



The Role of a Saskatoon Co-operative Association Ltd. Director

The Saskatoon Co-operative Association Ltd. (Saskatoon Co-op) is a locally owned, retail co-operative serving the needs of over 117,000 current members, with roots dating back to 1936. A one-time payment of \$10.00 will provide you with 10 shares and all the value and benefits of membership at Saskatoon Co-op.

A membership will also provide the ability to nominate candidates for the Board of Directors (“The Board”/”Board”), vote in Director Elections, stand for election as a Director and actively participate in the Annual General Meeting. Stipulations to running for a Director are found in our bylaws and include being a member in good standing with an annual minimum of \$2,000 spent with the Saskatoon Co-op. Nomination forms must be signed by two actual holders of a Saskatoon Co-op membership, not a spouse or child. A short biography and photo must be provided along with your nomination form to the Saskatoon Co-op Administration office at: 201-503 Wellman Crescent, Saskatoon, SK S7T 0J1, no later than Wednesday, April 12th, 4:00 PM. A two-minute candidate presentation may also be requested in the event an in-person Annual General Meeting is held.

A Director is expected to:

- Attend nine monthly Board of Director meetings and any committee and special meetings as may be deemed necessary
- In-person Board meetings normally begin with dinner at 5:30 p.m., followed by the meeting. Board meetings may also occur during the day, depending on circumstances and to provide additional flexibility.
- Meetings are held at the Saskatoon Co-op Administration building in Saskatoon and usually last about 3 hours and are typically held on the fourth Thursday of each month, subject to changes as deemed necessary. If in-person meetings are not possible for every Board member, there will be a virtual/hybrid option. Meetings normally begin at 5:30 PM.
- Directors are expected to attend all scheduled meetings and events
- An annual Board calendar with key dates is provided
- 3 year term
- Serve on (a) committee(s)
- Complete a criminal record check and sign off on SLGA requirements
- Attend board training and development sessions
- Represent Saskatoon Co-op at other Co-op gatherings, such as the Federated Co-operatives Ltd. (FCL) Annual Meeting, and Regional Zone Meetings
- Promote impartial and transparent proceedings while maintaining necessary Board of Director confidentiality
- Support the Co-op with their own membership purchases as much as possible
- Be a willing participant at community events



Remuneration and applicable expenses are allotted to Directors.

**A new member of the Board of Directors of Saskatoon Co-op is likely to spend an average of about 15-20 hours per month on the work associated with the position. This includes reviewing documents, training and attending meetings. The Saskatoon Co-operative Association Ltd. Board of Directors is a dynamic group of people who work together, participate in lively, spirited debates and work as a co-operative group to come to a desirous conclusion to all matters discussed at the Board.

Director Responsibilities and Duties

Within the framework of the corporate structure, Directors speak and act on behalf of members.

The Board has the responsibility for the following matters:

- Selecting, appointing, monitoring and evaluating the Chief Executive Officer
- Participating in the planning process, and reviewing Co-operative goals, strategies and budgets
- Monitoring performance of the Co-op
- Providing direction in establishment of retail policies
- Applying and interpreting complex information presented at meetings in order to render sound and impartial decisions
- Producing decisions with sufficient reasons in a timely manner in order to facilitate the effective and efficient resolution of issues for The Saskatoon Co-operative Association Ltd.
- Participating in necessary decision-making meetings to ensure appropriate consistency with the values of The Saskatoon Co-operative Association Ltd.– Community, Integrity, and Excellence.
- Obtaining a solid understanding of Board processes, issues and financial statements, budgets and reporting
- Engage with membership and general public in a professional and courteous manner
- Developing and maintaining positive, effective working relationships with all Board members
- Strategic planning of the Board and the development of policy and procedures related to the work of the Board
- Participating in continuing professional development, familiarizing oneself with the Co-operative Retailing System (CRS) and taking advantage of educational opportunities as provided by FCL and other preferred vendors.
- Familiarizing themselves with Saskatoon Co-op Bylaws, the Co-op Act, and Policies



Diversity Statement:

At Saskatoon Co-op, we are committed to supporting diversity and inclusion, built on our values of community, integrity, and excellence. We do this through championing diversity, inclusion, and employment equity and seek qualified candidates who share our commitments. We welcome applications from First Nations, Métis, and Inuit peoples, members of visible minorities, persons with disabilities, women, and 2SLGBTQ+ (Two Spirit, Lesbian, Gay, Bisexual, Transgender, and Queer) persons.

Skills and Experience:

The skills and experience listed below are a generalization and equivalent or related field experience will be considered. Skills and education that a potential Board member has that can contribute to the success of Saskatoon Co-op include but are not limited to:

- An understanding and appreciation of Co-operative values and the Co-operative movement
- Experience and ability to be fair, impartial, objective and open minded in order to support good Board governance
- Interest in, and general knowledge of the Saskatoon Co-op's lines of business;
- Experience/education of expertise in accounting, business or financial management. A diploma or degree may be an asset
- Experience/education of expertise in corporate law or legal studies and understanding of policies, bylaws and procedures and how these are developed. A diploma or degree may be an asset
- Experience/education of expertise in environmental protection and sustainable development. A diploma or degree may be an asset
- Strong analytical skills and the ability to take complex information and diverse points of view into consideration in making sound decisions
- The ability to articulate views in discussions along with well-developed communication skills
- Has demonstrated capacity in and commitment to work within a team
- Computer skills required to organize, interpret and present information
- Related experience in managing or operating a business

NOMINATION CHECKLIST

To run as a candidate for The Saskatoon Co-operative Association Ltd. Board of Directors, you must:

- Be a member in good standing of The Saskatoon Co-operative Association Ltd. at the end of the last financial year, January 31, 2023
- Have made purchases of not less than \$2,000 in the preceding fiscal year
- Submit CANDIDATE DIRECTOR APPLICATION before Wednesday April 12th, 2023, 4:00 PM, via e-mail to board@saskatooncoop.ca or by post mail to the Saskatoon Co-op Administration Office at 201-503 Wellman Crescent, Saskatoon, SK S7T 0J1
- Submit NOMINATION FORM. All Nominators must also be members in good standing of Saskatoon Co-op



When meeting all candidacy criteria:

- Complete attached Privacy & Consent form
- Submit a brief personal biography in a Microsoft Word document (max. 300 words)
- Provide a current photograph to be included on the biography

Note: Biographies and photos will be published on our website, social media and will be presented in the voting package provided at the Annual General Meeting.

For any further information, you may call the Nominating Committee Chair: Nathan Holowaty,
(306) 280-9615



CANDIDATE DIRECTOR APPLICATION FORM

To: **Nomination Committee**
 The Saskatoon Co-operative
 Association Ltd. 201-503 Wellman
 Crescent
 Saskatoon, SK S7J 0J1

Personal Information

Membership number:	
Name:	
Address:	
Phone number:	
Cell number:	
E-mail:	
Current occupation:	

Educational Background:

Employment History (brief description):

Description of current or past involvement with a co-operative and/or Board experience:

Relevant Skills/Experience (as outlined in the Board of Directors Nomination Package):

I, _____, the above-named nominee, agree to allow my name to stand in nomination as a candidate for election to the Board of Directors of The Saskatoon Co-operative Association Ltd.

Signed: _____

Date: _____



NOMINATION FORM

To be eligible for nomination, you must be nominated by at least two (2) adult members who are in good standing and members in their own rights, with The Saskatoon Co-operative Association Ltd.

We, the undersigned, being members in good standing of The Saskatoon Co-operative Association Ltd., do hereby nominate (please print name of nominee) _____
for election to the Board of Directors of said Co-op:

First Nominator:

Membership Number: (must be in nominator's		Phone Number:	
Print Name:			
Address:			
Signature:			

Second Nominator:

Membership Number: (must be in nominator's		Phone Number:	
Print Name:			
Address:			
Signature:			



Privacy Consent Form: Collection, Use, and Disclosure of Personal Information

Saskatoon Co-operative Association Limited (“Saskatoon Co-op”) utilizes several media to record and promote the work being done by Saskatoon Co-op both internally and within the broader community. Examples of formats in which Saskatoon Co-op collects information for publication include, but are not limited to, interviews, photographs, videotapes and tape recordings. Saskatoon Co-op uses the information that it collects solely for purposes related to the business of Saskatoon Co-op. The personal information that Saskatoon Co-op collects for these purposes may be disclosed in several ways include posting on Saskatoon Co-op’s photograph and video websites (which include Internet sites such as Saskatoon Co-op’s website, YouTube, Facebook, Instagram, and other channels used by Saskatoon Co-op), in Saskatoon Co-op’s promotional materials including brochures, posters and other marketing publications used from time to time such as mail-outs or contest promotions; and, may be shared with the Federated Co-operatives Limited (FCL), an organization with whom Saskatoon Co-op is a member owner for joint marketing purposes or for the purposes of FCL’s marketing and promotion.

By signing the consent below, you agree that Saskatoon Co-op can utilize the personal information collected about you (such as information obtained in an interview or your picture in either photographic or video format) to promote the business of Saskatoon Co-op, or FCL, as applicable. The specific purpose for which your personal information may be used in this regard is indicated below.

Saskatoon Co-op is committed to maintaining the accuracy, confidentiality and security of the personal information in its custody or under its control. Saskatoon Co-op has developed privacy policies which govern how it collects, uses and discloses personal information. These policies are available through the Saskatoon Co-op website at www.saskatooncoop.crs. Any questions regarding this consent or the collection, use or disclosure of your personal information by Saskatoon Co-op should be directed to 306-933-3801.

I hereby consent for _____ to be:

- interviewed by Saskatoon Co-op
- photographed by Saskatoon Co-op
- video recorded by Saskatoon Co-op
- audio recorded by Saskatoon Co-op

Signed: _____

Date: _____