

O.B. People's Organic Food Co-op

Board Committee Definitions

Committees of the board provide an opportunity in Co-op governance for consumer member-owners and staff involvement. Committees consider policy decisions and make recommendations to the entire board. They are chaired by a board member who submits regular reports to the board.

Some committees also include staff whose job description mandates providing support for that particular committee.

Committees have ongoing responsibilities but may also be assigned projects by the board. With the exception of the Executive Committee, board committees are not decision-making bodies except within well-defined limits set in their job descriptions. Their main function is to advise the board by making recommendations.

Committee chairs make recommendations for committee members, who are voted onto the committee by the board.

Executive Committee

Acts as the General Manager's (GM) direct supervisor. Conducts the GM's evaluation.

Makes recommendations to the board on GM's compensation.

Plans board meeting agendas.

Conducts board self-evaluation.

Takes action between regular board meetings in circumstances requiring fast action.

Composed of the officers of the board.

Finance Committee

Reviews monthly financial statements.

Analyzes proposed budgets, expenditures and projects.

Ensures that there are periodic independent outside audits or reviews of Co-op finances.

Recommends financial goals for the Co-op for board approval.

Composed of board Treasurer, General Manager, Chief Financial Officer and any interested consumer member-owner and staff.

Planning Committee

Facilitates development of annual plans and projects.

Facilitates development of long-range plans.

Reviews governance systems and proposed changes
(e.g., bylaw amendments.)

Recommends goals and objectives for the Co-op for board approval.

Composed of board member chair and any other interested consumer member-owner and staff.

Outreach and Education Committee

Brainstorms and recommends ideas for community outreach.

Recommends and facilitates programs for member education and involvement.

Organizes member-owner participation in approved community outreach events.

Reviews results of any marketing surveys.

Recommends donation guidelines for board approval.

Gives input on newsletter as vehicle for community outreach and may contribute articles as needed.

Plans Annual Meeting.

Recruits and orients Co-op member-owners.

Composed of board member chair, Marketing Director and any interested consumer member-owner and staff.

Nominating Committee

Recruits and interviews board candidates for election by the membership.

Develops criteria for screening process.

Oversees annual election.

Proposed slate of officers annually for board approval.

Orients new directors.

Composed of board member chair, the other two mid-term board members and at least one non-Director member.

