



Neerlandia Co-op

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LOCALLY
INVESTED
COMMUNITY
MINDED
LIFETIME
MEMBERSHIP
BENEFITS

November 1, 2023

Dear Member:

On behalf of the Neerlandia Co-op Board of Directors Nomination Committee, thank you for your interest in nominating someone for the position of director. Enclosed you will find the nomination package for the upcoming election during our Annual General Meeting scheduled for January 13, 2024.

We will be electing three board members at the upcoming AGM:

- Ron Hamoen – Completed third year of second term (not eligible for re-election)
- Julius Wierenga – Completed third year of second term (not eligible for re-election)
- Keith Wiart – Completed third year of first term (is eligible for re-election)

Please ensure all parts of the enclosed nomination application are filled out, along with the nomination release form (also enclosed). If you have any questions after having reviewed the package, please reach out to any one of the members of the Executive Committee or to either Eldon Wierenga or Steve DeVries:

- Bruce Wierenga – bruce.wierenga@gmail.com
- Troy Nanninga – tknanninga@hotmail.ca
- Jan Aarsen – janaarsen@arcobuilding.ca
- Eldon Wierenga – eldon.wierenga@neerlandiacoop.com
- Steven DeVries – steven.devries@neerlandiacoop.com

The deadline to return completed nomination packages to the admin offices of either Eldon or Steve is **November 30, 2023**.

Once compiled and reviewed, a notice including names and bios of all eligible nominees will be made available to members of the Neerlandia Co-op for information. The election of directors will take place at the upcoming AGM.

Sincerely,

Bruce Wierenga
Chairperson
Board of Directors

CO-OP



Neerlandia Co-operative Assn. Ltd.

Board of Director – Nomination Package

Who We Are

The first settlers arrived in the area in 1912 and the Neerlandia Co-op was incorporated only 10 years later in the summer of 1922. “They co-operated in the building of their cabins, a place of worship, and a school, as well as in the clearing and breaking of land. So it was not strange that they decided to co-operate in establishing a store to supply the articles needed in daily living.” (A Furrow Laid Bare, 880) A lot has changed, but threads of those early years are still very evident today! We serve a membership of almost 2000 active members, employ over 75 individuals, and realized over \$67 million in sales during the 2021-22 fiscal year!

OUR VISION

To be leaders of service in the communities we serve.

OUR MISSION

To offer goods and services in a responsible financial manner pleasing to God, and the people we service.

OUR VALUES

Integrity Communities Accountability Relationships Excellence

Director Qualifications (Bylaw 7.02)

- An individual 18 years of age or older.
- Does not carry the status of bankrupt.
- Is not a dependent adult as defined in the Adult Guardianship and Trusteeship Act, is a formal patient as defined in the Mental Health Act, is the subject of an order under the Mentally Incapacitated Persons Act and any amendments or successor legislation thereto or has been found to be of unsound mind by a court elsewhere than in Alberta.
- Is not an officer, employee, or a commission operator under contract with the Neerlandia Co-op.
- Is not a spouse or equivalent to a spouse of an employee of the Neerlandia Co-op.
- Does not have an account with the Neerlandia Co-op more than 60 days in arrears.
- A member in good standing at the end of the last fiscal year.
- A member having purchased a minimum of \$4,000 of goods and/or services from the Neerlandia Co-op during the last fiscal year.

Expectations of Time Commitment

- Attend up to 12 regular Board meetings per year (one/month).
- Participate on at least one Board committee (Finance, Executive, Building, Equipment).
- Participate in strategic planning sessions.
- Take turns attending Federated Co-operative Ltd. events.
- Participate in Board education opportunities as required.
- Attend special meetings as planned throughout the year (E.g., Annual General Meeting).
- Participate as much as possible in Co-op sponsored events.



Director Term of Office (Bylaw 7.07)

- a. Except as set out in (b) and (c), a director holds office for three (3) years, or until his or her successor is elected.
- b. A director appointed or elected to fill a vacancy holds office for the unexpired term of the director's predecessor in office.
- c. The Co-operative, by ordinary resolution at an annual meeting of members and before elections are held at that meeting, may provide for directors' terms of office that are shorter than as provided in (a), to provide for staggered terms.

Re-election of Retiring Directors (Bylaw 7.08)

- a. Subject to (b), retiring directors, if qualified, are eligible for re-election.
- b. No director is entitled to hold office for more than two (2) consecutive terms.

Board of Director Code of Ethics (Policy & Reference Manual)

The Board of Directors believes it to be expedient and proper to adopt a Code of Ethics to clarify any uncertainty which may now, or in the future, exist regarding the authority exercised by the members, and general business. The bounds of authority as proposed herein appear to us as a medium by which greater unanimity and closer co-ordination can be affected between board members and among Board members, management, and employees.

The Board recognizes its authority as being limited to establishment of policies deemed beneficial to the association; to employing a manager to have charge of the business of the association under the direction of the Board, and to effecting other duties as outlined by the bylaws.

The Board member recognizes that, except when the Board is in formal meeting, his/her authority is equal only to the rights and authority of any individual member of the association.

The Board recognizes the authority of the manager given in the bylaws. Under the direction of the Board of Directors, the manager shall employ, supervise, and discharge all employees, agents, and laborers.

The Board agrees that while an individual Board member may disagree with a policy or action adopted by majority vote of the Board, He/she should support said policy or action as being the considered judgment of the Board. The individual member shall have the right and duty to present further evidence and argument to the Board, and the Board shall have the duty of reconsidering upon proper evidence.

The Board agrees that an individual Board member shall not discuss disputed Board actions or policies with the public or others except for counsel and then with the utmost discretion and in a manner which will foster confidence in our association.



Neerlandia Co-operative Assn. Ltd.

Board of Director – Nomination Package

Board Responsibilities

- Establish the overall mission, objectives, and policies for the direction of the Co-op.
- Establish the organization of the Board, including appointment of committees, and clearly define the responsibilities and the authority assigned.
- Appoint the General Manager, determine their job description, salary, annual performance plan, and appraise their performance.
- Approve the organizational structure.
- Set direction and guidelines for planning and budgeting, evaluate the development of major plans and programs, and approve capital and operating budgets.
- Analyze and appraise progress in achieving objectives and goals.
- Authorize changes in the assets of the Co-op.
- Recommend bylaw amendments to the membership.
- Monitor applications for membership.
- Recommend schedule of patronage refunds in accordance with the bylaws.
- Authorize repayment of member equities.
- Provide for effective communications and member and public relations for the Co-operative.
- Create and avail oneself of opportunities for self-development to enhance their contribution as a member of the Board and as a Co-op leader.
- Demonstrate leadership by personally supporting and promoting the Co-operative to the best of their ability.
- Encourage and ensure General Manager training through attendance at development meetings.
- Encourage General Manager's participation in community activities that enhance the image of the Co-op.

Board Standards

- Come to meetings prepared.
- Contact the President if you are not going to be attending or if you are going to be late.
- When dealing with members/customers enquiries, get their name(s), phone number and a brief description as to their concerns.
 - If their concern is minor and not requiring a follow-up, deal with it accordingly and then send a quick note with the information and what your interaction was to the General Manager and the Board President.
 - All operational concerns should be directed to Management. Record their personal information and let them know that you will be passing this information on to the General Manager and Board President, who will follow up with them.
- Act for the Co-operative as a whole, not for your own interests or those of others.
- Contribute to discussions as part of decision making and respect and abide by Board decisions on all issues.
- Recognize your mandate and respect the lines of authority and responsibility given to other representatives and staff to avoid conflict.
- Maintain relationships with staff that develops trust and respect.
- Respect the confidentiality of boardroom discussions and privileged information.
- Act with due diligence in all matters.



NEERLANDIA CO-OPERATIVE ASSN. LTD.

Board of Director – APPLICATION

DEADLINE TO SUBMIT – November 30, 2023

I, _____ would like to nominate the following
Name Membership No.

member of the Neerlandia Co-op for the position of Director.

Name: _____ Member No. _____

Address: _____ Phone (H): _____

_____ Phone (C): _____

_____ Email: _____

Signature of Nominee

Date

REFERENCES

We, the following members of the Neerlandia Co-operative Assn. Ltd., endorse the above-mentioned individual for nomination to the Board of Directors. *(A minimum of two additional references, unrelated to the nominee, are required)*

Name	Signature	Member Number
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____





Neerlandia Co-operative Assn. Ltd.

Board Nominee – Release Form

I agree to and authorize Neerlandia Co-op to take and use, reproduce and/or publish photographs and/or video and/or written material that may pertain to my candidacy for a position on the Neerlandia Co-op Board of Directors, including my image, likeness and/or voice without compensation on the understanding that it is not used in paid advertisements and does not expressly imply my endorsement of any commercial message, product or service, except for my participation in these elections.

I understand that this material may be used in various publications, public affairs releases or for other election related endeavors. This material may also appear on the Neerlandia Co-op website and social media pages.

This authorization is in effect until after the AGM, after which all materials will be securely destroyed in a timely manner. Prior to this date, it may only be withdrawn by my specific rescission of this authorization. Consequently, Neerlandia Co-op may take and publish photographs of me during the election to promote the election itself.

Signature: _____

Print Full Name: _____

Date: _____

