



**Black Star Co-op
Board of Directors
Election Packet 2018**

Dear Member-Owner,

Thank you for expressing interest in serving on the Black Star Co-op Board of Directors.

We ask that you review the enclosed information carefully before filling out the Declaration of Candidacy and questionnaires. **Applications are due to the Leadership Development Committee by 11:59 p.m. on September 24th, 2018.** Please feel free to contact us at ldc@blackstar.coop if you have any questions, or to submit your application.

This year there are five open 3-year terms this election. The new directors will be seated at the November Board meeting.

Potential candidates must attend a Board meeting prior to the election to get a feel of how the Board operates. Additional determination of eligibility is within the purview of the Leadership Development Committee.

Please email the ldc@blackstar.coop if you plan to attend so that we can ensure that you find the meeting room.

Candidates' applications will be posted on the Black Star Co-op website and inside our brewpub and will be visible to the public.

Member-owners will begin voting for board candidates on **October 1st**. Votes may be cast: 1) electronically until 11:50pm on October 31st 2) in person at the brewpub during regular business hours until close on October 31st 3) at the Members Assembly Meeting in October at the Co-op (Date TBD).

Once again, thank you for your interest in being an active participant in the governance body of your cooperative.

In cooperation,

Leadership Development Committee
Greg Cumpton, Co-Chair
Kyle Voosen, Co-Chair

Table of Contents

Contents

Statement of Cooperative Identity	1
Black Star Co-op Board of Director Job Description	3
Black Star Co-op Board Director Qualifications	4
Questions for the Candidate.....	5
Declaration of Candidacy	6
Conflict of Interest Statement.....	7
Frequently Asked Questions	8

Statement of Cooperative Identity

What is a Co-op?

A co-operative is an autonomous association of persons united voluntarily to meet their common economic, social, and cultural needs and aspirations through a jointly-owned and democratically-controlled enterprise. The Black Star Co-op is incorporated in Texas under Title 6 of the Business Organizations Code.

Cooperative Values

Co-operatives are based on the values of self-help, self-responsibility, democracy, equality, equity and solidarity. In the tradition of their founders, co-operative members believe in the ethical values of honesty, openness, social responsibility, and caring for others.

Principles

The co-operative principles are guidelines by which co-operatives put their values into practice.

1st Principle: Voluntary and Open Membership

Co-operatives are voluntary organizations, open to all persons able to use their services and willing to accept the responsibilities of membership, without gender, social, racial, political or religious discrimination.

2nd Principle: Democratic Member Control

Co-operatives are democratic organizations controlled by their members, who actively participate in setting their policies and making decisions. Men and women serving as elected representatives are accountable to the membership. In primary co-operatives members have equal voting rights (one member, one vote) and co-operatives at other levels are also organized in a democratic manner.

3rd Principle: Member Economic Participation

Members contribute equitably to, and democratically control, the capital of their co-operative. At least part of that capital is usually the common property of the co-operative. Members usually receive limited compensation, if any, on capital subscribed as a condition of membership. Members allocate surpluses for any or all of the following purposes: developing their co-operative, possibly by setting up reserves, part of which

at least would be indivisible; benefiting members in proportion to their transactions with the co-operative; and supporting other activities approved by the membership.

4th Principle: Autonomy and Independence

Co-operatives are autonomous, self-help organizations controlled by their members. If they enter to agreements with other organizations, including governments, or raise capital from external sources, they do so on terms that ensure democratic control by their members and maintain their co-operative autonomy.

5th Principle: Education, Training and Information

Co-operatives provide education and training for their members, elected representatives, managers, and employees so they can contribute effectively to the development of their co-operatives. They inform the general public - particularly young people and opinion leaders - about the nature and benefits of co-operation.

6th Principle: Co-operation among Co-operatives

Co-operatives serve their members most effectively and strengthen the co-operative movement by working together through local, national, regional and international structures.

7th Principle: Concern for Community

Co-operatives work for the sustainable development of their communities through policies approved by their members.

Black Star Co-op Board of Director Job Description

Purpose

To provide leadership and guidance that supports the Co-op's mission, vision, and goals on behalf of the Member-Owners through personal responsibility and effective governance through well-written policies.

Status

Board Directors are volunteers who assume a fiduciary duty to the member-owners of the Black Star Co-op, and commit to working up to 15 hours a month.

Responsibilities

DIRECTOR EXPECTATIONS:

- Attend monthly board meetings.
- Attend Board and Co-op events.
- Attend Members' Assembly meetings.
- Abide by and uphold existing governance policies and Bylaws.
- Actively participate in board meetings and on the Board email list.
- Maintain confidentiality when required.
- Review all meeting materials and be prepared for meetings. Keep informed on the affairs of the cooperative.
- Regularly patronize the Black Star Co-op Brewpub.

GENERAL:

- Support the mission, vision, values, principles, goals, and objectives of the Co-op.
- Support and establish (when necessary) Co-op policies.
- Think critically.
- Follow through on commitments.
- Have a willingness to learn about co-operatives.
- Act in the best interest of Black Star Co-op as a whole at all times.
- Avoid overriding conflict of interest with the Co-op.

LINKAGE TO MEMBER-OWNERS:

- Keep Member-Owners informed about the affairs of the Co-op.
- Maintain a linkage with the member-owners. Consider at all times Member-Owner input in decision making.

COMMUNICATION:

- Listen openly and share opinions respectfully.
- Check and respond to Co-op related emails within 48 hours.

Black Star Co-op Board Director Qualifications

QUALIFICATIONS:

- Current fully invested Member-Owner of the Co-op in good standing.
- Able to commit to meeting all the Director expectations outlined in the “Responsibilities” section of the previous job description.

DESIRED QUALITIES:

- Ability to guide the Co-op toward the Member-Owner’s vision through carefully written policy.
- Research skills.
- Knowledge of or ability to learn about financial indicators of a business.
- Prior board experience.
- Desire to learn about craft-brewed beers and co-operatives.

REQUIREMENTS:

- Attendance at a Board meeting in the past year.
- Attend a Board of Directors orientation session.

Questions for the Candidate

The answers to the questions will be displayed at www.blackstar.coop and in the brewpub. This is your opportunity to inform Member-Owners why they should vote for you for the Black Star Co-op Board of Directors. **Please, limit answers to 100 words per question.** The Membership Linkage Committee will cut off responses exceeding this limit.

1. Why are you interested in serving on the Board of Directors of the Co-op?
2. What goals would you like to see Black Star Co-op achieve in the next year? Five years?
3. What qualities and past experience do you have for serving on the Black Star Co-op Board of Directors?
4. Name one way in which you'd like the Black Star Co-op Pub and Brewery to stand out from other local brewpubs.
5. What is your favorite Co-operative Principle and why?

Declaration of Candidacy

I, _____, a member of the Black Star Co-op, hereby declare myself a candidate for the Black Star Co-op Board of Directors. I certify that I have already purchased, in full, my membership share and am therefore eligible to run in the 2018 election. In addition, I certify that, to the best of my knowledge, I can pass a TABC background check if required to do so. I acknowledge that I have read this packet and understand the commitments involved in being a Director.

I am also aware of the following:

- All candidates are required to attend at least one of the board meetings prior to October 1:
 - August Board Retreat at FlowBelow (Building 2, 9601 Dessau Rd, Austin, TX 78754)
 1. Sunday, August 19th (from 9am to noon)
 2. Sunday, August 19th (from 12:45 to 4:45)
 - Board meeting at Arts and Labor (7010 Easy Wind Dr #210, Austin, TX 78752)
 3. September 16th from noon to 3pm
- September 24th, 2018, 11:59 p.m. - Deadline for candidates' applications to be received via email at ldc@blackstar.coop. A confirmation of receipt will be sent out by the Leadership Development Committee. Please contact ldc@blackstar.coop if you have not received a confirmation within two business days.
- Candidates' responses to "The Candidate's Questions" will be presented on www.blackstar.coop and in the brewpub.
- October 1st, 2018 - Online voting will be made available to all members.
- October 31st, 2018 - Close of the election.

Signature: _____

Street Address: _____

City, State, Zip: _____

Home Phone: _____

Work or Cell Phone: _____

Email: _____

Conflict of Interest Statement

I affirm to the best of my knowledge that neither I, nor any of my affiliates (hereinafter defined), have any financial or other personal interest, direct or indirect, that is incompatible with the proper discharge of my possible fiduciary duties as a Director of Black Star Co-op or would tend to impair my independence, judgment or action in performance of my duties as Director, except as described below. I further affirm to the best of my knowledge that neither I nor any of my affiliates is an officer or managing agent of any municipal, state, federal, or private granting or contracting entity that provides or receives funds or other benefits to or from Black Star Co-op, except as described below. As used herein, I understand the term "affiliate" to mean any relative, business or professional partner, associate, or other person or entity (including without limitation any corporation or partnership in which I have a personal or financial interest) with whom I have any significant relationship.

Disclosure of possible conflicts:

As a candidate for the Black Star Co-op Board of Directors, I agree

Printed Name of Candidate

Signature of Candidate

Date

Frequently Asked Questions

Should you have any questions not answered here, please feel free to contact the Leadership Development Committee at ldc@blackstar.coop.

How do I turn in my completed application?

Email it to the Leadership Development Committee.

How do I turn in my Declaration of Candidacy and Conflict of Interest Statement?

Please either send a signed copy of each form to ldc@blackstar.coop, drop the completed and signed forms off at the Co-op, or mail to them to the following address. Envelopes must be stamped on or before **September 24th**.

Black Star Co-op
Attn: Board of Directors
7020 Easy Wind Dr., Ste. 100
Austin, TX 78752

How can I get a copy of the current Bylaws and Board Policies?

You can e-mail the Leadership Development Committee if you would like to receive a copy of the current Bylaws and Board Policies.

What is a Board committee and how do I learn more about them?

Black Star Co-op has active Board committees comprised of Directors and sometimes volunteers working to help the Board do its job. The current standing Board committees is the Leadership Development Committee.