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### UNF Board of Directors

**2025 APPLICATION PACKET**

Updated November 20, 2024

*We join together   
for a common purpose:   
to sell trusted food and goods   
for the health of our community.*

*- UNF Mission Statement*

If you have questions about the application process   
or serving on the UNF Board, please   
reach out to [board@ukiahcoop.com](mailto:board@ukiahcoop.com).

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November 2024

Dear UNF Member-Owner,

Thank you for your interest in serving on the Board of Directors of the Ukiah Natural Foods Cooperative. Joining the board at this time is especially meaningful, as we prepare to onboard a new general manager—a critical transition that will shape our co-op’s future. A strong, engaged board is essential to support this process and ensure continuity in our mission and values.

We are looking for individuals who bring skills in areas like business planning, finance, and governance, as well as qualities such as collaboration, strategic thinking, and a commitment to our co-op’s mission. Your contributions would help us maintain a steady path forward, supporting our management team and fostering a thriving cooperative that serves our entire community.

If you’re ready to bring your skills, perspective, and dedication to the co-op, we encourage you to apply. We hope to welcome you to our board and work together to strengthen Ukiah Natural Foods for years to come.

In cooperation,

**Gideon Burdick**

Gideon Burdick  
President, Board of Directors  
Ukiah Natural Foods

## Board Commitment and Expectations

Each year, three Directors are elected to serve three-year terms. The Board has four primary officers: President, Vice President, Treasurer, and Secretary.

### Time Commitment

* Board Meetings: Monthly meetings are held on the 3rd Monday from 5:30-7:30 PM, either in person or via Zoom.
* Committee Involvement: Each Director participates in at least two committees, with meetings usually held via Zoom. Current standing committees include the Board Development Committee, Owner Relations Committee, Finance Committee, and General Manager Evaluation Committee.
* Ad Hoc Committees: The Board may establish ad hoc committees to address specific issues or initiatives as needed. Current ad hoc committees include the Farmer Loan Committee and the Executive Search Committee.
* Total Time: Most Directors can expect to dedicate about six hours to meetings, preparation, and other board activities each month.

**Self-Evaluation**

Board members participate in an annual self-evaluation process to ensure a high standard of governance and to identify opportunities for improvement.

**Discount Benefit**

Board members receive a 15% discount on purchases at the Co-op.

## Current Board Members

These are our current board members. To see their photos, visit our website at [www.ukiahcoop.com/board](https://www.ukiahcoop.com/board).

* Gideon Burdick - President
* Angie McChesney - Vice President
* Tim Dolan - Treasurer
* Christine Rodrigues - Secretary
* Thomas Chandler
* Stephen Groff
* Kyle Mayers
* Larry Mayfield
* Stephen Turner

## Desired Qualities for New Board Members

We seek individuals who bring skills, commitment, and diverse perspectives to the UNF Board. The following are general qualities that make an effective board member:

* Availability, dependability, and a commitment to being an active board member
* Collaborative spirit and positive attitude
* Alignment with UNF’s mission and values
* Ability to think critically and strategically

This year, we are especially interested in candidates who bring specific skills or perspectives that complement our existing board members, including:

* Business experience
* Legal expertise
* Experience in social media or marketing
* Community involvement
* Diversity in demographics and lived experiences

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### UNF Vision, Mission & Values

* Our Mission - We join together for a common purpose: to sell trusted food and goods for the health of our community.
* Our Vision - We envision a thriving, healthy community in which we are a vital link in the local food system.
* Our Purpose - Provide and promote organically grown, sustainably produced food,  
  goods, and services that are locally and regionally sourced whenever possible; promote the health and wellness of our community by providing facilities, resources, and information, and by offering effective, positive community education and services; embody and model sustainable, humane, equitable, green ways of working and living, creating and maintaining an ideal workplace; add to the enjoyment and enrichment of our greater community ventures and networks.
* Our Values - see them on the UNF website at [www.ukiahcoop.com/howcoopworks](https://www.ukiahcoop.com/howcoopworks).
* The Cooperative Values and Principles that guide us and our fellow co-op grocers can be found at [www.ncg.coop/cooperative-values-and-principles](https://www.ncg.coop/cooperative-values-and-principles).

**APPLICATION PROCESS AND DEADLINES**

Owner-members who are interested in joining the board must apply by completing an online form by **Friday, January 31, 2025** at <https://form.jotform.com/243254390042045>

If we receive more than three qualified applications for the three open positions, then we will submit the slate of candidates for an election by member-owners. If the number of candidates is equal to or fewer than the number of open seats, then candidates will be screened and the board may appoint qualified applicants without an election.

The online application form has two parts to complete:

* Part 1: Qualification–Applicants are required to meet specific membership qualifications to serve on the board, as defined in UNF’s Bylaws (see below.) Responses to these questions will determine if applicants meet the minimum eligibility requirements as outlined in the bylaws.
* Part 2: Candidate Statement–Applicants who meet the minimum qualifications will proceed to submit a personal statement about their motivations for joining the board, how their experiences and skills align with our cooperative’s mission, and what unique perspectives they bring to enhance our community and governance. This statement is required for all candidates–regardless of whether a vote is held–to introduce themselves to the board.

## BOARD MEMBER QUALIFICATIONS

Section 6.03 of the [2014 Amended Bylaws](https://www.ukiahcoop.com/_files/ugd/9bfff6_3bfe6e8acd58438ebcb5a5f1092f68a1.pdf) describes the qualifications for board service:

(a) Directors shall be residents of California.

(b) Any natural person who is and has been a Member as an individual natural person for at least the one hundred-eighty (180) days immediately preceding the first day of elections, including the month of the elections, and who is not disqualified by any other provisions of these Bylaws, is eligible to be a candidate for the Board of Directors.

(c) A maximum of one (1) eligible Member who is a paid employee of the Cooperative may serve on the Board of Directors at any one time, if not disqualified by any other provisions of these Bylaws. (d) The following persons are excluded from serving on the Cooperative’s Board of Directors at the same time they are also one of the following:

(1) The General Manager and any manager of the Cooperative;

(2) Persons of the same household or immediate family of a Director or of the   
 General Manager or of any manager of the Cooperative;

(3) More than one person of a household or family unit.

## APPLICATION QUESTIONS

Candidates must submit their answers to the following questions online via Google <https://form.jotform.com/243254390042045> by January 31, 2025.

### Part 1: Mandatory Requirements

1. Have you been a co-op member of record (the membership is in your name) since at least September 2, 2024?
2. Are you a current employee of UNF?
3. Are you a manager of UNF?
4. Are you an immediate family member–or a person living in the same household as–a current board member or manager of UNF?
5. Are you available for board meetings on the 3rd Monday of each month from 5:30-7:30 PM?
6. Do you have the equipment, skills, and willingness to attend meetings by Zoom and access files on Google Drive?
7. Do you have the capacity to be an active participant in board meetings and activities as described in the application packet?
8. Please describe any concerns you may have.

### Part 2: Candidate Statement

1. Tell us about why you are a member of the Co-op. (Maximum 250 words)  
     
   *Your answer can include topics such as what inspired you to join, what you believe are the biggest benefits, and if there is anything you would change.*
2. Which of the seven [Cooperative Values and Principles](https://www.ncg.coop/cooperative-values-and-principles) resonates the most with you? Please describe why. (Maximum 250 words)
3. Tell us why you want to join the Board. (Maximum 250 words)  
     
   *Your answer can include topics such as what you have to offer to the board, how your education, experience, training, or community involvement would be an asset to the organization, and how you would describe your working style as part of a collaborative team.*
4. Photograph: Please submit a relatively recent photo of you to be included on the election ballot, if needed. If seated, your photo may also be posted to the UNF website with a brief biographical paragraph. Photographs should be in .jpg format.