



# Board of Directors Candidate Application

Thank you for your interest in serving on the Ever'man Board of Directors. This packet is designed to provide you with valuable information to help you decide to run for the board.

In this packet, you will find:

- Information on serving as a Board of Director for Ever'man Natural Foods Co-op and a list of skills and abilities for this position.
- Ever'man Board of Directors Potential Candidate Questionnaire.
- A list of important dates for the upcoming Ever'man Board of Director fiscal year.
- Intent statement.

Please complete the Ever'man Board of Directors Candidate Questionnaire and Intent Statement by **November 1st**. Your completed packet may be mailed in at the below address, or personally turned in at the customer service desk. You may also submit your completed packet via email to [elections@everman.org](mailto:elections@everman.org).

Ever'man Cooperative Grocery & Cafe  
c/o Nominating Committee  
315 West Garden St.  
Pensacola, FL 32502

Please note regardless of the manner which you turn in your completed packet, your application is considered received when you get a confirmation email and/or phone call.

Sincerely,  
Ever'man Nominating Committee  
Eric Schneider (Chair)



# EVER'MAN BOARD DIRECTOR JOB DESCRIPTION

## Responsibilities:

### 1) MINIMUM DIRECTOR REQUIREMENTS:

*Please read carefully and thoughtfully; **check each item** to indicate that you are willing to meet the expectation.*

- \_\_\_\_\_ Participate fully in board meetings. Attend all monthly meetings, as well as any meetings of committees you may serve on (2-5 hours a week). Special projects may require more time commitment.
- \_\_\_\_\_ Be prepared for meetings, including reading--carefully and thoughtfully--the agenda packet in advance of every board meeting.
- \_\_\_\_\_ Attend and participate in the Annual Member Appreciation Party and other meetings of members.
- \_\_\_\_\_ Shop regularly at the Co-op.
- \_\_\_\_\_ Actively participate in the annual election by spending time in the store (or other get-out-the-vote activities) to remind members to vote.

### 2) GENERAL:

- \_\_\_\_\_ Support the mission, vision, values, goals, and objectives of the co-op.
- \_\_\_\_\_ Support the agreements of the Board of Directors.
- \_\_\_\_\_ Perform tasks conveyed by the Board of Directors.
- \_\_\_\_\_ Keep informed on the affairs of the cooperative and be prepared to discuss issues before the board.
- \_\_\_\_\_ Participate in all board evaluations.
- \_\_\_\_\_ Learn about the natural foods industry and cooperative/democratic organizations.

### 3) COMMUNICATION:

- \_\_\_\_\_ Actively participate in board discussion via e-mail or phone between meetings as necessary.
- \_\_\_\_\_ Check Ever'board web group no less than once a week & reply as necessary.



## **Director Expectations:**

The Board of Directors is composed of nine active members chosen by members. Each director serves a three-year term, staggered so three of the nine are elected each year.

- A solid three-year commitment to the Board of Directors.
- Familiarity with and adherence to the co-op's bylaws and board policies.
- Preparation for and attendance at monthly board meeting (usually the evening of the last Monday of each month)
- Attendance at board training sessions.
- Attendance at the annual financial reporting meeting and annual member appreciation day party.
- An ability to regularly participate via email, including transmittal of potentially large attachment documents.
- Active participation in the board's meetings, committee work, linkage events, training sessions and recruiting activities.
- A genuine interest in cooperative issues and our community.
- A willingness to take responsibility for board duties and work together with understanding, mutual support, and respect to make decisions that will enhance the viability of the co-op.
- An ability to keep information and materials confidential.

## **Minimum Qualifications to Serve on the Ever'man Board of Directors:**

- Must be at least 21 years of age.
- Must have been a member of Ever'man for at least 6 months without interruption.
- Must not be an employee or the significant other of an employee or board member.
- Must not have been terminated with cause from employment with Ever'man for at least 3 years.
- Must not have a conflict of interest with Ever'man (seller or supplier to Ever'man, competition with Ever'man, landlord to Ever'man, etc.).
- Must sign a code of conduct form and a code of ethics form.



**The following requirements are based on Chapter 561.15 Florida Statutes relating to a Vendor of Alcoholic Beverages. This is a summary:**

- Must be fingerprinted.
- Must be of good moral character.
- No conviction within the past 5 years of any offense against the beverage laws of any state.
- No conviction within the past 5 years for prostitution.
- No conviction within the past 5 years of the controlled substance act of any state.
- No felony conviction within the past 15 years.

**\*Eligibility will be determined based on the verification of this information.**

### **Skills, Abilities, and Motivations Useful to the Board:**

- Ability to make decisions in a group setting.
- Ability to support a group decision, regardless of personal view.
- Professional attitude, including maintaining confidentiality.
- Understanding of natural foods and nutrition.
- Commitment to local, organic, whole foods and sustainability.

**\*The Nominating Committee reserves the right to choose candidates with skills that benefit the co-op.**

### **Election Timeline and Calendar of Meetings:**

Please complete the Ever'man Board of Directors Candidate Application Questionnaire and Intent Statement by November 1<sup>st</sup> and attend one or two "Meet the Candidates" events (dates to be announced). Candidates must also attend at least one board meeting prior to January 1, 2018. The nominating committee will contact applicants to schedule interviews, to be held the second week of November. Applicants will be notified of their acceptance to candidacy by the December board meeting. The ballots will be available in the January/February publication, in the store, and online with election results published in the March/April publication. New directors will be seated in March.

*Initial here that you have read and understand the above stated information\_\_\_\_\_*



# APPLICATION FOR BOARD OF DIRECTORS

## PERSONAL INFORMATION AND MEMBERSHIP VERIFICATION

*(Please Print)*

Name: \_\_\_\_\_  
**Last** **First** **Middle**

Social Security Number: \_\_\_\_\_ Date: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Years at Current Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Membership Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Place of employment: \_\_\_\_\_

Position/Title: \_\_\_\_\_

How long have you lived in the Pensacola area? \_\_\_\_\_

How long have you been a member of Ever'man? \_\_\_\_\_

**BACKGROUND:** Each question should be answered in 25 words or less.

**1. Education** (degrees, certificates, dates, locations):

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**2. Describe Business and Professional Experience or Experience with Cooperative/Non-Profit/Not-For-Profit organizations:**

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**3. Background in foods, health and wellness issues:**

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**4. Please comment on issues you are passionate about, i.e., environment, animal rights, and social issues:**

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**5. Volunteer Experience (When? How long? What organization? What duties?):**

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**RESPONSIBILITIES:**

If nominated and elected to the Ever'man board, directors have the following responsibilities.

- Participate in monthly Board of Directors' Meetings.
- Serve on Board of Director's committees, as scheduled.
- Attend Annual party, events and meetings.
- Develop new business opportunities for Ever'man Natural Foods Cooperative, Inc.
- Comply with Board of Directors' Conflict of Interest and Code of Ethics Policies.

*Initial here that you have read and understand the above stated information \_\_\_\_\_*



**AUTHORIZATION:**

**Photo Release Statement:** I hereby give Ever'man Natural Foods Co-op, Inc. consent to record, videotape and photograph my image and/or voice. I further understand that no special compensation will be provided to me for use of my image and that I may not be informed in advance of the specific use of my image.

*Initial here that you have read and understand the above stated information\_\_\_\_\_*

**INTENT STATEMENT:**

This portion of your packet should be written in 150 words or less. Additionally, it must be written in word process format and submitted on compact disc/USB at Customer Service or emailed to [elections@everman.org](mailto:elections@everman.org) by November 1<sup>st</sup>. \*Portions of this statement will be included in the Ever'man publication and in election materials. Your intent statement will be your way of communicating to other Ever'man members why you should be a board member.

\*Intent Statements should include the following; a discussion of what role you see yourself fulfilling on the Ever'man Board of Directors and details of how you will uphold the values of the co-op. Please focus your discussion on professional experience and qualifications that will benefit the future direction of Ever'man.