



Board Administrative Coordinator

Reports Directly to General Manager

Nonexempt, 8-20 hours per month

Compensation: \$26-\$30 per hour

Last updated October 2024

Position Summary

The Board Administrative Coordinator ensures the smooth and efficient functioning of board and committee operations within our cooperative. The individual in this role will work closely with the Board President, General Manager (GM), and committee chairs to organize board and committee meetings, maintain records, coordinate logistics for board functions, and support board elections, orientations, and trainings. This position requires strong organizational and communication skills, proficiency in common office software, and a commitment to cooperative governance. The Board Administrative Coordinator ensures that all board-related administrative tasks are executed efficiently and that all board members have the necessary resources to perform their duties effectively.

Tasks and Responsibilities

Board and Committee Meeting Coordination

- a. Solicit agenda items for Board meetings from the President, GM, and Committee Chairs.
- b. Develop and finalize board meeting agendas in collaboration with the Board President and GM.
- c. Assemble and distribute board packets, including agendas and supporting materials, in a timely manner.
- d. Maintain accurate records of director absences and meeting minutes, ensuring timely posting and distribution.
- e. Facilitate committee meeting agendas and materials, ensuring members receive them in advance.
- f. Prepare and upload accurate, objective minutes of board and committee meetings as needed.

Meeting Logistics

- a. Ensure timely reservation and setup of facilities for board and committee meetings, retreats, and other functions.
- b. Coordinate equipment, snacks, beverages, and other meeting needs.

Record Keeping and Administration

- a. Maintain up-to-date cloud-based filing systems for board policies, administrative, and legal documents.



- b. Ensure proper documentation and archiving of policy revisions, meeting minutes, and monitoring reports.
- c. Support the administration of board elections and annual board processes, including surveys and monitoring summaries.

Board Elections, Orientations, and Retreats

- a. Assist the Board Development Committee with the recruitment, orientation, and training of new board members.
- b. Provide logistical support for board retreats, including facility arrangements and distribution of retreat materials.
- c. Organize the logistics for the Annual Meeting and other key board events as requested.

Additional Administrative Duties

- a. Perform other administrative tasks as assigned by the GM or Board President.

Qualifications

- a. Prior experience in corporate maintenance or an administrative role, preferably in a cooperative or governance setting.
- b. Strong interest in cooperative models and governance.
- c. Excellent written and verbal communication skills.
- d. Proficiency in Microsoft Word, Excel, email, and other common office software.
- e. Strong organizational skills with the ability to multitask and prioritize effectively.
- f. Ability to work independently and collaboratively within a team.
- g. Willingness to work flexible hours, including evenings and occasional weekends.
- h. Initiative, problem-solving ability, and decision-making skills.

Physical Requirements

- a. Ability to sit for extended periods.
- b. Occasional lifting of light equipment or supplies may be required.

This position provides a unique opportunity for someone passionate about cooperative governance and administration to contribute to the effective operation of our board and its mission.

Benefits Include

- a. 25% Staff discount
- b. Paid sick/personal leave
- c. Employee Charge Account
- d. Access to staff "free bin"

Possible Other Benefits Include

- a. 50% deli meal discount when working (*for shifts of 4 hours or more*)
- b. Paid lunch break (*for shifts that require a 30-minute lunch break*)



- c. Paid vacation (*qualify when regularly scheduled for at least 20 hours per week*)
- d. Healing Arts Monthly Credit for One 90-minute Session (*qualify when regularly scheduled for at least 20 hours per week*)
- e. \$30 Reimbursement for Gym Membership (*qualify when regularly scheduled for at least 20 hours per week*)
- f. Healthcare Reimbursement Arrangement (*qualify when regularly scheduled for at least 30 hours per week*)