



# FREE RANGE FOOD CO-OP

Member Owned . Community Focused

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## BOARD MEMBER POSITION DESCRIPTION

<b>POSITION TITLE:</b>	Board Member
<b>TERM LENGTH:</b>	Three years *If appointed to fill a vacant position, the length remains for the original term of that position
<b>TIME COMMITMENT:</b>	Average of 10-15 hours per month
<b>LOCATION:</b>	Opportunities for remote work in addition to board and team meetings and at FRFC office and other locations as needed.

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### PURPOSE OF POSITION

The overall purpose of this position is to work together with board members, owner volunteers and subject matter experts to successfully develop Free Range Food Co-op. Board members work to enhance the mission and strategic vision of the co-op through oversight and adherence to the values, purpose and mission. Acting on behalf of the owners, the board ensures the success of the cooperative by working together effectively, providing strategic leadership, and perpetuating our democratic organization.

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### KEY RESPONSIBILITIES

1. Work to effectively meet and uphold the board's fiduciary duties
2. Be prepared for and participate in all board meetings
3. Be intentional and committed to advancing the mission and development of the cooperative by representing the best interests of the owners and the cooperative
4. Serve on or lead at least one team or committee
5. Work in a team environment and prioritize board work in weekly/monthly schedule
6. Become educated on the cooperative business model and legal structure of cooperatives, as well as best practices from industry experts during co-op development

### BOARD RESPONSIBILITIES DURING CO-OP DEVELOPMENT

Free Range Food Co-op . 10 NW 5th Street, Suite 202, PO Box 842, Grand Rapids, Minnesota 55744  
freerangefoodcoop@gmail.com . www.freerangefood.coop . tel: 218-259-9735

1. Locate a suitable site for the co-op based on professional market study recommendations and financial pro forma projections
2. Hire a qualified general manager, and support him/her in store design and staffing once they are hired
3. Cultivate relationships with co-op owners in order to effectively represent their best interests (collectively)
4. Conduct research for and write the business plan
5. Hire or consult with subject matter experts, community representatives or professional advisors when needed in order to make informed decisions
6. Oversee an owner investment campaign and secure external funding for remainder of needed capital

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### **PREFERRED QUALIFICATIONS**

1. Experience in business, retail, community outreach, finance, entrepreneurship, grant writing, communications, marketing, commercial real estate, or other professional experience you would be willing to contribute on behalf of the co-op.
2. Previous experience as a volunteer
3. An understanding of the cooperative business model, or a willingness to learn
4. Highly self-motivated and self-directed