

Thank you for your interest in the Deep Roots Market Board of Directors!

This packet of information should answer most of your questions and supply you with the forms you will need. If you have any other questions, please feel free to contact Joel Landau (Board President) via email at boardofdirectors@deeprootsmarket.com .

What Is The Board of Directors' Role?

The Board of Directors (BOD) is the legal representative of the Owners and, as such, is responsible for the overall well-being of Deep Roots Market (DRM). The BOD exercises its authority through its relationship with the General Manager (GM), whom it hires and monitors. All of the BOD's expectations and requirements for the GM's performance are clearly stated in the BOD's written policies. The BOD ensures DRM's success by verifying that the GM remains in compliance with the BOD's policies.

What The BOD Does Not Do

The BOD does not involve itself in operational details. The BOD does not make decisions about what products DRM stocks, the specifics of personnel issues, or the placement of tables on the patio. The BOD governs by declaring, through its policies, the results it wants and the actions it wants the General Manager to avoid while achieving those results.

About Deep Roots Market

Deep Roots Market is a Greensboro North Carolina-based nonprofit cooperative association. Currently, DRM has approximately \$4 million in sales per year, and has about 3,500 Owners.

To view the Board's policies and the Co-op's Bylaws, visit the Co-op's website, www.deeprootsmarket.coop

Desired Candidate Qualifications

The BOD seeks candidates with the following capabilities and qualifications:

- a. Constructive and creative leadership skills to contribute sound reasoning and judgment to the BOD governance process.
- b. Desire and enthusiasm to develop visionary ideas through study, advisement and discussion. This includes an ability to work within a group setting: to speak up, listen well and be receptive to differing views.
- c. Interest in BOD process and agreement to work within BOD's chosen framework (Policy Governance), including development and refinement of new and existing policies.
- d. Connection to Owners and an interest in the whole organization.
- e. Active in the Greensboro and Guilford County community.
- f. Willingness to publicly stand behind BOD decisions regardless of personal positions.
- g. Commitment to building a stronger cooperative economy.

Mandatory Qualifications

To qualify as a candidate, you must:

1. Be a valid and continuous Owner since at least **December 27, 2018** (our Bylaws require a candidate to have been a member at least 4 months prior to the start of the election).
2. Submit a brief personal statement and responses to the attached list of questions. The personal statement plus the responses to the questions must not total more than 500 words. Due to limitations of ballot size and the sometimes large number of candidates, we reserve the right to strictly enforce this 500 word limit. Be sure to include your name, address, membership number and phone number with your application.
3. Sign and send the Certification of Compliance, indicating you meet the requirements of the Bylaws.

If you hand-deliver your application, all materials must be at the store no later than close-of-business, **March 16, 2019**.

Mail to: Deep Roots Market / 600 North Eugene Street / Greensboro, NC 27401 /
ATTN: Election Ballot.

Mailed applications must have a postmark of **March 16, 2019** or earlier to be accepted.

Email to: boardofdirectors@deeprootsmarket.com. Be sure to type "Co-op BOD App" in the subject line. Emailed applications must be sent by close-of-business on **March 16, 2019**.

Candidates' written responses will be published and made available in the store and at the Annual Owners Meeting. The BOD also reserves the right to publish candidates' responses in DRM emails to Owners and on our website.

Voting will take place from **April 27, 2019, through May 11, 2019**. New BOD members will be officially seated at the **May 27, 2019** BOD meeting.

For this election, there are 3 three-year terms being voted on.

Candidates are invited to attend the co-op's Annual Membership Meeting on **Saturday, May 4, 2019, 11a-1p**, when they will be given time to address the Owners.

No campaigning is permitted in the store.

Additionally, candidates are encouraged to attend any of the future BOD meetings; scheduled meetings are **February 25, March 25, and April 22, 2019**. All meetings start at 6pm. The BOD operates within a rigorous governance process and hopes all candidates observe at least one BOD meeting in order to gain a clearer understanding of our work. All meetings are held in the community room at Deep Roots Market.

**DEEP ROOTS MARKET BOARD OF DIRECTORS
CANDIDATE QUESTIONS AND PERSONAL STATEMENT**

Name: _____

Owner Number: _____ Owner Since: _____

Home Address: _____

City, State, Zip Code: _____

Note: You must provide all of the above information to have a valid application.

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Candidate Questions

1. Describe your involvement with Deep Roots Market. Include amount of time spent and specific activities, if appropriate.
2. Describe any volunteer or paid experience relevant to serving as a co-op board member.
3. What do you see as Deep Root's role in the broader community?
4. Personal statement, including anything you feel is relevant to your candidacy.

The answers to these questions must not exceed 500 words in total.

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*Please return your completed form to DRM or email
Joel Landau at boardofdirectors@deeprootsmarket.com.*

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**DEEP ROOTS MARKET BOARD OF DIRECTORS
BOD CANDIDATE CERTIFICATION OF COMPLIANCE**

To serve on the Board of Directors, candidates must meet the following requirements.

1. I am an honest and caring person.
2. I will find sufficient time to devote to duties as a Director.

3. I have had a continuous valid Ownership since **December 27, 2018** or earlier.
4. I am not: a. the General Manager of Deep Roots Market; b. a Deep Roots Market staff person; c. any person directly supervised by the Board of Directors.
5. I do not have any overriding conflict of interest.

As part of my application to run for the Board of Directors of Deep Roots Market Co-operative, I certify that I am in compliance with the above requirements for Board candidacy. I understand that any deliberate or accidental misrepresentation of my compliance may result in my disqualification as a candidate and/or my removal if I am elected.

Name (Printed)

Signature

Date

Your signature on this form, scanned and emailed will be sufficient.

**Deep Roots Market Co-op
Board of Directors Job Description**

Responsibilities

1. Minimum Director Requirements
 - a. Attend and participate in monthly Board meetings and scheduled study and engagement sessions.
 - b. Attend and participate in the Annual Owners Meeting and other meetings of Owners.
 - c. Participate in all scheduled training and planning sessions.
 - d. Participate in Board committees.
2. Attendance and Schedule
 - a. Arrive on time to all scheduled meetings.
 - b. Be reasonably accessible to Owners by participating in co-op events.
 - c. Fulfill any rotating duties, such as tabling or meeting officer duties.
3. General
 - a. Support and further develop the Ends statements found in our Policy Governance register and other Board policies that reflect the needs of the Owners.

- b. Ensure financial solvency and integrity of the co-op by reviewing monitoring reports.
 - c. Support the agreements of the Board of Directors.
 - d. Perform tasks conveyed by the Board of Directors.
 - e. Follow through on commitments.
 - f. Understand and participate in the Board's decision making process.
 - g. Keep informed of the affairs of the co-op and be prepared to discuss issues before the Board.
 - h. Evaluate the General Manager's performance based on monitoring reports.
 - i. Participate in all Board self-evaluations.
 - j. Learn about the cooperative movements in our region and nationally.
4. Connection To Owners
- a. Consider at all times Owner input in decision making.
 - b. Keep Owners informed about the affairs of the co-op.
5. Communication
- a. Listen openly and share opinions respectfully.
 - b. Use communications systems to convey relevant information.
 - c. Set clear and reasonable boundaries.
 - d. Respect the clear and reasonable boundaries of others.