



Dear Oshkosh Food Co-op Member-Owners,

This is the official notice of openings for the Oshkosh Food Co-op Board of Directors! Our board consists of nine seats. Each year, three board positions are open for regular election and there may be additional seats up for election due to off-cycle resignation of other board members. Board members hold positions for three-year terms, unless they are elected to a seat that became vacant off-cycle and elections are held in the first half of every year. **This year four seats will be up for election. The top three vote-getters will serve a three-year term. The 4th place vote-getter will serve a one-year term.**

If you are interested in becoming a Board member, please see the process for self-nomination below. If you have any questions, you can contact us by email at oshkoshfoodcoop@gmail.com.

Self-nomination Process for the Oshkosh Food Co-op Board of Directors

In order to self-nominate themselves for the 2023 OFC Board of Directors Election, a member owner must submit the [2023 Oshkosh Food Co-op Board of Directors Self Nomination and Eligibility Verification Form](#) must be submitted online or emailed to oshkoshfoodcoop@gmail.com by the end of the day on **Thursday, March 2, 2023**. (As required by Bylaws Sec. II.2) If you would like a word copy of the Self Nomination and Eligibility Form instead of completing it online, please email oshkoshfoodcoop@gmail.com.

Eligibility:

- All nominees must
 - Be a member of the Oshkosh Food Co-op prior to their nomination submission
 - Be 18 years or older
 - Agree to the Co-operative values and principles: <http://ica.coop/en/whats-co-op/co-operative-identity-values-principles>
 - Assert that they have read and understand the Oshkosh Food Co-op
 - Articles of Incorporation
 - Bylaws
 - Mission, Vision, Value and Ends
 - Board Member Commitment Form (included for reference below)
- All candidates will be asked to affirm their understanding of this information and their eligibility to serve on the Oshkosh Food Co-op Board of Directors as well as general expectations of Board Members by completing the Director Eligibility and Expectations Form (See below under “Oshkosh Board of Directors Annual Election Eligibility and Expectations Verification”).
- Upon election and as appropriate for the duration of the term on the Board of Directors must,
 - Disclose actual or potential conflicts of interest they may have and sign a Conflict of Interest Statement yearly.
 - Maintain confidentiality on matters related to the Oshkosh Food Co-op and sign a Non-Disclosure Agreement.

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Nomination and Election Timeline:

1. Board nominations are open beginning **Tuesday, January 3, 2023**
2. The [2023 Oshkosh Food Co-op Board of Directors Self Nomination and Eligibility Verification Form](#) must be submitted online or emailed to oshkoshfoodcoop@gmail.com by the end of the day on **Thursday, March 2, 2023**. (As required by Bylaws Sec. II.2) If you would like a word copy of the Self Nomination and Eligibility Form instead of completing it online, please email oshkoshfoodcoop@gmail.com.
3. Anyone interested in running for the board is encouraged to attend a Board of Directors meeting before the Annual Meeting and Board of Directors election.
4. Candidates are also encouraged to attend one of two candidacy information sessions, to be held:
 1. **Saturday, February 18, 2023**, from 1:00 pm via an online forum and
 2. **Tuesday, February 21, 2023**, from 9:00 - 10:00 am via an online forum.
 3. **One-On-One Meetings:** If a candidate would prefer to speak with a board member or members at a different time about Board eligibility and expectations, please contact us at oshkoshfoodcoop@gmail.com.
a link will be emailed to all OFC member-owners on our email distribution list.
5. The Food Co-op Governance Committee will verify eligibility of all potential candidates between **March 2 and March 11, 2023**. This may include direct outreach to candidates to review qualifications.
6. Qualifying nominees will be placed on the ballot, which will be announced no later than **March 17, 2023**. (As required by Bylaws Sec. II.2)
 1. Only those who are members as of **March 18, 2023**, may vote for directors or on any other matter presented at the Annual Membership Meeting. (As required by Bylaws Sec. I.12)
7. The online election closes on **April 17, 2023**, and results are announced at the Annual Meeting on **April 19, 2023**.
8. The Board President and Governance Committee Chair will host a New Member On-Boarding Workshop, on **May 15, 2023, at 5:00 p.m. (Please note this date is tentative and will be adjusted if needed to ensure new Board Member availability)**.
9. Board Members-Elect are encouraged to attend Board Meetings following the election. They will be seated on **June 19**, during the regularly scheduled Board Meeting.

Summary of Board Member Expectations and Responsibilities:

- Commit to a three-year term (or less, if elected to a position vacated early by a previous Director).
- Ability and willing to commit five hours or more per week to Oshkosh Food Co-op business and activities.
- Prepare for, attend, and participate in Board meetings (held the second Monday of the month in the evening and generally lasting 2 1/2 hours, unless a holiday or a different schedule is set by the Board, meetings, as currently scheduled, are listed on the Oshkosh Food Co-op website).
- Prepare for, attend, and participate in a Board annual retreat.
- Respond timely (ideally within 48 hours) to Board emails, messages and/or voice mail messages.
- Attend the Oshkosh Food Co-op annual meeting, the official meeting of the owner-members of the Oshkosh Food Co-op.

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- Lead a designated Board committee (designation based on skill and interest), which includes preparing for meetings and working with a team to accomplish the work of the committee.
- Basic computer skills and comfort using email and basic word processing software.
- Review our Oshkosh Food Co-op Annual Board Member Commitment Statement for more information. (See below under Oshkosh Food Co-op Annual Board Member Commitment.)
- Understand and utilize Policy Governance for all activities as an Oshkosh Food Co-op Board Member.

Nominations, including the nomination statement, must be [submitted online](#) or received by email at oshkoshfoodcoop@gmail.com **on or before 11:59pm on March 2, 2023.**

Please feel free to email oshkoshfoodcoop@gmail.com with any questions.

Thank you,

Oshkosh Food Co-op
Governance Committee

Please see next page for supplemental information referenced above.

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FOR REFERENCE ONLY: Oshkosh Food Co-op Annual Board Member Commitment Form

I, _____ understand that as a member of the Board of Directors of Oshkosh Co-op that I have a legal and ethical responsibility to ensure that the organization does the best work possible in pursuit of its goals and objectives. I believe in the purpose and the mission of the organization, ***Oshkosh Food Co-op is working to provide a thriving, member-owned, full-service grocery store in the heart of the city***, and I will act responsibly and prudently as its steward. My behavior as a board member will be consistent with the values and mission of the organization.

As part of my responsibilities as a board member:

- I will interpret the organization's work and values to the community, represent the organization, and act as an ambassador.
- I will attend at least 75% of board meetings, including committees I am assigned to.
- I will notify the board president (for board meetings) or the committee chair (for committees meetings) of my absence from a meeting at least one day in advance.
- I will adequately prepare for Board meetings by reviewing agenda items prior to Board meetings
- I will attend the Annual Owners Meeting and an annual Board retreat.
- I will act in the best interests of the organization, and excuse myself from discussions and votes where I have a conflict of interest.
- I will stay informed about the activities and current issues of Oshkosh Food Co-op and related city issues. I will ask questions and request information. I will participate in and take responsibility for making decisions on issues, policies and other board matters.
- I will work in good faith with staff and board members as partners towards achievement of our goals.
- I will serve on a minimum of one Board committee.

In turn, Oshkosh Food Co-op will be responsible to me in several ways:

- I will be sent an agenda and materials prior to the board meeting.
- An orientation will be provided for me. I will also be able to discuss with the board president the internal programs, goals, activities, and status; additionally, I can request such opportunities. I understand that I will need to sign a confidentiality form and a conflict of interest form.
- The organization will help me perform my duties by keeping me informed about issues addressing financial/ economic challenges, and other challenges within the community and organization. Also, I will be offered opportunities for professional development as a board member.

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- Board members and staff will respond in a straightforward fashion to questions that I feel are necessary to carry out my fiscal, legal and moral responsibilities to this organization. Board members will work in good faith with me towards achievement of our goals.

If I am unable to consistently fulfill the above responsibilities, my role on the Board may change, up to and including dismissal from the Board.

Board Member

Date

Board President

Date

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