



Rebecca Matuszak President • **Karin Cooper** Vice President • **Susan Serafini** Treasurer • **Stephen Jukuri** Secretary
Liz Fujita • **Danielle Ahrens** • **Ethan Stout** • **John Kurkowski**

Welcome Letter to Board of Directors Candidates

Dear Prospective Board Candidates,

Thank you for your interest in running for a 3-year term on the Keweenaw Cooperative, Inc. Board of Directors. We appreciate your desire to contribute to the co-op community through board service.

The Board focuses on the big-picture goals and purpose of the co-op and our community of owners. Operating under a system called Policy Governance, the Board sets the overall operational goals and parameters for management and then monitors their implementation. Board service involves assessing and revising policy in terms of our shared values and priorities; monitoring for significant changes in the fiscal and retail environment; and interacting with co-op owners to ensure that the co-op remains positioned to serve our community's changing needs.

Board members typically contribute 15-20 hours per month, which includes attending monthly board meetings, serving on at least one Board committee, completing reports or evaluations, and other activities as needed.

This is an exciting time to serve on the Board of Directors; after a successful relocation project, we moved to our new facility in October 2024. With many new Owners and the inviting storefront, the Board is setting our sights on the next chapter for the co-op. The materials included with this letter will provide a more detailed explanation of the responsibilities of board service - we hope you will consider applying!

If you have any questions or would like to discuss board service in more detail, please contact the Owner Engagement Committee at nominations@keweenaw.coop. We look forward to adding you to our slate of candidates for 2026!



community-owned & operated since 1973

Candidate Application

Keweenaw Cooperative, Inc.

Board of Directors

For nomination to 3-year board term: April 2026 to April 2029

Deadline for Applications: March 1, 2026

Last chance for required attendance at a board meeting: March 11, 2026

Important Notes:

- Only current owners, including joint-owners, of the Keweenaw Cooperative, Inc. are eligible to apply to become a candidate and run for election to the Board of Directors (BOD). If you aren't an owner already, just sign up! You can talk with someone at the store or visit us online at www.keweenaw.coop/ownership
- Candidates must [complete a Candidate Application](#); information submitted with this application will be published for co-op owners to consider when voting.
- Candidates must attend a one-hour candidate information session.
- Candidates must sign a Director Agreement.
- Candidates must attend at least one monthly board meeting to complete their nomination. Meetings are held in person on the second Wednesday of each month from 6 - 8 pm. To request a copy of the monthly board meeting agenda and materials, and to let us know you plan to attend, please contact nominations@keweenaw.coop by the Monday before the meeting.
- All board candidates will be invited to participate in an online public forum with co-op owners.
- We encourage you to read all accompanying materials about board service expectations and review current policies and bylaws on the co-op website.
- If you have any questions about board service, please direct them to the Owner Engagement Committee at nominations@keweenaw.coop. We'll be happy to talk with you in further detail about board service, expectations, and responsibilities.

What Keweenaw Cooperative, Inc. Board Directors Do

- Provide the vision and guidance for the organization.
- Serve as the link between co-op owners and the General Manager (GM), including hiring and supervising the GM.
- Develop and monitor the governance policies that drive how the organization functions.
- Ensure the financial health of the co-op by developing and monitoring fiscal governance policies.

Board Members' Duties and Responsibilities

- A. Read, understand, and uphold the Keweenaw Cooperative, Inc. (KCI) Policies and Bylaws.
- B. Regularly attend Board meetings (Board members can miss up to 3 board meetings per year).
- C. Read and use meeting materials to stay informed and actively participate in board discussions.
- D. Attend all meetings of the General Ownership.
- E. Share in committee and task-force work with other Directors.
- F. Fulfill commitments within agreed-upon deadlines.
- G. Maintain a current knowledge base about the KCI's programs and staff.
- H. Be easily accessible to Owners, the General Manager, and other Board Members, as needed.
- I. Serve as an advocate for KCI.
- J. Disclose conflicts of interest immediately.
- K. Keep confidential information confidential.

More details:

The Board meets monthly on the 2nd Wednesday of the month from 6:00 - 8:00 p.m. with time for writing welcome letters to new owners from 5:30 - 6:00 p.m., and occasional closed board meetings after 8 pm. Most of the work is done between meetings via email and/or face-to-face meetings that include committee work. Directors can expect to contribute 15 to 20 hours monthly. Board Members receive a \$960 per year per diem, distributed quarterly as store credit. The most significant rewards, though, are the ones we find within ourselves. Being part of Keweenaw Cooperative, Inc. is truly amazing, not for the external benefits, but for the sense of purpose, enriching our community, and shared values that it brings into our and others' lives. It's a wonderful feeling to be connected with an organization that aligns with our beliefs and allows us to contribute to the greater good.

To apply for a BOD position, please complete the [Application Form](#); request to attend a meeting; and email a photo of yourself to: nominations@keweenaw.coop

A signed Director Agreement will also be required.