

## Position Objective and Responsibilities

### Job Title: Cooperative Director

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Reports To: Membership

### Position Objective

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To protect the assets of and to promote the steady growth of the cooperative.

### Position Responsibilities

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To hire and supervise a general manager; set direction and policies for the cooperative; operate an effective and informed directorship; operate within legal and ethical guidelines; and set a positive example for potential board members, cooperative employees, and cooperative members.

The cooperative director will maintain a positive attitude that promotes team work within the cooperative and a favorable image of the cooperative.

### Supervision

Supervision involves hiring and supervising a general manager for the cooperative.

#### **Hire a general manager**

1. Determine the qualifications necessary for the position and prepare or review a written description of duties and responsibilities
2. Select a qualified general manager
3. Fix and annually evaluate the compensation of the general manager

#### **Supervise the actions of the general manager**

1. Delegate authority for the general manager to carry out the duties and responsibilities assigned to him/her
2. Prepare and communicate a written performance review at the first meeting following each annual audit

3. Direct the general manager to prepare an ongoing analysis of present and future needs of the cooperative, and to provide recommendations to the board on how to best meet those needs; review and act on those recommendations.
4. Assist the general manager in identifying opportunities to improve the cooperative's operational efficiency
5. Direct the general manager to prepare an annual budget and to compare actual results to budget and last year
6. Direct the general manager to prepare proposed board meeting agendas

## **Leadership**

Leadership involves setting policies and direction for the cooperative; operating an effective and informed directorship; operating within legal and ethical guidelines; and setting a positive example for potential board members, cooperative employees, and cooperative members.

### **Set policies and direction for the cooperative**

1. Adopt policies to guide the general manager in managing recurring issues such as customer credit, employee compensation, fringe benefits, work rules and regulations, and purchase of equipment
2. Update a record of all board policies periodically and orient new board members on the policies and procedures of the cooperative
3. Define the mission of the cooperative and establish specific goals to accomplish that mission
4. Review the mission statement and goals at least annually
5. Work with the general manager to prepare a long-range plan for the cooperative
6. Spend at least one day per year developing annual and long-range plans for the cooperative

### **Operate an effective and informed directorship**

1. Clearly define the responsibilities of the each board officer and designate committees when needed
2. Keep all cooperative members informed of the affairs of their cooperative
3. Assure that all cooperative member complaints and suggestions are given appropriate consideration
4. Assist the general manager in planning and conducting the annual meeting
5. Attend at least one training event annually to update skills
6. Work with other board members to police the directorship on disciplinary matters relating to cooperative policy and director responsibilities

**Operate within legal and ethical guidelines**

1. Employ a qualified auditor to make an independent unqualified audit of the cooperative at least once per year and report those results directly to the board
2. Follow all board policies and directives and comply with the duties outlined in the cooperative's articles and bylaws
3. Keep informed of industry trends and practices
4. Review the cooperative's insurance coverage annually
5. Stay within the boundaries of a board member's authority; don't act independently of the board on cooperative matters such as:
  - Fixed assets
  - Confidential information
6. Remain within the boundaries of a board member's authority as it relates to management decisions such as:
  - Employment issues and employees
  - Pricing
  - Merchandising

**Set an example for potential board members, cooperative employees, and cooperative members**

1. Patronize the cooperative
2. Abide by the cooperative's credit policy
3. Attend all meetings possible and be prompt and attentive
4. Attend regular training to keep abreast of current trends and practices
5. Give as careful attention to the affairs of the cooperative as you would to your own business
6. Work as a team with other board members
7. Support the decisions made by the majority of the board
8. Read and understand the policies, articles, and bylaws of the cooperative
9. Read and review the monthly financial report and other related information prior to board meetings
10. Support cooperative education
11. Perform other duties and responsibilities as assigned or as outlined in the cooperative's articles and bylaws