**East(side!) Lansing Food Cooperative Board Member Job Description**

ELFCO is looking for people having a positive, can-do attitude and the willingness and time to participate in the governance of a nonprofit consumer natural food cooperative.

PURPOSE To serve on the governing Board as a voting member, develop policies, procedures and regulations for the operation of ELFCO; monitor finances of the organization, its programs, performance, and impact on the neighborhood and the larger community.

DUTIES

* Attend and participate in regular board meetings (approx. 9 to 12/year)
* Attend and participate in committee meetings as appropriate
* Participate in Board Trainings/Workshops from time to time.
* Prepare in advance to make educated decisions, through review of materials, discussions, etc.
* Listen respectfully to other points of view
* Participate in thoughtful and civil organizational decision-making

OBLIGATIONS

* Establish policy
* Determine ELFCO’s missions and purposes
* Develop strategy to meet those missions and purposes
* Ensure effective organizational planning
* Hire, supervise, and evaluate a General Manager
* Help secure funding (fundraisers, capital campaigns, grant development/oversight)
* Financial oversight
* Ensure legal and ethical integrity and maintain accountability
* Recruit new board members

REQUIREMENTS

* You must be a member of ELFCO to serve on the Board

Questions: [gasteyer@msu.edu](mailto:gasteyer@msu.edu); or cellphone: 517-348-4136

To submit, please send the email application to Stephen Gasteyer at gasteyer@msu.edu

Application to Serve on the Board of Directors of East(side!) Lansing Food Cooperative

*Please complete this form and return to the ELFCO Board President. Thank You.*

Name:

Home Address:

Cell Phone:

Email:

Place of Employment:

Employment Address:

Employment Phone:

1. What do you bring to the governing body of the food cooperative? Please include all relevant capacities, skills, and experiences, including board experience.
2. Please describe fully your feelings and perceptions about the direction ELFCO is taking by starting a local/regional farm and food product-oriented retail space focusing on consignment sales (Argus Farms model):
3. Why do you want to serve on the ELFCO Board of Directors?
4. Please disclose any interest, including financial interest, you have in ELFCO or its programs.
5. A reference check may be run on all potential board members. Please list three references (including references pertaining to other board experiences) and their contact information.

\_Name Organization Contact Information

I affirm that all of this information is correct to the best of my knowledge.

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Signature Date