



## **Tonasket Natural Foods Co-op Documents**

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Tonasket Natural Foods Co-op  
**BOARD MEMBER RESPONSIBILITIES**

**Tonasket Natural Foods Co-op membership is required to be a Board member.\*\*\***

**The Board of Directors:**

- is an elected body responsible for overseeing the affairs of the Co-op on behalf of its owners (the membership).\*
- is legally accountable for the actions of the corporation.\*
- is responsible for ensuring the continuing life of the Co-op.\*

**The Function** of the Board of Directors is overseeing the management of the cooperative, to ensure that it fulfills its mission as a member-owned, democratically controlled and financially profitable business.\*

**The Duties** of the Board of Directors include:

- The Board is empowered to hire and dismiss management, and to determine their compensation.\*\*
- The Board shall work with management and membership to determine policy and direction for the Association (Co-op).\*\*

**In order to carry out the above duties and responsibilities, a Board member must be willing and able:**

- To serve on the Board for a term of three years
- To attend monthly meetings of the Board; bi-monthly as needed
- To read and understand Co-op financial statements (or to learn this skill)\*
- To serve actively on at least one committee and take an active part in Board projects and activities (such as membership meetings, fundraising functions, highway clean-up, etc.)\*\*\*
- To participate in the annual performance evaluation of the store manager\*
- To obtain, read and consider meeting packet materials, arriving at meetings prepared to discuss these materials
- To openly and impartially consider all issues being considered by the Board and to make decisions based on the best good for the Co-op\*
- To use discretion when discussing Board matters with others, whether Co-op employees, Co-op members and customers, or the general public.\*\*\*

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**OUR MISSION as a cooperative natural foods market is to continue to be:**

- at the leading edge of supporting local, organic, sustainable agriculture,  
with a commitment to social and environmental responsibility;
- a hub for local products and services, and
- a source of information for healthy living.

**OUR VISION is to be a showcase for organic and locally produced foods; a lively, comfortable, spacious atmosphere; and a cooperative effort promoting wellbeing for our members and staff, our community and planet.\*\*\***

\*From: *Challenges to the Cooperative Board of Directors*, published by *Cooperative Grocer*

\*\*From: Tonasket Natural Foods Co-op Bylaws

\*\*\*Revised and Approved on August 2<sup>nd</sup>, 2011

# Duties of the Secretary

1. Attend all meetings of the Board
2. Best Practice would be to record the minutes in a computer during the meeting. Lacking that use a dedicated notebook rather than loose paper to insure intact notes.
3. If you are unable to attend please arrange for a sub ahead of time.
4. Time permitting go over the agenda with the chairperson.
5. Before each meeting email the previous minutes to the rest of the board and the management so everyone can be familiar with them before the motion to approve.
6. You must record the following:
  - a. The time the meeting is called to order.
  - b. The vote to approve the previous minutes.
  - c. All motions and votes
  - d. All agreements by consensus
  - e. The time the meeting concludes.
7. In addition you may take brief general notes on discussions without including every word spoken at the time - the general direction of discussions.
8. Be sure to include all pertinent dates.
9. After the meeting revise the approved minutes - put a copy in the minutes book in the Coop basement
10. Attend the general membership meeting , record attendance, record the meeting , record al motions and votes, record the general topics of discussion in brief. Keep minutes for the next meeting.
11. If possible train your replacement.

# BOARD TREASURER

You are responsible for -

- Check writing for the Improvement and Expansion Fund with detailed, accurate recording of those.
- Monthly reports of the Funds' activity for the Board and Management.

\*\*\*Improvement and Expansion Fund checks and check registers are kept in the office. They should be kept there. If they will be removed for any reason you must let a manager know so that their whereabouts are always known.

\*\*The store manager will write, deposit and record deposits for Improvement Fund account. This check includes money collected for the past month at the cash register and ½% of the previous month's net sales from the store.

He or she will also make deposits for the Expansion Fund.

Keep the deposit receipt with the checkbook.

\*\*\*When writing checks, provide a detailed account for its purpose in the check register. This makes it easier to spread into the appropriate account in the computer. Again look at old entries. Use all the lines you need.

Use the form in the Treasurer's 3-ring binder to report to the Board. Make 2 copies – one for the Board meeting minutes book and one for the Treasurer's book.

The checkbooks are balanced when the bank statements come in. The entries are made in the computer and it is reconciled there and in the checkbooks by a manager. Interest is added each month. Neither account has a service charge because it is for a non-profit.

The statements are kept in the basement office file cabinet.

Updated December 2017

# Tonasket Natural Foods Co-op Board Meeting Agenda

Date:

1. Meeting called to order
2. Introduction of guests
3. Motion to approve agenda (at this time any additions can be made)
4. Motion to approve minutes of previous meeting – date:
5. Correspondence – if any (this includes letters and anything from the box.
6. Chair’s Comments and Board Business
7. Open Forum – Guests may address the board briefly as time allows
8. Treasurer’s Report
9. Store Report
10. New Business – discuss, table, vote as needed
11. Old Business – discuss, table, vote as needed
12. Committee Reports – active working committees only if there is a committee - discuss, table, vote if needed
13. Adjourn Meeting

Motions

Ask for a motion on a particular issue – once received - proceed

Ask for a second on this issue – once received proceed to discussion if any is needed

**Tonasket Natural Foods Co-op  
Annual Membership Meeting Agenda**

Meeting called to order

Read minutes from last meeting

Motion to approve last meetings minutes—Date:

Store report

Treasurer's Report

Membership Open Forum

Elections

Adjourn Meeting

# Rules of Decorum for a Board Meeting

In order to conduct a productive meeting, accomplish our goals, and insure that all participants leave the meeting in a positive mindset we shall follow these simple rules of decorum. The two minute rule for speaking time shall be in effect in most cases for efficiency.

1. There shall be no raised voices, shouting, insults (direct or indirect), or name calling.
2. Guests may speak briefly (two minutes max.) during the open forum section of the meeting only.
3. They may offer additional comments at the end of the meeting only if time permits and the chair recognize the guest's desire to comment further.
4. All participants must be recognized by the chair before speaking.
5. Only one person at a time may speak when recognized by the chair.
6. It is inappropriate to conduct private conversations while a person recognized by the chair is speaking.
7. A call to order by the chair means just that – a call to order.
8. All present are adults and are expected to conduct themselves in a respectful courteous manner at all times.
9. As a diverse group it is expected that there will be a variety of ideas and opinions. At all times we should keep an open mind when listening to the ideas and opinions of others. Alternative ideas may be presented when a speaker is recognized by the chair during the discussion time allotted.

# BOARD POLICY 8-21-08

## COMPLAINTS, ISSUES OR CONCERNS FROM CO-OP MEMBERS

Procedure for Co-op members who have a problem with or concern about the store, its management, or the Board of Directors.

1. The Co-op member first discusses their concern with the store manager or the Board member involved and tries to find an agreeable resolution or solution. If no solution can be agreed upon, or if no specific person is involved,
2. The Co-op member contacts the Board Chair and explains the problem and asks to be put on the agenda at the next meeting during the Open Forum.
3. The Co-op member attends the Board meeting and presents the concern during Open Forum.
4. The Board thanks the Co-op member for their input and may agree to take the matter under consideration. If the Board decides that action needs to be taken or more information is needed, the Board appoints an Ad Hoc Committee to study the issue and report back to the Board at the next Board meeting, or sooner if there is an urgency or time factor involved.
5. The Board makes a response to the Co-op member or makes a recommendation to management, or takes an action to correct the problem.

Proposed Addition:

6. If the Co-op member is not satisfied with the Board's response, it may appeal to the Grievance Committee for a 2nd opinion.

Note:: if we include this, we need to create criteria under which the Grievance Committee would consider such a complaint-- similar to the "fairness" rules they use for for staff-but exact/y what these criteria would be, is not clear. Also, what if the committee disagrees with the Board? The committee can make a recommendation to the Board, but that's all the- power they have.