



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 resignations of other board members. Board members hold positions for three-year terms, unless they are elected to a seat that became vacant off-cycle. Elections are held in the first half of each year. **This year four seats will be up for election. The top three vote-getters will serve three-year terms. The 4th place vote-getter will serve a one-year term.**

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

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

Eligibility:

- All nominees must
 - Be a member-owner in good standing of the Oshkosh Food Co-op prior to submission of their self-nomination
 - Be 18 years or older
 - Endorse the [mission, vision, and values](http://www.oshkoshfoodcoop.com/about) of the Oshkosh Food Co-op (<http://www.oshkoshfoodcoop.com/about>)
 - Affirm that they have read and understand the Oshkosh Food Co-op
 - Articles of Incorporation
 - By-laws
 - Mission, Vision, Values, and Ends
 - Board Member Commitment Form
- 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, members of the Board of Directors must
 - Disclose actual or potential conflicts of interest they may have and sign a Conflict of Interest statement annually.
 - Maintain confidentiality on matters related to the Oshkosh Food Co-op and sign a Non-Disclosure Agreement

155 JACKSON, SUITE 101
OSHKOSH, WI 54901

920.312.7220
info@oshkoshfoodcoop.com

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Nomination and Election Timeline:

1. Board nominations are open beginning **Sunday March 24, 2024**.
2. The 2024 Oshkosh Food Co-op Board of Directors Self-Nomination and Eligibility Verification Form must be submitted online or emailed to info@oshkoshfoodcoop.com
3. by the end of the day on **April 19, 2024**. (As required by bylaws Sec. II.3). Prospective candidates may request a hard copy of the Self-Nomination and Eligibility Form by email to info@oshkoshfoodcoop.com.
4. Persons interested in board candidacy are encouraged to attend a Board of Directors meeting prior to the Annual Meeting and Board of Directors election.
5. Prospective candidates are also encouraged to attend one of two candidacy information sessions, tentatively scheduled for:
 1. April 1, 2024 6 – 7 p.m. in person or online in the Community Room at the Oshkosh Food Coop.
 2. April 13, 2024 in person or online in the Community Room at the Oshkosh Food Coop.
 3. **One-On-One Meetings:** Prospective candidates may request an individual meeting to speak with a board member or members about Board eligibility and expectations by contacting us at info@oshkoshfoodcoop.com.
6. The Oshkosh Food Co-op Governance Committee will verify eligibility of all potential candidates between **April 20, 2024** and **April 28, 2024**. This may consist of direct outreach to candidates to review qualifications.
7. Qualifying candidates will be placed on the ballot, which will be announced no later than **April 29, 2024** (as required by bylaws Sec. II.2). Online voting begins once the ballot is announced.
8. The online election closes on **May 31, 2024**, and results are announced at the Annual Meeting on **June 5, 2024**.
9. The Board President and Governance Committee Chair will host a New Member On-Boarding Workshop on a mutually agreed upon date, depending on the availability of newly elected Board members, but before **June 17, 2024**, when Board members are officially seated.

Board Member Expectations and Responsibilities

- Commit to a three-year term (or less, if elected to a position vacated early by a previous Director).
- Willing and able to commit five or more hours per week to Oshkosh Food Coop business and activities.
- Prepare for, attend, and participate in Board meetings (held the third Monday of the month in the evening and generally for 2 ½ hours in duration, unless the regularly scheduled meeting falls on a holiday or the Board schedules alternate or additional meetings). A Board meeting schedule is published on the Oshkosh Food Co-op website.
- Prepare for, attend, and participate in a Board annual retreat.
- Respond in a timely manner (ideally within 48 hours) to Board email messages, online forum posts, 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.
- Possess basic computer skills and comfort using email and basic word processing software.
- Understand and implement Policy Governance for all activities as an Oshkosh Food Co-op Board member.
- Review the Oshkosh Food Co-op Annual Board Member Commitment Statement for more information (See below under [Oshkosh Food Co-op Annual Board Member Commitment](#) form.)

Nominations, including the nomination statement, must be submitted online or received by email at info@oshkoshfoodcoop.com **on or before 11:59 p.m. on April 19, 2024.**

Please feel free to email info@oshkoshfoodcoop.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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Oshkosh Food Coop Annual Board Member Commitment

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 committee 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.
- 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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