Owner Engagement Committee Charter

COMMITTEE NAME: Owner Engagement Committee

PURPOSE: The committee is charged with facilitating effective, two-way communication between the Board and the ownership so as to cultivate active owner participation in the Co-op's democratic decision-making and policy-setting processes.

STATUS: Standing

DUTIES: To fulfill the committee's purpose, the Owner Engagement Committee is responsible for:

- Evaluating mediums and strategies for effective communication between the Board and owners and proposing solutions
- Advising the Board on priorities and approaches for communicating with owners about Co-op matters
- Providing opportunities for owners to interact with and provide feedback to the Board
- Proposing when to actively solicit owner feedback to understand owner opinions, values, expectations, and concerns
- Developing talking points for directors to use when communicating with owners and the broader community about sensitive issues
- Holding the Board accountable to communication due dates and responsibilities
- Being well-versed in opportunities for owners to engage with the Co-op and the Board in particular
- Planning the annual ownership meeting
- Identifying individuals and groups within and outside the Co-op to collaborate with to fulfill the above duties as needed

CHAIR: A Board member approved by the Board of Directors.

COMMITTEE COMPOSITION: The committee shall be composed of 2-3 directors and up to five non-Board owners (which may include staff owners). Committee openings will be filled on a rolling basis.

MEETINGS: The committee will meet once a month for an hour to an hour-and-a-half.

ATTENDANCE EXPECTATIONS: Non-Board committee members are expected to attend committee meetings throughout the year and to not miss more than 3 in a row barring extenuating circumstances. If a member comes within one missed meeting of failing to meet these expectations, the chair shall notify them not less than 25 days in advance. If these expectations are not met, the chair shall convene with the member to discuss whether the member should remain on the committee. Non-Board committee members are also encouraged to attend at least 1 board meeting a year.

BUDGET: The committee does not require independent funding, as owner engagement activities are part of the Co-op's budget, but does require paid Administrative Assistant time.

REPORTING TO THE BOARD: The committee chair is responsible for keeping the Board apprised of the committee's actions on a monthly basis. Committee notes from each monthly meeting will be posted online in the Board filing cabinet and included in the upcoming Board meeting packet.

COMMITTEE EVALUATION: The committee shall conduct an annual self-evaluation in which attendance, progress, preparation, and quality of work should be evaluated. The results of this self-evaluation shall be presented to the Board for their consideration for their annual committee evaluation process.

Adopted December 9, 2014
Updated October 9, 2018