



## **Sacramento Natural Foods Co-op Member Volunteer Program Policy 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 revised 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.

### **Education Committee**

The Education Committee is responsible for Member Education and primarily assists with the Educational component of Member Meetings. Member volunteers that are accepted to the committee may assist the Chair with research as well as coordination of speakers or other content, 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 charged with doing an annual review of the Bylaws and giving a report to the Board. 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 (who are not staff members or members of the Board of Directors) may earn 1 coupon good for 20% off a single transaction 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. No volunteer may earn more than 2 coupons in a calendar month.

### **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 Committee Chair if a Board member).

An example of Election Committee work would be updating the Election Code. A regular update of the Election Code shall earn the volunteer 1 discount coupon. Should the update require more than usual hours (more than 8), a second coupon may be earned with prior approval from the Policy Committee Chair, or Board of Directors.

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.

### **SCCF Committee**

The Sacramento Cooperative Community Fund Committee is a short term committee formed for the purpose of reviewing applications for micro-grants. Member volunteers accepted to the committee may earn 1 coupon (for 20% off a single transaction in the store, good for the month after the committee work is completed) for reviewing and scoring applications, and attending a meeting of the committee. One additional coupon may be earned if a member volunteer writes at least 4 accept/decline letters to the applicants.

### **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 IT department.

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.