



BOARD CANDIDATE INFORMATION

Thank you for your interest as candidate for the Kōkua Market Board of Directors. We hope you will find the following information helpful in understanding the Board's responsibilities and the candidate application requirements.

BOARD RESPONSIBILITIES

<i>Fiscal</i>	Maintain health of a retail grocery cooperative. Approve capital and operating budgets. Identify problems and monitor remedies. Oversee wise use of ownership's money.
<i>Personnel</i>	Oversight of the General Manager performance and review. Develop sound personnel policies.
<i>Governance</i>	Set policy for the organization. Ensure the co-op follows the guidelines of being a cooperative business. Set yearly goals and objectives for the co-op consistent with its mission.

COMMITMENT

Each Board term is for three years, and candidates should be committed to completing the full term. The Board meets once every one to two months at a mutually agreed upon time. All Board members are expected to attend every Board meeting, barring emergencies. In addition to attending Board meetings, each Board member serves on at least one committee.

There are several forms which you will be expected to complete. Once elected, all Board members complete a yearly **Conflict of Interest** form and a **Statement of Commitment** form (attached). In addition, as a director you may be required to complete the occasional form and participate in procedures connected to Kōkua Market's operation (such as their application for liquor license which all directors must complete).



OWNER DISCOUNT

Board members must be co-op owners of Kōkua Market (i.e., have joined Kokua as an owner) who are current with their share payments. Each Board member receives a 15% discount on all of their purchases at the co-op.

CANDIDATE APPLICATION AND SUBMISSION

If you are interested in being a candidate for the Kōkua Board, please submit your completed Board Candidate Application and an optional photo of yourself by **MARCH 10, 2017** to **kokuaboard@gmail.com**. Should you submit a photo, it will be posted with your candidate statement.

For hard copies applications, please submit to:

Board of Directors, Nominating Committee
Kōkua Market
2643 S. King St.
Honolulu, HI 96826

Completed forms may also be left with cashiers in a sealed envelope.

ADDITIONAL INFORMATION

If you have any questions regarding Board responsibilities, the nomination and/or election process, please contact the Nominating Committee at **kokuaboard@gmail.com**



Kōkua Country Foods, Inc. dba Kōkua Market

BOARD CANDIDATE APPLICATION

Please give us some information about your skills and background, what you feel you can offer Kōkua, and what interests you about serving on the Board. All candidate applications and photo must be received by the Nominating Committee by **March 10, 2017**. The candidate statements and photos will be posted in the store and on our website and distributed at the Annual Owners Meeting on April 22, 2017.

Name:

Address:

Date Joined:

Phone: (day) _____ (evening) _____

Email:

A. BACKGROUND DATA

1. Board/Community Experience:

<i>Service Dates</i>	<i>Organization</i>	<i>Your role (i.e., what you did or do)</i>
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2. Business and/or Professional Experience:

3. Current occupation (include a brief description if you wish):



4. Education (include specialization and degrees):

5. Special interests:



B. SKILLS

Please check all boxes that reflect your skills and experience.

Financial analysis

Grocery and/or natural foods

Community groups

Management/administration

Personnel/supervisory

Public relations

Consumer issues experience

Board or committee

Local or national politics

Co-op experience (including Kōkua Market)

Law

Real estate

Other:



C. CANDIDATE STATEMENT

“Why the Board?” **Please write your candidate’s statement in essay form covering the following questions and submit as an attachment.**

LIMIT: 300 words.

1. Why would you like to serve on the Board of Kōkua Market?
2. What skills and experience do you bring to the Board?
3. What has been your involvement with this Co-op or other co-ops? If currently on the Board, what committees have you been active on and what have these committees accomplished?
4. What, in your view, are the critical issues facing the Co-op in the next few years, and what should be the role of the Board in dealing with them?



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BOARD OF DIRECTORS – STATEMENT OF COMMITMENT

I agree that as member of the Board of Directors of Kōkua Market, I intend to:

- Attend training for the role of Board member
- Complete paperwork and provide necessary documentation at the Honolulu Liquor Commission office as a requirement for Kōkua Market alcohol sales
- Attend monthly Board meetings
- Read Board documents, financial statements and proposals in a timely fashion
- Come prepared to actively participate at Board meetings to discuss and vote on proposals (ask questions ahead of time, especially if you have reservations about the proposal)
- Vote responsibly, for the good of the Co-op
- Monitor Kōkua Market's functioning to generate ideas or proposals to accomplish the Co-op's mission
- Actively participate on Board committees
- Advocate for Kōkua Market in alignment with your Board member and other roles, e.g, to support planning documents

Print name: _____

Signature: _____

Date: _____



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BOARD OF DIRECTORS - CONFLICT OF INTEREST

I agree to list below any and all affiliations that might present a conflict of interest with my duties as a member of Kōkua Market's Board of Directors. I will update this list any time I enter into a new affiliation that presents a possible conflict.

In the space provided below, I will list if I am affiliated with:

- (a) any of the following organizations:

other food co-ops; other food retail organizations; suppliers or consultants to Kōkua Market; suppliers or consultants to other food cooperatives; suppliers or consultants to other retail food organizations; food manufacturers, growers, shippers, distributors, wholesalers, and other participants in the food industry; and other related organizations.

- (b) in any of the following capacities:

employee, manager or executive; owner; consultant or advisor; co-op owner loan-holder (specify if our ours or other co-op); board member (except Kōkua Market's); investor; agent; spouse or significant other of any of the above.

I understand that my affiliation with any of these organizations does not, by itself, constitute a conflict. I understand the Board members may review this list and request additional information about my affiliations. I understand that the Board of Directors may use its discretion and reasonable judgment to determine whether a conflict of interest does indeed exist for me.

Print name: _____
Kōkua Market Board candidate

Signature: _____

Date: _____