenance of up-to-date Board Notebook and files.
- Maintain an accurate record summarizing the results of the Board Review of the GM Monitoring Reports.
- Oversee maintenance and confidentiality of permanent records including monitoring reports, financial reports and GM evaluations.
- Maintain and update directory of members of the Board, including names, addresses, phone numbers, e-mail addresses and current positions.
- Ensure that board records, documents, and reports are up to date.
- Ensure that Board records are protected for privacy and long-term safekeeping.
- Update Bylaws and Policies, as needed when Board resolutions are adopted and distribute revisions by following meeting.
- Sign, with other appropriate officers, corporate or legal documents.

Qualifications

- Good listening and concise writing skills.
- Ability to work in a team and to delegate responsibility.
- Knowledge of and commitment to the purpose and programs of HCC.
- Computer, internet, and organizational skills. .
- Knowledge and understanding of By-laws, Board Policies and Board Operations.

Administrative Assistant to the Board of Directors

Goal: To assist the Board of Directors in its work

Duties and Responsibilities

- Record and post the minutes of all Board and owner meetings on the Board website within one week of meeting.
- Assist the Board Secretary with maintaining:
 - Board Notebook and files
 - Board Directory
 - By-laws and policies
 - Permanent Records
 - Board website
- Assist the President with preparation and follow up for Board and Owner meetings, correspondence with owners, and other tasks as assigned.
- Maintain confidentiality

Qualifications

- Good listening and recording skills.
- Ability to coordinate and summarize details into concise statements.
- Good typing and organizational skills.
- Computer and website skills
- Ability to work in a team.

Rotating Positions:

(Determined at meetings, as needed)

Timekeeper

Duties and Responsibilities

- Keep discussion within proposed Agenda schedule by setting timer and alerting board with two minute warning.
(Group may determine if more time is needed or if subject will be tabled.)

Scribe

(As needed)

Duties and Responsibilities

For Proposals, major decisions, brainstorming, conflict resolution, or as needed:

- Record highlights of the following, in *bullet format*, on large easel:
 - Decisions made
 - Tasks assigned
 - Discussion Pros & Cons
 - Comments & Observations
 - Ideas
 - Group concerns
- Give to Board Secretary for safe keeping, for future reference, and for incorporation into Minutes.

Facilitator

(As needed)

- Assist President in running smooth meeting as set by Agenda.
 - Ensure that all voices are heard and that order prevails.
 - Ensure that Board uses time wisely.

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