



CALL FOR NOMINATIONS TO KEYSTONE DEVELOPMENT CENTER'S (KDC) BOARD OF DIRECTORS

The Keystone Development Center (KDC) has a mission to sustain communities, economies, and resources through cooperatively owned businesses. We believe that the cooperative-business model can enable people to mitigate business risk and provide themselves with services at an economic advantage. We give priority to new and emerging groups, especially in areas that are under-served and financially challenged. KDC provides these groups with technical assistance, access to financial resources, and links to other supporting organizations.

KDC is a tiny organization with a big impact. Typically, we support approximately 35 clients each year.

For a list of KDC's client click this link: <https://www.kdc.coop/client-list.html>

Our board consists leaders from multiple cooperative, economic development, non-profit, government, financial, educational and agricultural organizations. Below is a link so you can see our current board representatives. <https://www.kdc.coop/board-of-directors.html>

We are currently looking to fill three open seats. At this phase of our growth we are specifically looking for individuals who will bring at least one of the following skills to our organization: finance, fundraising, and marketing. Enthusiasm for the mission is a key qualification and we will be especially thrilled with candidates who have board experience and/or experience with community ownership and local economies.

Keystone Development Center is an equal opportunity provider and employer and does not discriminate on any basis including sexual orientation, race, creed, color, religion, gender identification, sex, national origin, disability, veteran status, or familial status.

BOARD MEMBER REQUIREMENTS

- Demonstrate commitment to and understanding of the mission of KDC.
- Have a passion for or professional experience related to KDC programs and management.
- Provide leadership and experience in a related field such as:
- Non-profit governance, fundraising or financial management, or
- For-profit business development and financial management.
- Community Economic Development

BOARD MEMBER DUTIES

- Attend three regularly scheduled remote Quarterly Board Meetings and one in-person Annual Meeting in May. (remote in 2020 and 2021 due to COVID-19)
- Assume leadership roles and participate actively on at least one committee or an equivalent function.

- Review minutes and agenda items in advance of meetings and stay well informed regarding the organization's fiscal and program work.
- Participate in decision-making regarding organizational development, policy, and strategy.
- Listen respectfully to other points of view.
- Act as an ambassador, actively promoting KDC to the community.
- Disclose and avoid conflicts of interest.
- Strickly adhere to confidentiality policies.

BOARD MEETING SCHEDULE

KDC will hold our 2021 Quarterly Board Meetings on the second Monday of February, May, September, and November. KDC Finance Committee Meetings will be held the Friday before each Quarterly Board meeting. All meetings will be held virtually held on Zoom. See schedule and meeting info below:

KDC Board Quarterly Meeting – Q1 2021 Monday, Feb. 8th – 1-3 pm
Finance Committee Meeting – Friday, Feb. 5th – 10-11 am

KDC Board Quarterly Meeting – Q2 2021 Monday, May 10th – 1-3 pm
Finance Committee Meeting – Friday, May 7th – 10-11 am

KDC Board Quarterly Meeting – Q3 2021 Monday, Sep. 13th – 1-3 pm
Finance Committee Meeting – Friday, Sep. 10th – 10-11 am

KDC Board Quarterly Meeting – Q4 2021 Monday, Nov. 8th – 1-3 pm
Finance Committee Meeting – Friday, Nov. 5th – 10-11 am

If you are interested in adding your hat to the ring, submit a 1 or 2 paragraph description of who you are and how your work or interests relates to our mission along with a resume and the names of 3 references to the nominations committee by March 15, 2021 to admin@kdc.coop.

Thanks much for your consideration.

Peggy Fogarty, Executive Director



Keystone Development Center, Inc. KDC Board of Director Job Description

Accountability

The Board of Directors is legally and ethically responsible for all activities of the Keystone Development Center, Inc. (KDC) and is to be appointed in a manner consistent with the bylaws. The Board of Directors shall have all powers conferred on it by law, the Center's articles of incorporation, and its bylaws. All powers of the Center shall be exercised by or under the authority of the Board of Directors. The Director appointed to the Board of Directors is accountable to the Board of Directors.

Time Commitment

Commensurate with the time required for board meetings, executive committee meetings, and Director duties as described:

- Attend and actively participate in at least 75% of board meetings (4 quarterly board meetings, approximately 2 hours in length, on the designated date). Participate in the poll to determine the designated board meeting date.
- Attend and actively participate in committee meetings and related work (1-3 hours per month as determined by the committee)
- Attend and actively participate in the annual meeting, which shall be held within 120 days of the end of the fiscal year (approximately 5 hours in length on a designated date). Participate in the poll to determine the designated annual meeting date.
- Attend and actively participate in Special meetings called at any time, at the direction of the President or at the written request of three or more of the Directors, and shall be held at such time and place as may be designated in the notice of the meeting.

Term of Office

The number of KDC Board of Directors shall be designated from time to time by resolution of the Board of Directors and until changed by the Board of Directors should not be greater than eleven. Each Director shall be elected for the term of three years and shall serve until his or her successor is elected and qualified or until his or her earlier death, resignation, or removal. Directors may not serve for more than three successive three-year terms. A Director can serve more than three terms by sitting out a term. A Director can designate an alternate through written notice to the Corporate Secretary and approval by the Board of Directors.

A Director may be removed with or without cause by the affirmative vote of the majority of the Board, and another Director may be elected in the place of the Director so removed to serve for the remainder of the term of the removed Director.

MISSION

The Keystone Development Center (KDC) has a mission to sustain communities, economies, and resources through cooperatively owned businesses. We are a non-profit 501(c)3 corporation, established in 1999 with a mission to provide technical and research assistance to groups who wish to organize as cooperative. Through these efforts, we strive to meet the economic and business development needs in the multi-state area of PA, MD, NJ, and DE.

IMPACT

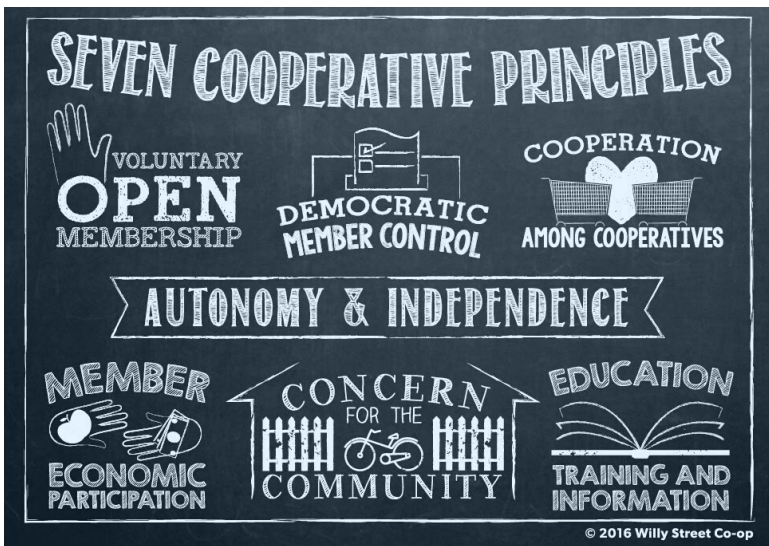
Over the life of KDC, we have worked with 225 community-owned businesses or start-up ventures of which 159 received intensive technical assistance. Our clients represent many sectors: Agricultural Marketing, Food Cooperatives, Purchasing, Shared Services, Broadband, Energy/Utilities, and more.

SINCE 1999, KDC HAS DELIVERED



DIFFERENCE

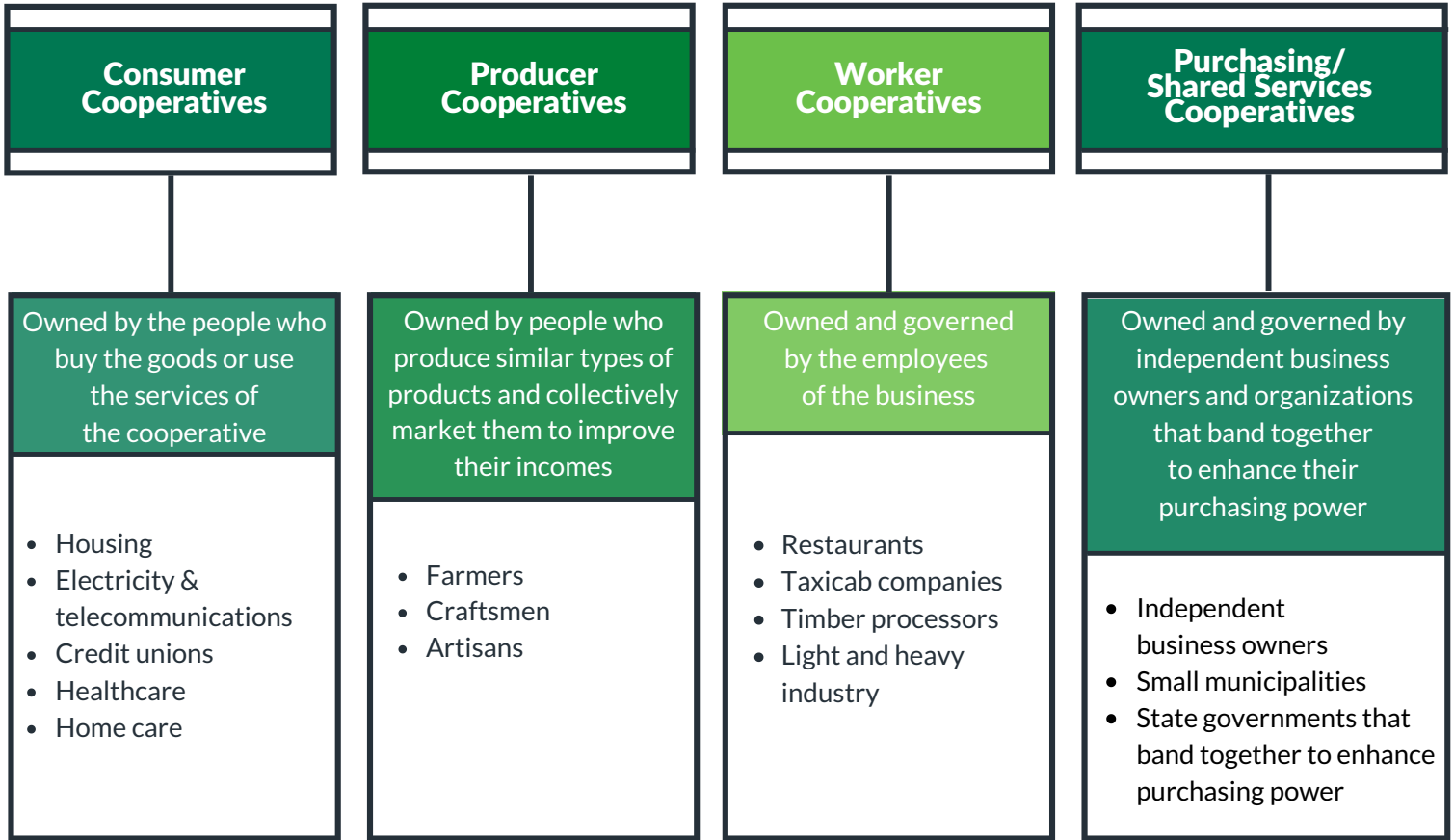
Cooperatives differ from other business types in that there is a set of guiding principles for operation. These principles provide a philosophical foundation for the business by establishing a governance structure and the method by which profits are distributed. The original Rochdale Principles have been distilled into the Seven Cooperative Principles.





Keystone Development Center provides a robust portfolio of service geared to assisting cooperative businesses. Members and clients will have opportunities for national and local advocacy, robust educational programs, and intensive technical assistance.

COOPERATIVE BUSINESSES



SERVICES

EDUCATION & TRAINING

- Foundations of Cooperative Development
- How Cooperatives Work: Creative Models to Increase Profits
- Steering Committee Formation and Functions
- Board Leadership Development
- How to Assess the Feasibility of Your Project
- Community Outreach and Identifying Stakeholders

TECHNICAL ASSISTANCE

- Feasibility Analysis
- Business Planning
- Needs Assessment
- Meeting Facilitation
- Strategic Planning
- Legal and Organization Documents
- Policies
- IT Support
- Funding Support

