

O.B. People's Organic Food Market Board of Director Committee Definitions

Committees of the board provide an opportunity in Co-op governance for consumer member 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 Managers (GM) direct supervisor. Conducts the GM evaluation

Makes recommendations to the board on GM 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 of Directors

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 members and staff

Outreach and Education Committee

Brainstorms and recommends ideas for community outreach

Recommends and facilitates programs for member education and involvement

Organizes member 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
Organized Annual Meeting
Recruits and orients Co-op members
Composed of board member chair, Membership Dept. and Marketing Dept. managers and any interested consumer members 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