



## Board Director POSITION DESCRIPTION

*The Board of Directors is the governing committee of the cooperative business, with the primary role of guiding Hillsboro Food Co-op (HFC) towards its current vision in a timely, responsible, and professional manner. Being part of the leadership of HFC, as we move through the development stages and closer to opening and operating a community-owned grocery store, provides lots of opportunity for personal and professional development. Board members are going to be involved in continued outreach, capital campaigns, site selection, and staff hiring over the next few years, making this an exciting time to serve as a Director.*

**SUMMARY OF DUTIES (includes, but not limited to, the following):** The Board of Directors set policy and direct management in the overall operation of HFC. In fulfilling its fiduciary duties, the Board provides oversight, due diligence, and strategic direction. It is essential that the Directors have the skills, qualifications and expertise to carry out these responsibilities. In general, Directors must have the ability to act in the best interest of the HFC, to operate as a team at the Board level, and to be able to speak with one voice once a decision has been made.

- Participate in and contribute to all regular and special Board meetings.
- Maintain knowledge of the cooperative and current activities and operations.
- Act as a spokesperson for HFC when necessary and represent HFC at strategically selected community events.
- Participate in succession planning and implementation.
- Support an effective, objective board self-evaluation process and implementation of recommendations for improvement.
- Create timelines for HFC, both long and short-term.
- Designate committees, task forces, and positions to carry out necessary work.
- Make official policy decisions. These can be made at the recommendation and through the research done by a task force or team.
- Create and maintain the systems for people to be able to work effectively.
- Train and empower others to do the work needed.
- Contribute to hiring decisions. (E.g. Project Manager, Outreach Coordinator, General Manager)

**QUALIFICATIONS:** Because governance responsibilities are significant, you must bring a high level of competency and willingness to the position. You should possess the capabilities to exercise leadership, teamwork, consensus-building, systems thinking, and sound judgment on difficult and complex matters that come before the Board.

**BENEFITS:**

- Develop or enhance leadership, communication, and business development skills.
- Have the unique opportunity to learn about cooperative business structure and development from an internal perspective.
- Network with community leaders that are active in economic development, community engagement, and various social enterprises.

**EXPECTATIONS (of skills, experience, and attributes):** Directors are expected to possess the willingness and time to serve, and a demonstrated concern for our community. You must also possess personal integrity, the highest ethical standards, objectivity, the ability to act without a real or perceived conflict of interest and the ability to work productively with others.

- Ability to manage time and commitments.
- Possession of strong communication and interpersonal skills.
- Ability to seek others' input and remain open to new ideas.
- Willingness to engage in discussions with conflicting points of view.
- Ability to use discretion and keep confidential information.
- Willingness to act in a consensus-based leadership model.
- An interest in the "big picture" of the co-op start-up.
- Basic computer skills and experience using software including: Google Docs, Microsoft Suite, and email.

**REQUIREMENTS:**

- A member-owner, in good standing, of the Hillsboro Food Co-op.
- A personal commitment to HFC's vision, mission, and goals.
- A willingness to expand knowledge and responsibilities through either self-education or co-op retreats and workshops
- A willingness to represent Hillsboro Food Co-op within community endeavors.
- Never had a judgment issued against you in a civil action based upon grounds of fraud, deceit, or misrepresentation.
- Be free of any real or perceived conflict of interest that might reasonably be expected to prevent you from acting in the best interests of the Hillsboro Food Co-op
- Consent to a criminal background check, credit check, and verification of employment history.

**COMPENSATION:** Please note, this position does not include any compensation or stipend.

## TIME COMMITMENT

- Three years or until election of a successor.
- Between 100-200 hours per year, or 12 hours per month on average, including:
  - Board meetings: Monthly one-hour meetings and the preparation and follow-up associated with those meetings. *(3-4 hours monthly)*
  - Communication between meetings: Email, phone, and in-person communication when requested/necessary. Can vary, depending on actions and responsibilities that have been assumed and the current state of the business. *(1-2 hour monthly)*
  - Board work sessions: Held intermittently (6-8 times per year) to work through topics that are too large to take on at a regular meeting. Two to four hours per occurrence plus prep and follow-up. *(3-4 hours monthly)*
  - Annual Board retreat: Held in the fall to identify goals and objectives for the upcoming year. Six to eight hours plus prep and follow-up. *(10-15 hours once a year)*
  - Additional responsibilities and tasks: Can vary monthly, but a minimum of one hour many weeks to at least check-in. *(Varies as-needed)*