

## **TPSS Board of Representatives Job Description**

Purpose: To provide overall direction for the co-op, as required by law and the co-op's articles and bylaws. The board carries out this responsibility by establishing goals and broad policy guidelines and by monitoring management's performance. It is the General Manager's function to implement the policies established by the board and carry out the day-to-day operations.

Serving on the board is a significant commitment, requiring about 8 hours per month, sometimes more. Regular board meetings are held monthly. The board works as a team, so attending all meetings is critical to board effectiveness. Board members are also expected to volunteer for activities such as the co-op's Earth Day event and the biannual membership meetings.

Specific responsibilities:

- 1. Define the goals of the co-op, and set policies that will be followed to achieve these goals.**
2. Ensure that short range and long range plans are carried out by the General Manager, and review and evaluate performance of the co-op as measured against the objectives of annual and long-range plans.
3. Monitor the finances of the co-op.
4. Monitor and evaluate the General Manager of the co-op, define his/her duties through the policy governance register, set his/her compensation, and replace him/her as necessary.
5. Maintain cooperative relations with other co-ops and local, regional, and national cooperative organizations.
6. Establish and serve on standing and ad hoc committees of the board, e.g. the nominating committee.
7. Manage nominations and elections procedures and train new board members.
8. Ensure channels of communication between membership and board remain open (including holding two membership meetings each year).
9. Monitor, maintain, and update Policy Register and Bylaws (see enclosed Policy Governance Register).
10. Participate in and support the periodic board self-evaluation.
11. Attend board training sessions the third Saturday in January (full day).