

**La Montañita**



**La Montañita Food Co-op  
2018-2019  
Board Candidate Packet**



Greetings!

Thank you for your interest in serving on the La Montañita Co-op Board of Directors. We ask that you read over the enclosed information carefully before filling out the application.

The Members of La Montañita Co-op elect Board members during an election season in the fall of each year. To qualify as a candidate, you must have a membership that has been valid and continuous since at least **November 1, 2017**. (*Our bylaws require a candidate to have been a member at least 12 months prior to the start of the election*). You must be at least 21 years of age and not a convicted felon. (See *Bylaws Section 2.1*, available at [lamontanita.coop/directors/documents](http://lamontanita.coop/directors/documents)). Candidates must complete and submit their application by **September 30, 2018**.

This year there are six open positions – 3 three-year terms, one 2-year term, and two 1-year terms. A maximum of two of the six positions may be filled by Co-op staff members.

The following is our schedule to elect a new Director:

November 1, 2017	Date your membership must be valid and active
August 3, 2018	Candidate packets available online
September 30, 2018	Close of candidate packet submissions
October 7, 2018	Deadline for candidate to withdraw from the election
October 20, 2018	Annual Member-Owner Gathering
November 1, 2018	Voting commences through November 14, 2018.
November 20, 2018	Anticipated announcement of election results
December 7, 2018	Deadline to submit background checks for newly elected Directors
December 20, 2018	Seating of new Directors at monthly Board meeting
January 12, 2019	Board Orientation

Cooperatively yours,

La Montañita Board of Directors



## Cooperative Principles

### **Voluntary and Open Membership**

Cooperatives are voluntary organizations, open to all persons able to use their services and willing to accept the responsibilities of membership, without gender, social, racial, political, or religious discrimination.

### **Democratic Member Control**

Cooperatives are democratic organizations controlled by their members, who actively participate in setting their policies and making decisions. People serving as elected representatives are accountable to the membership. In primary cooperatives, members have equal voting rights (one member, one vote) and cooperatives at other levels are organized in a democratic manner.

### **Member Economic Participation**

Members contribute equitably to, and democratically control, the capital of their cooperative. At least part of that capital is usually the common property of the cooperative. They usually receive limited compensation, if any, on capital subscribed as a condition of membership. Members allocate surpluses for any or all of the following purposes: developing the cooperative, possibly by setting up reserves, part of which at least would be indivisible; benefiting members in proportion to their transactions with the cooperative; and supporting other activities approved by membership.

### **Autonomy and Independence**

Cooperatives are autonomous, self-help organizations controlled by their members. If they enter into agreements with other organizations, including governments, or raise capital from external sources, they do so on terms that ensure democratic control by their members and maintain their cooperative autonomy.

### **Education, Training, and Information**

Cooperatives provide education and training for their members, elected representatives, managers, and employees so they can contribute effectively to the development of their cooperatives. They inform the general public—particularly young people and opinion leaders—about the nature and benefits of cooperation.

### **Cooperation among Cooperatives**

Cooperatives serve their members most effectively and strengthen the cooperative movement by working together through local, national, regional, and international structures.

### **Concern for Community**

While focusing on member needs, cooperatives work for the sustainable development of their communities through policies accepted by their members.



## Frequently Asked Questions for Prospective Candidates

### **Is La Montañita bigger than the store where I shop?**

The Co-op has four retail stores in Albuquerque, one in Gallup and one in Santa Fe; Albuquerque is also the site of La Montañita Co-op's Distribution Center (DC), which is our foodshed warehouse. Currently, the Co-op does about \$43 million in sales per year with approximately 270 employees and more than 16,000 Members.

### **Who makes up the Board of Directors?**

The Board of Directors is the governing body for the member-owners of La Montañita Food Co-op. It is composed of nine people, all member-owners of La Montañita and elected by Members. A maximum of three Directors may also be employed by the cooperative, although all Directors represent the Membership at large rather than any special subgroup.

### **What are the Board of Directors Responsibilities?**

Being on the Board of Directors is a very big responsibility. Board members are the fiduciaries who steer the organization towards a sustainable future by adopting sound, ethical, and legal governance and financial management policies, as well as by making sure the La Montañita Cooperative has adequate resources to advance its mission.

### **3 Tenets of the Directors:**

1. **Duty of Care:** Take care of the Cooperative by ensuring prudent use of all assets, including facility, people, and good will; and provide oversight for all activities that advance the cooperative's effectiveness and sustainability.
2. **Duty of Loyalty:** Make decisions in the best interest of the Cooperative; not in his or her self-interest.
3. **Duty of Obedience:** Ensure that the Cooperative obeys applicable laws and acts in accordance with ethical practices; that the cooperative adheres to its stated purposes, and that its activities advance its mission.

The Board of Directors also hires and sets the compensation of its talented Cooperative Retail Officers and Cooperative Operations and Support Officers who run the day-to-day management activities of the organization. With paid staff in place, Board members provide foresight, oversight, and insight rather than steer the boat by managing day-to-day operations. The board embraces the use of technology to more efficiently perform its duties. Document coordination will be done electronically using databases and Office suite software predominantly. All directors will be expected to work in this manner.

### **Does the Board endorse candidates?**

The La Montañita Board does not endorse candidates.



### **How much time must I commit?**

The Board holds one regular meeting for at least three hours each month, at which attendance is expected. Every Director is required to be a member of at least one board committee; some committees meet monthly, others less frequently. From time to time, Directors may be expected to attend scheduled meetings in addition to the committees, member meetings, trainings and our annual membership meeting. In all, expect to devote at least 15–20 hours a month.

### **Where are Board meetings held?**

Most meetings will be held in Albuquerque however, once quarterly they will be in Santa Fe and once every year in Gallup. The meetings start at 5:45pm and end between 8:30 and 10:00pm.

### **What compensation is there for serving?**

Each director receives a discount on purchases at La Montañita Co-op. Staff directors receive a stipend of \$150 per month.

### **I'm sure I have the time to commit, and want to serve; what else do I need to know?**

The board seeks candidates with constructive and creative leadership skills to contribute sound reasoning and judgment to the Board governance process. There must be a desire to develop visionary ideas through study, advisement, and discussion. This requires an ability to work within a group setting; to speak up, listen actively and well, and be receptive to differing views. Candidates must be able to represent the whole organization and not focus on a narrow demographic. Finally, candidates must have the courage to speak their voice during Board deliberation but be willing to publicly stand behind Board decisions regardless of personal views. If that sounds like you, please consider running for the board.

We strongly encourage all candidates to attend at least one of our board meetings. Observing our meetings will clarify and demonstrate the board's governance role and will give you a good idea of what you can expect should you serve.

You can also dig deeper and read our bylaws, policy manual and prior meeting minutes ([lamontanita.coop/directors/documents](http://lamontanita.coop/directors/documents)). Those of us on the Nominations and Elections committee would be pleased to answer any further questions you might have.

### **OK, I've decided to run – now what?**

It's time to complete the candidate application process. You will submit a brief personal statement, respond to a list of questions, provide your photograph, and sign the LMC Board Confidentiality Agreement and all of the application information is included in this packet. The Candidate package forms are all available in fillable PDF and packets must be submitted electronically by the due date. Candidate photos must be high resolution (300 pixels per inch) and formatted as a .tif, .jpg or .png file. Email your completed candidate packet and photo to [kellyc@lamontanita.coop](mailto:kellyc@lamontanita.coop). Candidate photos are requested solely for the purpose of publication along with the candidate's statement. Your responses to candidate questions will be presented to member-owners as you enter them here.

## CANDIDATE QUESTIONS AND PERSONAL STATEMENT

Name \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Membership Number \_\_\_\_\_

Home Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

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

### Candidate Questions

1. Describe your involvement with La Montañita Co-op. Include amount of time spent and specific activities, if appropriate. [Word limit: 100 words]

2. Describe any volunteer or paid experience relevant to serving as a co-op board member. Please check any that apply and describe your experience. This is not an exhaustive list; the Co-op is about a variety of experience! [Word limit: 200 words]

Farming

Environmental Work

Finance

Business

Strategic Planning

Information Technology

Retail

Other

3. What do you see as La Montañita's role in the broader community? [Word limit: 100 words]

4. Personal statement, including anything you feel is relevant to your candidacy. [Word limit: 200 words]

### **Candidate Photo**

Attach a current photo of yourself in your email when submitting the completed candidate packet. Photos must be high resolution (300 pixels per inch) and formatted as a .tif, .jpg or.png file.

**La Montañita Food Cooperative  
Board of Directors  
BOARD CANDIDATE CERTIFICATION OF COMPLIANCE**

Candidates must meet the following Bylaw requirements. Items 6, 7, and 8 are also New Mexico state requirements which all board members must meet in order for the Co-op to hold a retail wine license.

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 membership since November 1, 2017 or earlier.
4. I am not:
  - a. the Cooperative Retail Officer (CRO) or Cooperative Operations and Support Officer (COSO) of La Montañita;
  - b. a La Montañita staff person directly supervised by the COSO or CRO; or
  - c. supervised by any person directly supervised by the Board of Directors.
5. I am at least 21 years old.
6. I am not a convicted felon.
7. I agree to be fingerprinted by the State of NM.
8. I am committed to cooperation as a viable economic relationship.

As part of my application to run for the Board of Directors of La Montañita Food Cooperative, 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

Date

Entering your name here constitutes your electronic signature. We will be using electronic submission only. Your candidate question responses will be uploaded to the La Montañita website as submitted with no editing. Email your completed candidate packet and photo to [kellyc@lamontanita.coop](mailto:kellyc@lamontanita.coop); format may be modified as required for inclusion on the website.



## **Candidate rules for campaigning at the Co-op stores**

1. Contact the store manager of the particular store where you would like to campaign. We ask you provide at least 24 hours' notice, as there may be reasons your campaigning cannot be accommodated on a specific day.
2. Each time you arrive at the store, check in with the store manager or the manager on duty to let her/him know you will be outside. Each store manager will determine some of the details of where/how you campaign at that particular store, so be sure to inquire about this the first time you campaign.
3. When you solicit a shopper, never stand in his/her path as she/he approaches. Always stand to the side of the shopper's path. As the shopper approaches, ask politely if you may talk to her/him about the upcoming board election.
4. Inquire if they are a member-owner. If they are, remind him/her voting will be open from November 1st-14th. Tell member-owners they will be able to vote November 1 through 14, 2018.
5. Campaigning is limited to 3 times per week; with your choice of which days you campaign. You may campaign for a maximum of 2 hours each time; with your choice as to what time of day.