

Coastal Organics Cooperative, Inc.
dba Arena Market and Café
Responsibilities of Directors

The primary responsibility of the co-op's Board of Directors is to establish and oversee the vision, mission, and strategy of the organization and to set policies for the co-op on behalf of its members. Directors must be willing and able to prioritize the successful operation of the store, the financial stability of the organization, and policy-setting in the best interests of all co-op members and the needs of the community.

There are seven members of the board of Coastal Organics Cooperative, Inc. Six are elected by the members, who serve without compensation for their time, and the seventh is the general manager of the store, who serves ex officio. All directors must be members of the co-op and residents of California. Terms are three years in length. Vacancies may be filled at any time by agreement of the current board members. Officers are chosen by the board members. For more detailed information, see Articles V and VI of the Bylaws.

Directors are expected to volunteer at least 5-10 hours a month, including board meetings and projects. Responsibilities of directors and officers include, but are not limited to, the following. There is a separate, more detailed job description for the GM/Management Team.

All Board Members

- Cultivate cooperative modes of interaction in all activities.
- Attend all monthly board meetings, any additional special meetings, and the annual member meeting.
- Execute projects supportive of the co-op according to individual abilities and interests.
- Shop regularly at the co-op and cultivate relationships with members and the community to inform the board's work of instituting strategies and policies.
- Identify issues that the board needs to address.
- Participate in the annual review of the GM as well as hiring, firing, and compensation.
- Serve as an ambassador of the organization and advocating its mission to internal and external stakeholders.

Board President

- Serves as the Chief Executive Officer of the corporation.
- Ensures that the board creates effective and appropriate policies for legally compliant governance and management of the organization.
- Sets priorities and creates agendas for regular board meetings and the annual member meeting, as well as for executive committee meetings if one exists.
- Acts as primary liaison between the board and the GM to support execution of the board's directives and policies.
- Partners with the GM to lead the development and refinement of strategy and impact metrics.
- Assesses effectiveness of the board and any committees and initiates any actions needed for improvement.
- Assures ongoing recruitment, development, and contributions of board members.

Board Chief Financial Officer (Treasurer)

- Provides general financial oversight, including developing and presenting budgets, chart of accounts, and financial statements to the co-op board on a monthly basis and to the members on an annual basis, or as requested.
- Oversees and ensures funding of the financial needs of the co-op, including debt obligations, tracking sales income, and margins.
- Manages the co-op banking, bookkeeping, and record-keeping procedures through the management leadership team and bookkeeper.
- Maintains records of fixed assets and member equity.

Board Secretary

- Takes minutes of all regular board and special meetings and the annual member meeting.
- Executes any official correspondence requested by the board, such as thank-you letters.

General Manager

- Partners with the Office Manager and any other members of the management team of the store.
- Builds and executes strategy in accordance with the vision, mission, and policies established by the board.
- Drives revenue generation adequate to the current and long-term needs of the store.
- Manages staff, including hiring, firing, training, compensation, team-building, role development, work schedules, and overall staffing structure.
- Cultivates and manages relationships with suppliers, customers, and the broader community.
- Ensures operational efficiency of the store.
- Manages the budget, cash flow, and capital improvements in partnership with the CFO and board.
- Reports monthly to the board on the status of the store and brings issues requiring policy-setting and support.