

MEMBER WORKSLOT OPPORTUNITY AS THE COOP'S CORPORATE SECRETARY

October 7, 2025



October 7, 2025—updated on October 15

Are you passionate about Coop governance and eager to step into a key leadership role at the Coop? We're seeking an enthusiastic member to join us as the Corporate Secretary. The Coop's current Secretary resigned on September 30. **This role is a member workslot position.**

The Secretary is an officer of the Coop, but is not a member of the Board of Directors.

The Secretary is elected each year during the Annual Meeting and serves a one-year term. As this election is to fill a position created by a resignation, the current opening will serve until the June 2026 Annual Meeting.

What We're Looking For:

Candidates should have a strong understanding of Coop governance, excellent organizational skills, and a commitment to transparency. If you want to support the Coop's Board, management, and the General Meeting, this workslot position may be perfect for you.

Key Responsibilities:

- Attend all 11 General Meetings and take minutes. If additional meetings are scheduled, the Secretary must also attend them.
- Issue draft minutes at least seven days before the next General Meeting.
- Present the draft minutes from the previous month at the monthly General Meeting and solicit corrections from those present.
- Send an electronic copy of the approved General Meeting minutes to the General Manager or another General Coordinator in their absence.
- Sign documents on behalf of the Park Slope Food Coop upon request from the General Manager or as required by law.

Essential skills include attention to detail, punctuality, strong writing abilities, and the capacity to remain impartial while taking minutes.

If you are interested:

- You must attend the October 28 General Meeting at the Prospect Park Picnic House.
- You can nominate yourself or another member can nominate you.
- Please be prepared to make a brief statement to the General Meeting.