



928 Raymond Ave. • Saint Paul, MN 55114 • 651.646.6686 • hampdenpark.coop

2018 HAMPDEN PARK CO-OP BOARD OF DIRECTORS INFORMATION

BOARD ELECTION PROCESS

The application deadline for the 2018 Hampden Park Co-op Board of Directors Election is **October 20, 2018**. Completed applications may be emailed to board@hampdenpark.coop or sent to Attn: Board of Directors at the co-op. Elections will be held during the Annual Meeting, and our election process also allows for candidate nominations from the floor. This year there are two director positions open in the election. Terms will run from **October 2018 thru December 2021**.

BOARD MEMBER RESPONSIBILITIES

The Hampden Park Co-op Board of Directors currently meets once a month for 2–3 hours, and the board also conducts an annual daylong retreat. Directors are expected to be familiar with all meeting materials, to check their e-mail every other business day to stay involved with board communications, and to serve on at least one committee. Candidates should expect to put in at least 10 hours a month to fulfill the duties of a director. All directors on the board have a fiduciary responsibility, which means they must work for the benefit of the co-op and all of its member-owners.

The Hampden Park Board of Directors use Policy Governance as the model for overseeing the co-op. Policy Governance is a detailed and comprehensive method used to structure and organize the board's work of developing, monitoring and evaluating the goals and desired ends of the co-op. HPC's policies, or "ends statements," are written statements of the board's vision, values, and perspectives which provide the guidelines for the co-op's general manager (GM), and establish the basis for the board's evaluation of the GM's performance. The use of Policy Governance helps ensure that the board does not involve itself in store operations. New board members attend a daylong training through Cooperative Development Services that will provide you with a strong foundation to serve as a director.

**Our Annual Meeting this year will be held on
Sunday, October 28, 2018**

**At St. Cecilia's Church
2357 Bayless Pl, St Paul, MN 55114**



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**2018 HAMPDEN PARK CO-OP BOARD OF DIRECTORS
BOARD APPLICATION FORM**

CANDIDATE INFORMATION

Name: _____

Date: _____

Member Number: _____

Phone: _____

Email: _____

Please include a photo if you would like to be pictured with your application. Including a photo may vastly improve other members' ability to recognize you.

BOARD CANDIDATE EXPERTISE AREAS

While these are not required, the board has identified the following areas of expertise to be beneficial in serving as a director.

Human Resources

Marketing

Finance

Building Management

Legal

Grant Writing

Cooperatives

Coalition Building

Board Experience

Local Government

Community Outreach

Other: _____

QUESTIONS

Please contact the current board leadership at board@hampdenpark.coop with any questions or to request a phone conversation.

CANDIDATE STATEMENT

Prepare a candidate statement for the Hampden Park Co-op Membership that considers the following questions and other qualities you would like to highlight. Please limit statements to 200 words or less and attach to the application.

What interests you about being a board member?

What knowledge, skills and experience do I have which would be helpful to the board?

What short term and long term ideas and vision do I have for the co-op over the next year and next five years?

How could Hampden Park Co-op better serve its members?

DECLARATION OF CANDIDACY FOR THE BOARD OF DIRECTORS

I declare that I am a candidate for the Hampden Park Co-op Board of Directors. I recognize that as a director I will have a fiduciary responsibility to the membership to act in an informed and prudent manner, and that I may be held personally liable if I do not. I recognize that as a director I will have a duty to represent the membership at large and to act in their best interest.

I have read the application materials and understand that serving as a director requires that I:

- Prepare for and attend board and membership meetings regularly;
- Attend any board training sessions;
- Become familiar with the co-op's bylaws, policies and financial statements; and
- Regularly participate and respond to board communication. Primary mode of communication is currently email.

I qualify to serve as a director in that I am currently a member of Hampden Park Co-op.

I declare that, as a potential member of the Hampden Park Board of Directors, there are no conflicts of interest from which I could financially gain.

Signature _____ Date _____

Please send your completed application along with your 200 (ish) word statement to ATTN Board of Directors at Hampden Park Co-op, or email to board@hampdenpark.coop.

Thank you for your interest!