

**Call for Applicants: Board of Directors**

# Lakewinds is seeking qualified candidates to serve on its Board of Directors. Three of nine seats are open, each for a three-year term beginning September 16, 2018. Applications are due July 28 by 5:00pm.

# Lakewinds offers three ways to learn about the process, timeline, responsibilities, training and more:

1. Read about board member qualifications and expectations below.
2. Attend an Information Session and Board Meeting. Details below.
3. Contact a board member to learn more.

**2018 Election Process Timeline**

June 25 Optional Information Session and Board Meeting, 6:00pm

July 23 Optional Information Session and Board Meeting, 6:00pm

July 28 Application, resume, and photo due by 5:00pm to [board@lakewinds.com](mailto:board@lakewinds.com)

July 30-Aug 15 Applicant interviews for selected candidates

August 20 Board of Directors approves slate of candidates

By August 26 Applicants notified

Aug 27 – Sept 16 Member-Owner voting: on-line, in stores and at annual meeting

Sept 16 Annual Member-Owner Meeting: new directors announced, three-year term begins

Sept 22 Cooperative Board Leadership Development Training, Minneapolis

**Board of Directors: General Information, Qualifications, Expectations, Contacts**

1. **General Information**
   1. Lakewinds member-owners elect a Board of Directors to govern the organization on their behalf.
   2. The Board selects and recommends a slate of candidates to member-owners.
   3. The Board uses a system of Policy Governance and is guided by Ends Policies and Cooperative Principles.
   4. Lakewinds Ends Policies: Lakewinds owners, employees, suppliers, and our communities will have:
      * A sustainable, profitable business
      * A preferred retail employer
      * Increased authentic relationships
      * Increased understanding and support of cooperatives
      * A healthier food system
   5. An Executive Committee, selected by the board, includes the President, Vice President, Secretary and Treasurer. The board appoints other committees as necessary.
2. **Qualifications: Each applicant is expected to meet the following qualifications:**
3. Member-owner of Lakewinds in good standing.
4. Not an employee of Lakewinds or any competing grocer.
5. Demonstrates strong communication skills, strategic thinking and other leadership qualities.
6. Prior experience making decisions in a group setting.
7. Able to undertake fiduciary responsibility on behalf of the cooperative and its member-owners.
8. **Board Member Expectations**
9. Act as a trustee on behalf of the member-owners and the cooperative.
10. Set long-range goals and ensure planning for the future.
11. Ensure sound management of the co-op’s resources through the use of Policy Governance.
12. In fulfillment of the above responsibilities, the Board of Directors must focus on four key areas:
    1. Hiring, supervising, and evaluating the General Manager.
    2. Planning for the co-op’s future and approving management’s long range plan.
    3. Approving annual capital and operating budgets.
    4. Recruiting new directors to ensure a well-qualified Board.
13. Act in the interests of the whole co-op and its ownership, not a specific constituency.
14. Work as part of the governance team, and understand the difference between Board responsibilities and Operations responsibilities.
15. Learn about, understand, formulate and abide by Co-operative Principles, Policy Governance and Ends Policies and other guidelines as they relate to the Board’s duties.
16. Engage in strategic thinking, respectful discussion and constructive partnership with Board members and the General Manager. Understand that diverse opinions are welcome, but that the Board speaks with a unified voice once votes are cast.
17. Understand and promote the values of Lakewinds Food Co-op.
18. Seek out opportunities for engagement with member-owners and the cooperative community.
19. Commit to the full term for which you are elected. Serve on Board committees as needed.
20. Prepare for and attend all Board meetings, usually 11 per year. Regular board meetings are generally held January through November on the 4th Monday of the month from 6:30 – 8:30 p.m. All meetings are held at Lakewinds offices in Eden Prairie unless business needs require schedule and location changes.
21. Commit five to 10 hours per month (more for officers) for oversight, committee and projects.
22. Attend Cooperative Board Leadership Development (CBLD) training (in September or January), an annual Board retreat and the annual member-owner meeting.
23. Participate from time to time in other trainings and conferences as appropriate.
24. Assess your performance as a Board member and the Board as a whole.
25. Maintain confidentiality of all matters, as required.
26. **Compensation**

Directors receive a quarterly $300 stipend, a 15% discount on grocery purchases and reimbursement of eligible board-related expenses. Director compensation is subject to change by a vote of the entire Board at any time.

1. **Contacts**

Tim Reese, Board President, [treese@threeriversparkdistrict.org](mailto:treese@threeriversparkdistrict.org)

Nancy Twidwell, Election Committee Chair, [natwidwell@gmail.com](mailto:natwidwell@gmail.com)

Dale Woodbeck, General Manager, [dalew@lakewinds.com](mailto:dalew@lakewinds.com)

To apply, please submit your application, along with your resume, to [board@lakewinds.com](mailto:board@lakewinds.com) by Friday, July 28, 2018.



Board of Directors Application

Please submit application and resume by Friday, July 28 to [board@lakewinds.com](mailto:board@lakewinds.com). Slated candidates will need to have a photograph taken at Lakewinds’ business office. That photograph and each candidate’s personal statement (Section II below) will be made available to Lakewinds member-owners.

If you have questions, please contact Tim Reese, Board President, at [board@lakewinds.com](mailto:board@lakewinds.com).

(You can type directly in fields, but do not tab between fields as it affects formatting.)

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| **Name:** | | **Member-Owner Number:** |
| **Address:** | | |
| **City, State, Zip code:** | | |
| **Phone (Mobile):** | **(Home):** | **(Work):** |
| **Preferred Email:** | **Best Way to Reach You (Phone or Email):** | **If By Phone, Preferred Number and Time(s):** |

**How long have you been a member-owner of Lakewinds?**

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**I. Applicant Background Information**

**A. Current Occupation**

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**B. Skills and Experience**

Briefly describe your skills and experience related to Board of Director responsibilities listed in Call for Applicants statement B.4.

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**C. Leadership Qualities**

Provide examples of your leadership qualities that have led to organizational success. Consider these qualities in your response: developing and communicating a vision, empowering others and delegating authority, using creativity and flexibility in problem solving, respecting diverse views, respectfully challenging the status quo, teamwork and collaboration, long-range strategic planning, balanced commitment to the bottom line and organizational values.

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**II. Statement to the Member-Owners**

In 500 words or less, describe why you are interested in serving on the Lakewinds Board, what you see as the two most important issues facing Lakewinds in the next five years, and based on your skills and experience, how you see yourself positively contributing to the Board.

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5/18/18