

G R A N D  R A P I D S

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High Five Co-op Board of  
Directors Elections Packet  
2017

Dear Member-Owner,

Thank you for expressing interest in serving on the High Five Co-op Board of Directors.

We ask that you review the enclosed information carefully before filling out the Declaration of Candidacy and questionnaires. Applications are due to the Board of Directors by 11:59 p.m. on June 10th, 2017. Please feel free to contact us at [board@beer.coop](mailto:board@beer.coop) if you have any questions, or to submit your application.

A total of nine directors serve on our board. Five incumbent directors are finishing their two year terms, and two others have chosen to step down, leaving seven open directorship available.

All candidates running for the board must attend at least one board meeting prior to elections to be eligible. Final board meeting to attend will be held at 1:30pm on June 11th just prior to the Members Assembly meeting (location to be announced soon). Additional determination of eligibility is within the purview of the Board of Directors.

Candidates' applications will be posted on the High Five Co-op website and on any eligible electronic social media regarding the 2017 election.

Member-owners will begin voting for board candidates on June 11, 2017. Votes may be cast electronically until 11:59pm EST on June 18, 2017.

Once again, thank you for your interest in being an active participant in the governance body of your cooperative.

In cooperation,

Laura Barbrick, High Five Co-op Brewery President

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## **Statement of Cooperative Identity**

### **What is a Co-op?**

A co-operative is an autonomous association of persons united voluntarily to meet their common economic, social, and cultural needs and aspirations through a jointly-owned and democratically-controlled enterprise. The High Five Co-op is incorporated in Michigan.

### **Cooperative Values**

Co-operatives are based on the values of self-help, self-responsibility, democracy, equality, equity and solidarity. In the tradition of their founders, co-operative members believe in the ethical values of honesty, openness, social responsibility, and caring for others.

### **Principles**

The co-operative principles are guidelines by which co-operatives put their values into practice.

#### **1. 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, sexual orientation, gender identity and gender expression, social, racial, political or religious discrimination.

#### **2. Democratic Member Control**

Co-operatives are democratic organizations controlled by their members, who actively participate in setting their policies and making decisions. Men and women 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 also organized in a democratic manner.

#### **3. 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. Members 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 their co-operative, possibly by setting up reserves, part of which at least would be indivisible; benefiting members in proportion to their transactions with the co-operative; and supporting other activities approved by the membership.

#### **4. Autonomy and Independence**

Cooperatives are autonomous, self-help organizations controlled by their members. If they enter to 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.

## 5. **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 co-operatives. They inform the general public - particularly young people and opinion leaders - about the nature and benefits of cooperation.

## 6. **Cooperation among Cooperatives**

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

## 7. **Concern for Community**

Cooperatives work for the sustainable development of their communities through policies approved by their members.

## **High Five Co-op Board of Director Job Description**

Purpose: To provide leadership and guidance that supports the Co-op's mission, vision, and goals on behalf of the Member-Owners through personal responsibility and effective governance through well-written policies.

Status: Board Directors are volunteers who assume a fiduciary duty to the member-owners of the High Five Co-op, and commit to working up to 15 hours a month.

Responsibilities:

### **DIRECTOR EXPECTATIONS:**

- Attend semi-monthly board meetings.
- Attend Board and Co-op events.
- Attend Members' Assembly meetings.
- Abide by and uphold existing governance policies and Bylaws.
- Actively participate in Board meetings and on the Board email list.
- Maintain confidentiality when required.
- Review all meeting materials and be prepared for meetings. Keep informed on the affairs of the cooperative.
- Regularly patronize the High Five Co-op Brewery when applicable

### **GENERAL:**

- Support the mission, vision, values, principles, goals, and objectives of the Co-op.
- Support and establish (when necessary) Co-op policies.
- Think critically.

- Follow through on commitments.
- Have a willingness to learn about co-operatives.
- Act in the best interest of High Five Co-op as a whole at all times.
- Avoid overriding conflict of interest with the Co-op.

**LINKAGE TO MEMBER-OWNERS:**

- Keep Member-Owners informed about the affairs of the Co-op.
- Maintain a linkage with the member-owners. Consider at all times Member-Owner input in decision making.

**COMMUNICATION:**

- Listen openly and share opinions respectfully.
- Check and respond to Co-op related emails within 48 hours.

**High Five Co-op Board Director Qualifications**

**QUALIFICATIONS:**

- Current fully invested Member-Owner of the Co-op in good standing.
- Able to commit to meeting all the Director expectations outlined in the “Responsibilities” section of the previous job description.

**DESIRED QUALITIES:**

- Ability to guide the Co-op toward the Member-Owner’s vision through carefully written policy.
- Research skills.
- WordPress or website skills.
- Knowledge of or ability to learn about financial indicators of a business.
- Brewery or restaurant experience.
- Construction knowledge.
- Prior board experience.
- Desire to learn about craft-brewed beers and co-operatives.

**REQUIREMENTS:**

- Volunteer at events.

## Questions for the Candidate

The answers to the questions will be displayed at [www.beer.coop](http://www.beer.coop). This is your opportunity to inform Member-Owners why they should vote for you for the High Five Co-op Board of Directors. Please, limit answers to 100 words per question. The current Board will cut off responses exceeding this limit.

1. Why are you interested in serving on the Board of Directors of the Co-op?
  2. What goals would you like to see High Five Co-op achieve in the next year?  
Five years?
  3. What qualities and past experience do you have for serving on the High Five Co-op Board of Directors?
  4. Name one way in which you'd like High Five Co-op Brewery to stand out from other local brewpubs.
  5. What is your favorite Co-operative Principle and why?
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## Declaration of Candidacy

I, \_\_\_\_\_, a member of the High Five Co-op, hereby declare myself a candidate for the High Five Co-op Board of Directors. I certify that I have already purchased, in full, my membership share and am therefore eligible to run in the 2017 election. In addition, I certify that, to the best of my knowledge I am eligible to be a member-owner of a Beer Manufacturer in the state of Michigan and I acknowledge that I have read this packet and understand the commitments involved in being a Director.

I am also aware of the following:

- All candidates are required to attend at least one of the board meetings prior to June 11th.
- June 10th 11:59 p.m. - Deadline for candidates' applications to be received via email at [board@beer.coop](mailto:board@beer.coop). A confirmation of receipt will be sent out by the the board. Please re-contact [board@beer.coop](mailto:board@beer.coop) if you have not received a confirmation within two business days.
- Candidates' responses to "Questions for the Candidate" will be presented on [www.beer.coop](http://www.beer.coop)
- June 11th, 2017 - Online voting will be made available to all members.
- June 11th, 2017 - Members' Assembly meeting - This meeting will signify the beginning of the election and all candidates are expected to have entered their Declaration.

Signature (typed is fine): \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Work or Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_