

Call for Nominations to Steep Hill Food Co-op Board of Directors

Steep Hill Food Cooperative is a non-profit co-operative directed by a volunteer Board of Directors. Board members will be elected at the Annual General Meeting on August 20, 2026. A minimum of five (5) and a maximum of twelve (12) members will be elected. Term length is one year, with the ability to stand for re-election for additional terms.

The Board is responsible for ensuring both the store and our co-operative are viable and sustainable, vibrant, and thriving. The board oversees operations of the store. It also leads communications and activities to build and maintain our co-operative structure and put our co-op values and principles into action.

Our directors come from a variety of backgrounds and use an array of skills – experience in local food, organic agriculture, co-operatives, non-profits, and/or the retail sector, grant writing, fundraising, a concern for community sustainability and desire to work concretely for alternative solutions can be an asset but is not necessary to do excellent work as a director. A minimum time commitment of 6 to 10 hours per month is expected, including attendance at monthly board meetings.

WHO is eligible to be a candidate?

Any Steep Hill member, 18 or older, of sound mind, and who does not have the status of bankrupt.

WHAT makes candidates a good “fit” for Steep Hill?

- ✓ Comfort asking questions in group settings.
- ✓ Commitment to governance decisions and personal actions that are legally compliant, ethical, and guided by Steep Hill policies.
- ✓ Commitment to participate in regular board meetings and to contribute on one or more committees to “do Steep Hill work” between meetings.
- ✓ Enthusiasm to serve members’ interests, and to ensure our co-operative thrives providing a grocery store offering local, organic, Fair Trade, co-operative, sustainable and basic pantry products, serving the Broadway neighbourhood and wider community.
- ✓ Reputation for honesty, reliability, self-discipline, respectful communication, and a collaborative leadership style.
- ✓ Willingness to learn to improve effectiveness of the Board, and oneself as a director.
- ✓ Experience in understanding and applying technical documents (e.g. legislation, contracts, policies) and a history of demonstrated interest in the organic and local food sector.
- ✓ Membership in other co-operatives can be an asset.

What does the role of director require, in general?

- ✓ Understand and work to fulfill directors’ roles and responsibilities, including legal requirements and the duty to act in the best interests of the members and co-operative as a whole.
- ✓ Attend, prepare for, and actively participate in meetings of the Board and at least one committee or volunteer support role.
- ✓ Committed to putting the International Co-operative Principles into action. The seven principles are:

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| • Voluntary and open membership | • Education, training and information |
| • Democratic member control | • Co-operation among co-operatives |
| • Members’ economic participation | • Concern for community |
| • Autonomy and independence | |

- ✓ Build effective work relationships within and outside the Board.

- ✓ Contribute to tasks identified by the Board and Board committees.
- ✓ Listen actively to directors, members, customers, suppliers and others.
- ✓ Learn new skills and engage in Board Development activities.
- ✓ Participate by drafting or editing shared documents, electronically.
- ✓ Respond to directors' requests in a timely manner.
- ✓ Scan Steep Hill's business environment to identify opportunities and threats.
- ✓ Think analytically and creatively.
- ✓ Understand and apply technical documents – for example, legislation, contracts, policies.
- ✓ Value building an environmentally and socially responsible food system with a focus on healthy, organic and local foods.
- ✓ Work both independently and in consultation with others.

KNOWLEDGE AND SKILLS USED BY COMMITTEES:

Related to Financial Management:

- ✓ Knowledge of Generally Accepted Accounting Principles
- ✓ Understanding of financial controls, risk management, contracts, forecasting and budgeting, cashflow management, assurance standards, tax filings and remittances.
- ✓ Experience writing in business prose to effectively correspond with institutions, government departments, and business partners.
- ✓ Experience with the internal administration tasks related to bookkeeping, Point of Sale system, and the annual audit process.

Related to Membership engagement and Community:

- ✓ Strong commitment to encouraging members to be actively involved with Steep Hill.
- ✓ Interest in building relationships between Steep Hill and the organic and local food networks, suppliers, other food co-operatives, community organizations and the local small business community.
- ✓ People skills to interact in a friendly and professional way to engage with members, potential members, the public, and media.
- ✓ Experience with graphic design, editing prose, using social media, website design and maintenance, database management, and member communications platforms.

Related to Board Governance:

- ✓ Experience with and interested in Strategic Planning processes.
- ✓ Ability to view Steep Hill as a complex entity that puts democratic values into action to provide transparency, membership engagement, and board accountability.
- ✓ Abilities to draft policies, and to perceive internal inconsistencies or "gaps."
- ✓ Experience in monitoring actions and decisions for legal compliance and congruence with relevant governance documents.

HOW does a member submit a nomination?

It's easy! Any member may nominate an eligible member who agrees to allow their name to stand for election. Members can self-nominate. Include a short biography prepared by the nominee. See our website for current Board Member biographies. Send nomination and short bio (maximum 250 words) prepared by the nominee to: board@steephillfood.ca by **August 15, 2026**. The Board will provide biographies of candidates to members at the AGM. Nominations will also be accepted from the floor, but candidates are encouraged to come forward earlier so written bios will be available for members to refer to at the AGM.