

# SACRAMENTO NATURAL FOODS CO-OP

## **Member Volunteer Program Policy for Board Committees**

The Co-op's Member Volunteer Program provides opportunities for eligible Co-op members to volunteer in the community with non-profit partners. Board Committee service has historically been a part of the member work program, and this proposal seeks to bring Board Committee service into alignment with the overall Member Volunteer Program.

Board Committee service will be at the request of the Board of Directors, and Committee members will be recruited by the Chair of each committee, and are subject to Board approval.

### **Member Engagement and Education Committee**

The Engagement Committee is responsible for supporting the Board's strategic plan. The Committee will submit an annual plan for member engagement and dialog. Member volunteers that are accepted to the committee may assist the Chair with research as well as coordination of speakers or other content for member meetings or other special engagement events, as well as assisting with event preparation and execution. Member volunteer credits may be earned by completing work as assigned by the Chair.

### **Policy Committee**

The Policy Committee is primarily charged with providing recommendations to the Board on policies or changes to existing policies and the Bylaws. The Committee may suggest updates to the Board. The Committee may also be charged by the Board with additional work, including review of governance policies, committee charters and the like.

Policy Committee members may earn one credit/coupon for review hours (up to 8) and attendance at a single meeting of the Committee. The hours of service may vary, and volunteers should check in with the Chair to confirm. Should more than 8 hours or additional meetings be required, a second coupon may be earned at the discretion of the Chair.

### **Election Committee**

The Election Committee is formed to oversee the Co-op Board Elections. Member volunteers selected to the committee and approved by the Board may earn member volunteer credits for work done on and for the committee. Number of hours may vary depending on the scope of work. All volunteer work should be pre-approved by the Board (or the Board Administrator).

An example of Election Committee work would be updating the Election Code and

Election related materials. Working on revisions and attending and in person meeting will generally earn a member one credit/coupon. Attending a meeting of the Board of Directors to discuss changes will earn the member an additional credit/coupon. As with other committees, no member may earn more than two credits/coupons in one calendar month.

Additional work that may be assigned to the Election Committee shall be proposed with an outline of the volunteer credits that may be earned for the work. Agreement shall be reached between the volunteer and the overseeing Board member before any work is to be done.

### **Finance Committee**

The purpose of the Finance Committee is to advise and support the Board by reviewing SNFC's financial position and making recommendations as requested by the SNFC Board.

Work assigned to members should be outlined by the Chair. Review work plus attending an in person meeting can earn up to one credit/coupon. If review hours exceed 8 in a month, one additional credit/coupon may be approved, but approval must happen in advance of assignment. As with other committees, no member may earn more than two credits/coupons in one calendar month.

### **Reporting of Volunteer Credits**

Policies and procedures for Board Committee volunteer service shall be on file with the Board Administrator.

Committee Chairs shall report committee service to the Board Administrator before the end the calendar month. Coupons earned will be activated for the next calendar month (e.g. a credit/coupon earned for work done in the month of May will be active for use in the month of June). The Board Admin will report and activate coupons through the Co-op Member Volunteer System (Milo).

The Board Administrator will keep a record of volunteer credits/coupons earned.

Volunteers may not earn more than 2 credits/coupons in a calendar month across all avenues of volunteer service - Board Committee work or community partner work. Members may choose to work additional hours/shifts, but may only earn 2 credits/coupons in a calendar month. Members may not stack up additional coupons/credits to be used in future months.

Co-op members that participate in the Community Discount Program are not eligible for the Member Volunteer Program.

Policy Acknowledgement:

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Date: \_\_\_\_\_