



Board of Directors Candidate Application

Thank you for your interest in serving on the Ever'man Board of Directors. This packet is designed to provide you with valuable information to help you make a decision about running for the board.

Note: The General Manager is the ONLY employee that reports to the Board of Directors. The Board of Directors does NOT get involved in Operational Issues i.e. personnel/human resources and staffing.

In this packet you will find:

- Information on being a Board of Director for Ever'man Natural Foods Co-op and a list of skills and abilities for this position.
- Ever'man Board of Directors Potential Candidate Questionnaire.
- A list of important dates for the upcoming Ever'man Board of Director fiscal year.
- Intent statement.

Please complete the Ever'man Board of Directors Candidate Questionnaire and Intent Statement by November 10TH. You may mail them in or turn them in at the customer service desk. You may also submit answers via email to elections@everman.org.

Ever'man Natural Foods
c/o Nominating Committee
315 West Garden St.
Pensacola, FL 32502

Sincerely,
Ever'man Nominating Committee
Dr. Sandra Winborne (Chair)
TBD



EVER'MAN BOARD DIRECTOR JOB DESCRIPTION

Responsibilities:

1) MINIMUM DIRECTOR REQUIREMENTS:

*Please read carefully and thoughtfully; **check each item** to indicate that you are willing to meet the expectation.*

- ____ Participate fully in Board meetings. Attend all monthly meetings, as well as any meetings of committees you may serve on (2-5 hours a week). Special projects may require more time commitment.
- ____ Be prepared for meetings, including reading--carefully and thoughtfully--the agenda packet in advance of every Board meeting.
- ____ Attend & Participate in the Annual Membership Meeting and other meetings of owners.
- ____ Shop regularly at the Co-op.
- ____ Actively participate in the annual election by spending time in the store (or other get-out-the-vote activities) to remind members to vote.

2) GENERAL:

- ____ Support the mission, vision, values, goals, and objectives of the co-op.
- ____ Support the agreements of the Board of Directors.
- ____ Perform tasks conveyed by the Board of Directors.
- ____ Keep informed on the affairs of the cooperative and be prepared to discuss issues before the Board.
- ____ Participate in all Board Evaluations.
- ____ Learn about the natural foods industry and cooperative/democratic organizations.

3) COMMUNICATION:

- ____ Actively participate in Board discussion via e-mail or phone between meetings as necessary.



Director Expectations:

The Board of Directors is composed of active members chosen by members. Each director serves a three-year term, staggered so that three of the nine are elected each year.

- A solid three-year commitment to the Board of Directors.
- Familiarity with and adherence to the co-op's Bylaws and Board policies.
- Preparation for and attendance at monthly board meeting (usually the evening of the last Monday of each month)
- Attendance at board training sessions.
- Attendance at the annual owner meeting.
- An ability to actively and regularly participate via email, including transmittal of potentially large attachment documents.
- Active participation in the board's meetings, committee work, linkage events, training sessions and recruiting activities.
- A genuine interest in cooperative issues and our community.
- A willingness to take responsibility for board duties and work together with understanding, mutual support, and respect to make decisions that will enhance the viability of the co-op.
- An ability to keep information and materials confidential.

Minimum Qualifications to Serve on the Ever'man Board of Directors:

- Must be at least 21 years of age.
- Must have been an Ever'man member for at least six months before the application process begins.
- Must not be an employee or the significant other of an employee or board member.



- Must not have been terminated with cause from employment with Ever'man for at least 3 years.
- Must not have a conflict of interest with Ever'man (seller or supplier to Ever'man, competition with Ever'man, landlord to Ever'man, etc.).
- Must sign a code of conduct form and a code of ethics form.

The following requirements are based on Chapter 561.15 Florida Statutes relating to a Vendor of Alcoholic Beverages. This is a summary:

- Must be fingerprinted.
- Must be of good moral character.
- Must not have been convicted within the past 5 years of any offense against the beverage laws of any state.
- Must have no convictions within the past 5 years.
- No conviction within the past 5 years of the controlled substance act of any state.
- No felony conviction within the past 15 years.

*Eligibility will be determined based on the verification of this information.

Skills, Abilities, and Motivations Useful to the Board:

- Ability to make decisions in a group setting.
- Ability to support a group decision, regardless of personal view.
- Professional attitude, including maintaining confidentiality.
- Understanding of natural foods and nutrition.
- Commitment to local, organic, whole foods and sustainability.



Election Timeline and Calendar of Meetings:

The timeline for the election is as follows:

Please complete the Ever'man Board of Directors Candidate Application Questionnaire and Intent Statement prior to November 10th, 2025.

Candidates must attend at least one board meeting between December and January. The nominating committee will contact applicants to schedule interviews, to be held starting November 17th thru 21st.

Applicants will be notified of their acceptance to candidacy by November 28th. The ballots will be in store February 1st thru 16th. Election results will be available March 1st and the New Directors will be seated at the Board of Directors meeting March 31st.

➤ ***Initial here that you have read and understand the above stated information_____***



APPLICATION FOR BOARD OF DIRECTORS

PERSONAL INFORMATION AND MEMBERSHIP VERIFICATION

(Please Print)

Name: _____
Last First Middle

Social Security Number: _____ Date: _____

Street Address: _____

City, State, Zip: _____

Years at Current Address: _____ Home Phone: _____

Work Phone: _____ Membership Number: _____

E-mail Address: _____

Place of employment:

Position/Title: _____

How long have you lived in Pensacola? _____

How long have you been a member of Ever'man? _____



BACKGROUND: Each question should be answered in 25 words or less.

1. Education (degrees, certificates, dates, locations):

2. Describe Business and Professional Experience or Experience with Cooperative/Non-Profit/Not-For-Profit organizations:

3. Background in health foods, health and wellness issues:



4. Please comment on issues you are passionate about, i.e., environment, animal rights, social issues:

5. Volunteer Experience (When? How long? What organization? What duties?):

RESPONSIBILITIES:

If nominated and elected to the Ever'man Board, directors have the following responsibilities.

- ☐ Participate in monthly Board of Directors' Meetings
- ☐ Serve on Board of Director's committees, as scheduled
- ☐ Attend Annual meetings
- ☐ Develop new business opportunities for Ever'man Natural Foods Cooperative, Inc.
- ☐ Comply with Board of Directors' Conflict of Interest and Code of Ethics Policies.

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**AUTHORIZATION:**

Photo Release Statement: I hereby give Ever'man Natural Foods Co-op, Inc. consent to record, videotape and photograph my image and/or voice. I further understand that no special compensation will be provided to me for use of my image and that I may not be informed in advance of the specific use of my image.

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INTENT STATEMENT:

This portion should be written in 150 words or less and must be written in word process format and submitted on compact disc or emailed to elections@everman.org. *Portions of this will be included in the newsletter and in election materials. Your answers will be your way of communicating to other Ever'man members why you should be a Board member.

***Discuss what role you see yourself in fulfilling on Ever'man Board of Directors. How will you uphold the values of the co-op? Please focus on professional experience and qualifications that will benefit the direction of Ever'man.**



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Last First Middle

Social Security Number: _____ Date: _____

Street Address: _____

City, State, Zip: _____

Years at Current Address: _____ Home Phone: _____

Work Phone: _____ Membership Number: _____

E-mail Address: _____

Place of employment:

Position/Title: _____

How long have you lived in Pensacola? _____

How long have you been a member of Ever'man? _____



BACKGROUND: Each question should be answered in 25 words or less.

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