



## 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 23, 2019. **Applications are due before July 31 at 5 pm.**

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.

### 2019 Election Process Timeline

July 22	Optional Information Session and Board Meeting, 5:45 pm
July 31	Application, resume, and photo due by 5 pm to <a href="mailto:board@lakewinds.com">board@lakewinds.com</a>
Aug. 1-16	Applicant interviews for selected candidates
Aug. 19	Board of Directors approves slate of candidates
By Aug. 26	Applicants notified
Sept. 7-22	Member-Owner voting: on-line, in stores and at annual meeting
Sept. 22	Annual Member-Owner Meeting: new directors announced, three-year term begins
Jan. 11, 2020	Cooperative Board Leadership Development Training, Minneapolis

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

#### **A. 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.

#### **B. Qualifications: Each applicant is expected to meet the following qualifications:**

1. Member-owner of Lakewinds in good standing.
2. Not an employee of Lakewinds or any competing grocer.
3. Demonstrates strong communication skills, strategic thinking and other leadership qualities.
4. Prior experience making decisions in a group setting.
5. Able to undertake fiduciary responsibility on behalf of the cooperative and its member-owners.

### **C. Board Member Expectations**

1. Act as a trustee on behalf of the member-owners and the cooperative.
2. Set long-range goals and ensure planning for the future.
3. Ensure sound management of the co-op's resources through the use of Policy Governance.
4. In fulfillment of the above responsibilities, the Board of Directors must focus on four key areas:
  - a. Hiring, supervising, and evaluating the General Manager.
  - b. Planning for the co-op's future and approving management's long range plan.
  - c. Approving annual capital and operating budgets.
  - d. Recruiting new directors to ensure a well-qualified Board.
5. Act in the interests of the whole co-op and its ownership, not a specific constituency.
6. Work as part of the governance team, and understand the difference between Board responsibilities and Operations responsibilities.
7. 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.
8. 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.
9. Understand and promote the values of Lakewinds Food Co-op.
10. Seek out opportunities for engagement with member-owners and the cooperative community.
11. Commit to the full term for which you are elected. Serve on Board committees as needed.
12. Prepare for and attend all Board meetings, usually 11 per year. Regular board meetings are generally held January through November on the 4<sup>th</sup> Monday of the month from 6:30 – 8:30 pm. All meetings are held at Lakewinds offices in Eden Prairie unless business needs require schedule and location changes.
13. Commit 5 to 10 hours per month (more for officers) for oversight, committee and projects.
14. Attend Cooperative Board Leadership Development (CBLD) training (in January), an annual Board retreat and the annual member-owner meeting.
15. Participate from time to time in other trainings and conferences as appropriate.
16. Assess your performance as a Board member and the Board as a whole.
17. Maintain confidentiality of all matters, as required.

### **D. 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.

### **E. Contacts**

Ryan Reichenbach, Election Committee Chair, [board@lakewinds.com](mailto:board@lakewinds.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) before Wednesday, July 31, 2019.